

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: LaDon Trost, Chairperson
DATE/TIME: March 24, 2025 at 9:00 a.m.

PRESENT:

☒ LaDon Trost	☒ Angela Kaiser	☐ Vacant
☒ Jacob Ambrosia	☒ Kathy Phillips	☐ Vacant
☒ Steve Endress	☒ Nicole Hermsen	☐ Vacant
☒ John Lang	☒ Craig Ketelsen	☐ Vacant

A quorum was established.

OTHERS PRESENT: Dana Timmerman.

1. **Call to Order:** The meeting was called to order at 9:00 a.m.
2. **Minutes Approval:**
 - a) Minutes of the September 12, 2024 Personnel Review Committee meeting – Lang/Endress made a motion to approve the minutes of the September 12, 2024 Personnel Review Committee meeting. The motion carried by voice vote.
3. **Citizens' Comments:** None.
3. **Unfinished Business:**
 - a) Discussion regarding committee member vacancies – The committee discussed the current committee structure and if it should be reduced. It presently requires 12 members: 4 County Board, 1 County Administrator, and 7 Department Heads. The consensus was that it should remain the same for now. It was decided to ask Dana Timmerman, Clerk/Recorder, Laura Edmonds, C.C.A.O., and Dylan Oppold, Acting County Engineer to serve on the committee.
4. **New Business:**
 - a) Discussion and possible action on amending the EMA Coordinator position description – The Committee reviewed the revisions to the EMA Coordinator position description. Questions were asked and answered regarding exempt versus non-exempt status and whether or not this position qualifies. **Lang/Phillips made a motion to recommend to the Executive Committee amending the EMA Coordinator position description as presented: FLSA status from non-exempt to exempt. The motion carried by voice vote.**
 - b) Discussion and possible action on amending the Chief Deputy Clerk position description – **Ketelsen/Phillips made a motion to recommend to the Executive Committee amending the Chief Deputy County Clerk position description as presented: Removing payroll and benefits duties. The motion carried by voice vote.**
 - c) Discussion and possible action on amending the Financial Administrative Manager position description – **Trost/Endress made a motion to recommend to the Executive Committee amending the Financial Administrative Manager position description as presented: Adding payroll and benefits duties, a grade change from 9 to 10, and a FLSA status from non-exempt to exempt. Ketelsen/Lang made a motion to amend the original motion to a title change to "Financial Payroll Manager". The amendment carried by voice vote. The amended motion carried by voice vote.**

- d) Discussion and possible action on amending the Assistant Engineer position description – Ketelsen/Lang made a motion to recommend to the Executive Committee amending the Assistant County Engineer position description as presented: Adding more road project management duties, a title change to "Highway Foreman", and a grade change from 12 to 14. Ambrosia/Endress made a motion to amend the original motion to a title change to "Highway Manager". The amendment carried by voice vote. The amended motion carried by voice vote.
- e) Discussion and possible action on to amend the P2025-3 Non-Represented Employee Classification/Compensation Plan to reflect any action taken above – Endress/Philips made a motion to recommend to the Executive Committee amending P2024-3 Non-Represented Employee Classification/Compensation Plan to reflect pay scale changes as presented. The motion carried by voice vote.

- 5. **Committee Member Comments/Concerns:** Lang wants to be notified of meeting times in addition to receiving the agenda and meeting packet. Kaiser asked if the committee would be in favor of combining the Personnel Review and Ad-Hoc Health Insurance committees. The consensus was that they should remain separate.
- 6. **Establish future meeting date:** TBD
- 7. **Citizens' Comments:** None.
- 8. **Adjourn:** Lang/Hermesen made a motion to adjourn at 10:06 a.m. The motion carried by voice vote.