

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: Don Hill
DATE/TIME: May 20, 2021 @ 2:00 p.m.

PRESENT:

☒ Scott Toot	☒ Melisa Hammer (2:08 p.m.)	☒ Steve Keeffer
☒ John Lang	☒ Bruce Habel	☒ Eric Tison
☐ Vacant	☒ Joe Kratcha	☒ Craig Ketelsen (2:10 p.m.)
☒ Don Hill	☒ Angie Kaiser	☒ Kathy Phillips
☒ Dan Reimer	☒ Laura Edmonds	☐ Vacant

Others: Bill Bingham and Nicole Hermsen

Don Hill called the meeting to order at 2:00 p.m. Roll call, a quorum was present.

1. **The minutes from the September 25, 2020 Personnel Review Committee meeting were not included in the packet at this time.**
2. **Citizens' Comments – None.**
3. **Unfinished Business – None.**
4. **New Business**
 - a) **Discussion and possible action on a plan to implement new hire Jo Daviess County Transit employees into the pay grade structure schedule of the Jo Daviess County Position Classification System Plan for Non-Represented/Non-Elected Employees –** Dan Reimer commented that this item will go into closed session. Don Hill added that the County is going to take over the Transit and there are a few issues that we have to talk about. We believe we need to go into closed session to do this. **Dan Reimer made a motion to recommend approval of a resolution to implement the current Jo Davis County Transit employees into the Jo Daviess County compensation plan. Seconded by John Lang and motion carried by roll call vote. Ayes – Lang, Hill, Toot, Reimer, Hammer, Keeffer, Habel, Kratcha, Tison, Kaiser, Edmonds. Abstain – Phillips. Ayes: 11. Abstain: 1. Nays: 0.**
 - b) **Discussion and possible action to amend the Jo Daviess County Employee Handbook:**
 - i. **Possible fringe benefits for part-time Jo Daviess County employees –** Joe Kratcha made a motion that possible fringe benefits for part-time Jo Daviess County employees who are scheduled to work less than 40 hours per week on a regular basis receive a prorated basis sick day and vacation days that will fall in the regularly scheduled work dates based on the number of hours they work per week; employees will not qualify for insurance. Seconded by Melisa Hammer and motion carried by roll call vote. Ayes – Edmonds, Phillips, Kaiser, Tison, Kratcha, Habel, Keeffer, Hammer, Reimer, Toot, Hill, Lang. Ayes: 12. Nays: 0.
 - ii. **Health Insurance start date for eligible new hire Jo Daviess County employees –** Angie Kaiser made a motion to recommend that Jo Daviess County Transit employees that are hired by the County will be eligible

for County health insurance on September 1, 2021. Seconded by Scott Toot and motion carried by roll call vote. Ayes – Edmonds, Kaiser, Tison, Kratcha, Habel, Keeffer, Hammer, Reimer, Toot, Hill, Lang. Abstain – Phillips. Ayes: 11. Abstain: 1. Nays: 0.

iii. Other

- c) **Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/ Employee Merit Pay Policy** – Dan Reimer commented that every May this committee is supposed to review this policy. At this time Reimer does not have any amendments to discuss. Angie Kaiser stated that we revised this a couple of years ago and it is still pretty valid.
- d) **Discussion and possible action on Chief Deputy County Clerk position** – Angie Kaiser handed out an amended job description for this position and will probably make history with her request but she is actually asking for it to be changed from exempt to non-exempt which would make its hourly standard 70 hours in a pay period instead of 80. The history of this position when it was originally graded in January 2013 it came in as a 9. That was the original set of job duties. In 2014 the PCOM duties were added to this position and it was reclassified still at a 9. In 2015 we removed the PCOM duties; stayed at a 9. In February 2019 we added the safety coordinator duties. That reclassification took the position from a Grade 9 to a Grade 10. Kaiser is proposing changing on the job description is removing tax extension. Tax extension basically if you kind of look at the history of where this position has been Kaiser doesn't think really it is going to factor in to how it is graded. It is where it is at right now because of the safety coordinator duties. Kaiser is bringing this to Personnel Review because she really doesn't want to have to go through the reclassification process with Carlson Dettmann. She wasn't a big fan of it being exempt; she doesn't want it to be exempt. The change in the starting salary by taking it from exempt to non-exempt is about \$5,500 a year. Joe Kratcha questioned who would do the tax extension duties or would they disappear. Kaiser replied that she doesn't think you want them to disappear. Kaiser will continue to do it. She did it before and she never handed it off to the last Chief Deputy. She was waiting for the right time to pass it on and found that the position stayed pretty busy without it. Kaiser feels more comfortable keeping it with herself. John Lang commented when Kaiser originally asked for the reclass a year or two ago you said this person would have to work even on weekends and other times if there were payroll issues and that is part of the reason it was made exempt. Kaiser replied right, that was her rationale. She thinks Carlson Dettmann's recommendation for the exempt status was the level of responsibility that the safety coordinator duties added to it. Kaiser didn't really weigh in one way or the other. She has revised her opinion and doesn't think it needs to be exempt. If this person has to come in on a weekend we will just have to work it out. Kaiser doesn't see the value of paying them ten extra hours of payroll in the event they might have to come in on a weekend once a year. That doesn't seem very fair to the other employees. Kathy Phillips commented that if Kaiser feels this employee can get their work done in 70 hours we shouldn't question it. Hill agreed. Kaiser asked Reimer and Toot if we needed to do a resolution on this or amend the last resolution. Reimer responded that generally we do a resolution spelling everything out that we are doing. If you want to make a motion that includes a resolution we can draft the resolution when it goes to the next step. It is usually cleaner and easier to find in the future. Kaiser thinks it has to be a resolution, but does it have to be its own resolution or can it be an amending of our 2019-10 resolution. **Melisa Hammer made a motion to amend the job position description to remove tax extension duties for the Chief**

Deputy County Clerk as presented and change from an exempt to a non-exempt on the compensation plan at a Grade 10 and I would also like to state that this will be included in an amendment of Resolution 2019-10 to be included and presented to the County Board. Seconded by Laura Edmonds and the motion carried by roll call vote. Ayes – Edmonds, Phillips, Kaiser, Kratcha, Keeffer, Hammer, Reimer, Toot, Hill, Lang. Nays – Habel. Ayes: 10. Nays: 1.

- e) Review, discussion and possible action on other items including procedures, forms and documents associated with the Jo Daviess County Position Classification and Compensation System Plan – Melisa Hammer suggested that we look at this after the first of the year so that we can get the Transit information that we need so that we can do this once and not have to do it again. There was no action on this item at this time.

5. Closed Session

Joe Kratcha made a motion to enter into closed session at 2:10 p.m. for the purpose of Personnel section 2(c)1 *"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."* Topic of discussion - Jo Daviess County Transit positions: Transit Director/PCOM, Operations Manager, Mechanic/Collision Repair Technician, Dispatcher, Driver, Office Manager. Seconded by Angie Kaiser and the motion carried by roll call vote. Ayes – Lang, Hill, Ketelsen, Reimer, Hammer, Keeffer, Habel, Kratcha, Tison, Kaiser, Phillips, Edmonds, Toot. Ayes: 13. Nays: 0.

At 3:40 p.m., Dan Reimer made a motion to reconvene to open session. Seconded by Melisa Hammer and motion carried by roll call vote. Ayes – Edmonds, Phillips, Kaiser, Tison, Kratcha, Habel, Keeffer, Hammer, Reimer, Ketelsen, Hill, Toot, Lang. Ayes: 13. Nays: 0.

- 6. Possible action as a result of closed session – Return to Item 4.a) at this time.

7. Committee Member Comments/Concerns

Bruce Habel commented that with his retirement he will be leaving the committee. He talked to Jodi Zeal and she said she would be willing to take Habel's position on the committee if you are willing to have her. Don Hill responded that we will take that into consideration. Angie Kaiser commented that we need to replace two County Board members. It sounds like Bill Bingham is interested since he is here and another County Board member. We also need to replace two employees – Bruce Habel and the Chief Deputy County Clerk. Typically the Chief Deputy County Clerk is on the committee because of personnel. A total of four empty spots. John Lang suggested Nicole Hermsen since she has one of the largest County departments. Kaiser and Hill felt that was a good idea. Dan Reimer commented that this is his last meeting, but it is not about him. He wanted to recognize Bruce Habel who is also going to be retiring here real shortly. Habel's service on this committee has been invaluable. He always brought a perspective that some of us don't think about. It is really important to have a diverse group. Reimer thanked Habel for his service. Hill echoed Reimer.

- 8. Establish future meeting date – The next meeting date is to be determined.

- 9. Citizens' Comments – None.

10. Adjourn

Melisa Hammer made a motion to adjourn at 4:13 p.m., seconded by Bruce Habel; roll call motion passed 11 ayes, 0 nays.