

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, January 22, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
9:00 AM County Clerk w/R. Pierce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
1. <i>FYI - Official Political Subdivision Plates - State and Local Government Vehicle Registration Program-new plate procedure.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
1. <i>Sexual Harassment training language in Bid Specs. & County Contracts</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>General Updates:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • 140 S. Main Street / Perry real property transfer to Creative Foods. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>Appropriation / Transfer</i>	Pending	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
1. <i>Position Fill:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Animal Control</i>			
One (1) position of Animal Control Assistant (position code 002.082); currently on Schedule S at \$19.3509/hr (Annual Salary Equivalent of \$35,219.00). Person vacating: Darlene Demun, effective February 8, 2019. Position available: February 9, 2019.	<i>Emergency Fill was signed by HR Director Farberman on 01/15/19 and Chairman Berwanger on 01/16/19.</i>		
2. <i>Position Fill:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Jail</i>			
One (1) position of Correction Officer (position code 069.065); on WCSEA Schedule Grade 3 at \$20.85 - \$22.79/hr. Person vacating: Kyle Curry, effective January 10, 2019. Position available: February 13, 2019.			

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<p>3. Position Fill:</p> <p style="text-align: center;">Sheriff</p> <p>One (1) position of Dispatcher (position code 097.108); on WCSEA Schedule Grade 3 at \$18.02 - \$21.97/hr. Person vacating: Sean Schrader, effective January 7, 2019. Position available: February 13, 2019.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>4. Position Fill:</p> <p style="text-align: center;">Health Department</p> <p>One (1) position of Nurse Practitioner (per diem) (position code 133.311); currently on Schedule S at \$44.0000/hr. Person vacating: Nancy Wilk, effective January 4, 2019. Position available: February 13, 2019.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>5. Position Fill:</p> <p style="text-align: center;">Treasurer</p> <p>One (1) position of Principal Account Clerk (position code 017.182); on CSEA Schedule Grade 14 at \$20.67 - \$23.85/hr. Person vacating: MaryAnn Saylor, effective: upon finding replacement. Position available: February 13, 2019.</p> <p>Position Create/Fill:</p> <p style="text-align: center;">Treasurer</p> <p>One (1) position of Principal Account Clerk (Temporary) on CSEA Schedule Grade 14 at \$20.67-23.85/hr; position available: February 13, 2019.</p>	<p><i>Current Principal Account Clerk to move to new temporary position once replacement secured to facilitate training of new staff and transition.</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>6. Position Create/Fill:</p> <p style="text-align: center;">Zoning</p> <p>One (1) position of Zoning Enforcement Officer (1.00 FTE) and place on Schedule S at \$17.5824/hr; position available: February 13, 2019.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>7. Position Abolish:</p> <p style="text-align: center;">Fire and Building Code Enforcement</p> <p>One (1) position of Principal Account Clerk on CSEA Schedule, Grade 14 at \$20.67-23.85/hr;</p> <p>Position Create/Fill:</p> <p style="text-align: center;">Fire and Building Code Enforcement</p> <p>One (1) position of Account Clerk (1.00 FTE) on CSEA Schedule, Grade 4 at \$16.69-18.36/hr; position available: February 13, 2019.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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<p>8. <i>Amend Salary Schedule "S":</i> <i>County Attorney</i></p> <ul style="list-style-type: none"> To reflect that the Secretary to the County Attorney (position code 007.503) should be set to 1,565.2 hours per year, at a rate of \$19.5509/hr. <p><i>District Attorney</i></p> <ul style="list-style-type: none"> To reflect the Violence Against Women Act Grant – Domestic Violence Coordinator’s annual hours are 856.88 and rate is \$18.8299/hr. To reflect the Office of Victim Services Grant – Domestic Violence Coordinator’s annual hours are 970.12 and rate is \$18.8296/hr. 	<p><i>To make certain corrections and housekeeping adjustments to reflect current reality. No changes to current reality are proposed.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>9. <i>Discussion Items:</i></p> <ul style="list-style-type: none"> EAP Quarterly Report Supervisory and Sexual Harassment Training Summary Report Bereavement Leave Breast Feeding Room Regulatory Requirement Payroll Administration Discussion 457B Plan Fiduciary 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Civil Service w/D. Farberman			
<p>10. <i>Civil Service update for January 2019.</i></p>	<p><i>Supporting documentation outstanding.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Weights and Measures w/J. Marley			
<p>1. <i>Monthly Activity Report for _____, 2018.</i></p>	<p><i>Pending</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. <i>Monthly Financial Report for _____, 2018.</i></p>	<p><i>Pending</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Historian w/C. Amrhein			
	<p>~Nothing to Report~</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Elections w/J. Schlick & H. Bush			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by _____).

Next Human Resource Committee Meeting scheduled for **Tuesday, February 26, 2019 @ 9:00 AM.**