

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Thursday, July 6, 2023
Howard Male Conference Room

The Personnel Committee met on Tuesday, July 6, 2023 at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Jesse Osmer, Chair
 John Kozlowski
 Burton Francisco
 Bill Peterson

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
 Steve Mousseau, IT Director
 Jennifer Mathis, Human Resource Specialist

CALL TO ORDER

Chair Jesse Osmer called the meeting to order at 12:00 p.m.

ROLL CALL

All members present.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

APPROVE AGENDA

Chair Osmer presented the agenda for approval with the addition of adding a discussion regarding the performance evaluation for the County Administrator. Moved by Commissioner Kozlowski and supported by Commissioner Francisco to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: IT Director Steve Mousseau presented an issue with employees not taking the Knowbe4 training seriously. We have offered incentives to complete the training, but it did not make a difference. Mr. Mousseau showed the current completion rate and the trend of our risk score. The level of risk has changed due to lack of completion of training. 381 phishing tests have been sent out and only 170 were reported by employees. The training is 15 minutes a month. Our insurance renewal decreased this year due to us passing tests and it is important to complete these trainings. Mr. Mousseau has talked with outside groups, and they have locked employees out of their accounts to enforce completion of this training. Mr. Mousseau asks that we suspend accounts if employees are not compliant with the training to force them to comply and to show the importance of the training. Commissioner Osmer would like to look at the legality of suspending accounts for elected officials. A list of elected officials and commissioners that do not complete their training should be sent to the Commissioners each month. A list of employees that do not complete their training should be sent to the Department Head. Commissioner Kozlowski said to send out an email to all employees informing them as to why we do these trainings and consequences if they do not complete the training. Commissioner Osmer said that we will send an email to Department Heads to inform them of employees that have not completed their training and an email to Elected Officials to let them know their noncompliance will be shared with their peers, and accounts will be locked out. Motion by Commissioner Peterson and supported by Commissioner Francisco. Motion carried.

INFORMATION ITEM: County Administrator Hannah mentioned that we have run into a few circumstances where married couples are working for the County and it brings up the question about eligibility for benefits. There is not a current policy with the County. If an employee opts out, they are still covered under the County's plan through their spouse. An alternative would be to allow each employee on the HSA \$3000 to be eligible for the \$1000 county match, but not the in lieu of pay since they are still covered on the County's policy under their spouse. Motion by Commissioner Francisco and supported by Commissioner Peterson.

INFORMATION ITEM: County Administrator Hannah said that we made the changes as previously requested to the Department Handbook. HR Specialist sent the handbook to the Department Heads for review but did not receive any feedback. Commissioner Kozlowski would like the background check procedure to remove the part that says they will be completed by a special investigator. Commission Osmer said that we can discuss the hiring of relatives at Full Board. Motion by Commissioner Peterson and supported by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: The annual performance review for the County Administrator states that it shall be completed every 6 months. Commissioner Osmer suggests adding a "n/a" option. Commissioner Osmer would like to rephrase the first question about customer service. Commissioner Peterson suggests that all the Commissioners take the evaluation back with them, make comments, and bring it back to the next meeting.

Next meeting: Tuesday, August 1, 2023 at 12:00 p.m. in the Howard Male Conference Room

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Francisco. Motion carried. The meeting adjourned at 1:16 p.m.



Jesse Osmer, Chairman

jmm



Jennifer Mathis, HR Specialist