

PERSONNEL COMMITTEE
MEETING MINUTES
Tuesday, July 2, 2024
Howard Male Conference Room

The Personnel Committee met on Tuesday, July 2, 2024, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair
Bill Peterson
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator
Jennifer Mathis, Human Resource Specialist
Keri Bertrand, County Clerk
Kim MacArthur, Board Assistant
Mandy Smith, Register of Deeds
Sheriff Erik Smith

CALL TO ORDER

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

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

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT: None.

INFORMATION ITEM: County Administrator Jesse Osmer presented discussion regarding salary employees clocking in and out. This would affect 6-7 employees. There had been an issue brought up regarding an auto claim and the County could not justify the hours the salary employee had worked. Clerk Keri Bertrand reported the payroll system is currently based on hours worked per week. Administrator Osmer will work with Kim Schultz in payroll and bring further information back to the next meeting.

INFORMATION ITEM: Administrator Osmer reported the County currently pays for new employees to have a physical and drug screening performed, but the County's insurance company does not require a physical be done. The drug testing and physical cost \$113 for both and prices will be going up. Deputy Lash is starting to do drug screening for the Sheriff's Office and offered to do the testing for the County up to 12 free per year. There were 12 tests done this year so far and 13 total last year. Administrator Osmer reported that employees sign their job descriptions indicating legal acknowledgment that they can perform the requirements of the job. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval to remove the requirement of physicals from County policy and to perform drug

screenings in house as presented. Roll call vote was taken: AYES: Commissioners Kozlowski, Peterson, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval to eliminate the requirement of new employee physicals and to begin performing drug screenings in house as presented.

INFORMATION ITEM: Administrator Osmer presented updates to the Employee Handbook to reflect the change to eliminate new employee physicals and have drug screenings performed by the County's Drug Court Office. Discussion was made on employees being required to voluntarily submit a drug screening at the County's request. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to recommend approval to update the Employee Handbook physical and drug screening requirements as presented. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval to update the Employee Handbook as follows:

- 1. Eliminate the requirement of new employee physicals.**
- 2. Include that drug screenings may be performed by the County's Drug Court Office.**
- 3. Include the County's ability to require employees voluntarily submit drug screenings at the County's request.**

INFORMATION ITEM: HR Specialist Jennifer Mathis reported the following employment separations:

- There was a resignation in the Home Improvement Office and a new hire will be starting on July 15, 2024.
- The two Sunken Lake Park Managers resigned, and two co-managers have accepted an offer and will be starting soon.
- A Correction Officer was terminated, and Sheriff Smith reported they have a conditional offer out to fill that position. In August a Deputy will be leaving and the Sheriff will not look to fill that position at this time.
- One resignation in Animal Control.

***Next Meeting: Tuesday, August 6, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Kozlowski and supported by Commissioner Peterson. Meeting adjourned at 12:33 p.m.

Brenda Fournier, Chair

kvm