

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, March 4, 2025  
Howard Male Conference Room

The Personnel Committee met on Tuesday, March 4, 2025, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Todd Britton  
Lucille Bray, (sitting in for Commissioner Kozlowski)  
John Kozlowski, (excused)

OTHERS PRESENT: Jesse Osmer, County Administrator  
Jennifer Mathis, Human Resource Specialist  
Keri Bertrand, County Clerk

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 Britton and supported by Commissioner Bray to approve the agenda as presented. Motion carried.

PUBLIC COMMENT

None.

LIBRARY BOARD INTERVIEWS & APPOINTMENT RECOMMENDATION

Chair Fournier reported Commissioners Bray and Britton were not present for the previous library board applicant interviews in December 2024. The appointment of a new library board member will be moved to March 17<sup>th</sup> with interview from past applicants taking place from 11:00 a.m. to 1:00 p.m. The Committee convened four previous applicants they would like to have come back for a second interview. Those interviewed on March 17<sup>th</sup> will be Mary Jo Saylor, Jennifer Graham, Carol Boboltz, and Sarah Fritz.

INFORMATION ITEM

Human Resource Specialist Jennifer Mathis reported for part time employees to be eligible for life insurance they must consistently work a minimum of 15 hours per week. There are bailiffs and several Plaza Pool employees and that do not consistently work 15 hours per week and our current life insurance company will not provide coverage. For consistency all part time employees will be removed from the policy.

Motion was made by Commissioner Britton and supported by Commissioner Bray to eliminate part time employees from the life insurance policy as presented. Roll call vote was taken: AYES: Commissioners Bray, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to remove all part time employees from the life insurance policy as presented.**

#### INFORMATION ITEM

HR Specialist Mathis had been approached by employees asking about an Employee Assistance Program. A program was offered last year but was not utilized and was eliminated for 2025. Mutual of Omaha, the same company that handles the life insurance, offers their basic plan to full time employees for no additional cost. She has reached out to see if this available to part time employees as well but has yet to hear back. The program would include full time employees and their immediate family members.

Motion was made by Commissioner Britton and supported by Commissioner Bray to recommend approval of the basic employee assistance program as presented. Roll call vote was taken: AYES: Commissioners Bray, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of Mutual of Omaha's Basic Employee Assistance Program for no additional cost as presented.**

#### INFORMATION ITEM

HR Specialist Mathis reported the Earned Sick Time Act has passed and the County will have until March 23 to get a policy into place. The policy is currently under attorney review and once finalized will be sent out by poll vote for approval.

INFORMATION ITEM: County Administrator Jesse Osmer presented discussion on performing credit checks as part of the preemployment process for those employees that will be handling cash. The County previously had a credit check policy in place but was stopped for unknown reasons. Administrator Osmer will bring more information back to the Committee on the cost for credit checks and which other counties perform them.

INFORMATION ITEM: HR Specialist Mathis reported the following employee separations/hires:

- One employee moved from the Prosecutor's Office to District Court
- A new employee will be starting soon for the Prosecutor's Office
- A new employee started in the Treasurer's Office
- Long Lake Park hired a new co-manager

Administrator Osmer inquired about background checks for Parks. Chair Fournier reported the background checks fees should come out of the Parks budget and not the General Fund. The item will be added to the Parks agenda for further discussion.

**\*Next Meeting: Tuesday, April 1, 2025, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion was made by Commissioner Bray and supported by Commissioner Britton to adjourn the meeting.

The meeting adjourned at 12:13 p.m.

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Brenda Fournier, Chair

kvm

DRAFT