

PERSONNEL COMMITTEE
DRAFT - MEETING MINUTES
Tuesday, May 2, 2023
Howard Male Conference Room

The Personnel Committee met on Tuesday, May 2, 2023 at 11:00 a.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
 Erik Smith, Sheriff
 Keri Bertrand, Clerk
 Jennifer Mathis, Human Resource Specialist

Chair Jesse Osmer called the meeting to order at 11:00 a.m.

Recommendation to modify the agenda to discuss the District 3 interview process.
Recommendation to move future meetings to 12:00 pm.

Motion to adopt the agenda by Commissioner Francisco and supported by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: Each year we look at our employee benefits and our current provider. We renewed with Lappan/Sterling last year and they are now Assured Partners. We received a new account manager in January of this year. Our current account manager is no longer local and is not as responsive as the previous account manager. There are several other agencies out there that would like our business. County Administrator Hannah would like to know if we are interested in rebidding. Commissioner Kozlowski says we stayed with Lappan/Sterling/Assured Partners because the account manager was local. Since the new account manager is not local, he mentioned reaching back out to the Hub. County Administrator Hannah asked if the committee would like to meet Anja from the Hub. The Committee is interested, and HR Specialist Jennifer Mathis will ask Anja to attend the next Personnel Committee meeting to introduce herself to the committee.

INFORMATION ITEM: County Administrator Hannah said that the court system is mandated to have Juneteenth off as a holiday. When the 88th District Court union contract was negotiated, they gave up Good Friday in lieu of Juneteenth. There were issues on Good Friday since the County offices were closed and the District Court employees were there. Judge Curtis was upset that the clerk's office was closed while District Court was still in session. Judge Curtis requested that we close District Court on Good Friday and pay the employees, but it was denied. Commissioner Francisco suggested giving Juneteenth as a paid holiday to all of the employees in exchange for Good Friday. Commissioner Kozlowski said that if we did that, then all of the unions would have to renegotiate the holidays. County Administrator Hannah said that Circuit Court gets an extra holiday since they have both Good Friday and Juneteenth off. Commissioner Kozlowski said that it is not a financial burden to open the courthouse for just District Court employees on Good Friday. Motion

by Commissioner Peterson to leave the holidays as is. Support by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: We have at least 2 candidates to interview for the District 3 Commissioner opening. Commissioner Kozlowski likes the way we have done the interview process in the past where we only allowed one candidate in the room at a time. Each candidate has to be asked the same questions. County Administrator Hannah handed out the questions that we asked last time. Commissioner Peterson said that each Commissioner should ask each candidate the same question. County Administrator Hannah said that we can do interviews in closed session or open session. Commissioner Kozlowski prefers open session. HR Specialist Jennifer Mathis said one of the candidates sent an email requesting a zoom interview due to a scheduled trip. Commissioner Kozlowski said that the meeting is already going to be on zoom and that would be ok for the candidate to complete her interview on zoom. Commissioner's will give HR Specialist Jennifer Mathis additional interview questions that they plan to ask. County Administrator said that we will send out the final list of interview questions prior to the meeting.

Motion by Commissioner Kozlowski to go into closed session. Support by Commissioner Francisco. Motion carried.

Closed Session 11:50 am
Open: 12:15 pm

Roll Call.

Recommendation to accept the settlement agreement with the grievance. Motion by Commissioner Francisco. Support by Commissioner Peterson. Motion carried.

INFORMATION ITEM: The Personnel Committee meeting in July falls on the 4th of July. The meeting will be moved to Thursday, July 6th at 12:00pm.

Next meeting: Tuesday, June 6, 2023 at 12:00 p.m. in the Howard Male Conference Room

Motion to adjourn by Commissioner Osmer with support by Commissioner Kozlowski. Motion carried. The meeting adjourned at 12:24 p.m.

Jesse Osmer, Chairman

Jennifer Mathis, Human Resource Specialist

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