

PERSONNEL COMMITTEE
MEETING MINUTES
Tuesday, December 5, 2023
Howard Male Conference Room

The Personnel Committee met on Tuesday, December 5, 2023 at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Jesse Osmer, Chair
 Burton Francisco
 John Kozlowski

OTHERS PRESENT: Dustin Budd
 Lauren Mantlo
 Judge Curtis, District Court
 Kim Elkie, Emergency Management Director
 Keri Bertrand, County Clerk
 Mary Catherine Hannah, County Administrator
 Kim MacArthur, Board Secretary
 Jennifer Mathis, Human Resource Specialist

CALL TO ORDER

Chair 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

Commissioner Kozlowski would like to amend the agenda to discuss the nonunion stipend and the Fairgrounds bonus. Motion to adopt the amended agenda by Commissioner Francisco and supported by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM Judge Curtis originally put notes in the requested draft agenda to request an increase in the non-attorney magistrate on call stipend. We currently have a stipend that expires at the end of 2023. The stipend is less than what we paid the previous magistrate. Judge Curtis proposes that we increase the weekly rate to \$450 per week and/or give an additional \$100 for when on call on a holiday. This stipend is currently part of the union and the LoU expires on 12/31/2023 and we are looking to move it out of the union. Motion by Commissioner Francisco and supported by Commissioner Kozlowski to discuss at Full Board.

INFORMATION ITEM Commissioner Kozlowski said that he is against teleworking when you work in an office with customer service. Commissioner Kozlowski asked where we have a policy about teleworking and who is allowed to participate. County Administrator Hannah said that many employees were teleworking during covid. There was a previous discussion last year when we were updating the employee handbook and the department heads decided that we would leave that up to the department heads since each department is so different. The HUB has reviewed our employee handbook recently and made the recommendation that we should include a policy on teleworking.

Commissioner Kozlowski says that we perform customer service, and we need individuals to be at their desk to provide customer service. Commissioner Kozlowski says that if it is not in the employee handbook then we should not be teleworking. County Administrator Hannah says that there is nothing in the handbook that says we cannot telework, and there are certain departments that teleworking would not work. Flexibility with teleworking is important for recruitment and retention. County Administrator Hannah says it would be a mistake to remove this flexibility. County Administrator Hannah will provide the board with the recommendations to the employee handbook from the Hub. We will discuss this at the Personnel Committee meeting in January.

INFORMATION ITEM Commissioner Kozlowski says that we have time and attendance and there are 7 employees that do not use it. County Administrator Hannah said that all 7 of those employees are exempt, salary. All of these employees use time and attendance to request PTO. County Administrator Hannah approves their timecards every pay period. County Administrator Hannah will reach out to the auditors regarding the exempt, salary employees clocking in. If we require exempt salary employees to record their hours, then we will lose our nonexempt classification. County Administrator will give a memo to the commissioners and will place this on the agenda for the Personnel Committee meeting in January.

INFORMATION ITEM Commissioner Kozlowski said that we did not put any guidelines on the \$1500 stipend for nonunion employees. Commissioner Kozlowski would like to divide the \$1500 by the number of pay periods that they have been here and include it on each paycheck. Commissioner Kozlowski recommended that the Fairgrounds manager receive the same as the other parks. Motion by Commissioner Francisco and supported by Commissioner Osmer.

INFORMATION ITEM County Administrator Hannah is reorganizing the workflow in the commissioner's office. The work has shifted, and Lynn has taken on the primary work for the insurance and fixed assets. Lynn's current job title is Board Secretary and County Administrator Hannah is requesting to change it to Assistant to the County Administrator and Finance Specialist. County Administrator Hannah said there will not be a change in pay at this time. These tasks are what she is already doing. We are not adding another position in the Commissioner's Office. County Administrator Hannah said this is for recognition and for purposes of filling the position in the future. Motion by Commissioner Osmer to approve the title change and job description and supported by Commissioner Kozlowski. Motion carried.

Commissioner Francisco excused at 1:10pm.

INFORMATION ITEM: Human Resource Specialist Jennifer Mathis updated the commissioners on the monthly terminations.

Motion to adjourn by Commissioner Kozlowski and supported by Commissioner Osmer. Meeting adjourned at 1:33pm.

Jesse Osmer, Chairman

Jennifer Mathis, HR Specialist

jmm