

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Tuesday, August 1, 2023
Howard Male Conference Room

The Personnel Committee met on Tuesday, August 1, 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
 Keri Bertrand, Clerk
 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 in closed session regarding the 88th District Court contract issue. Moved by Commissioner Francisco and supported by Commissioner Peterson to adopt the agenda as presented. Motion carried.

Closed session 12:02pm.

Open session 12:34pm.

ROLL CALL

All members present.

County Administrator Hannah will move forward with the final audit and LoU with District Court. Motion by Commissioner Peterson and supported by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: Commissioner Osmer has a list of suggestions to modify on the County Administrators evaluation. Commissioner Osmer will combine and modify a few of the questions and send them to HR specialist Jennifer Mathis before the next Personnel Committee meeting. Commissioners suggested an annual review, rather than a 6-month review and will perform the review in October.

INFORMATION ITEM: Commissioner Osmer would like the department heads involved in the evaluation. They will be given a questionnaire that is different from the evaluation that the Commissioners will be completing. The department heads will fill out the questionnaire and turn it in to the Commissioners. This will provide the Commissioners with insight with how the

department heads feel with their interactions with the County Administrator. This will only be used for internal use and will not be part of the Commissioner's actual evaluation. All changes will be submitted to Commissioner Osmer by August 25th.

INFORMATION ITEM: HSA accounts are owned by the employee. Due to IRS restrictions, the spouse cannot contribute to that account pretax, but they can have their own HSA account that they can contribute to pretax, or they can contribute post tax. The benefits from the County go to each individual employee. One option would be for the married couple to sign up for their own individual plans which come with their own HSA accounts. Another option would be to let the employees have one health plan with 2 HSA accounts. Motion by Peterson support by Osmer.

INFORMATION ITEM: County Administrator Hannah updated the committee on the parking issues with the new tenants. The issues have been resolved.

Next meeting: Tuesday, September 5, 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 1:05 p.m.

Jesse Osmer, Chairman

Jennifer Mathis, HR Specialist

jmm