

## PERSONNEL COMMITTEE MEETING MINUTES

Howard Male Conference Room

June 8, 2021 – 9:00 a.m.

COMMISSIONERS PRESENT: Marty Thomson, Chair  
Robert Adrian  
David Karschnick

OTHERS PRESENT: Cynthia Muszynski, Prosecuting Attorney  
Sheriff Steve Kieliszewski  
Undersheriff Erik Smith  
Kim Ludlow, County Treasurer  
Bonnie Friedrichs, County Clerk  
Wes Wilder, Maintenance Superintendent  
Tammy Sumerix-Bates, Executive Manager  
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Cynthia Muszynski presented the request for a step increase for Assistant Prosecutor Megan McKeon to the Committee.

Moved by Commissioner Karschnick and supported by Commissioner Adrian to approve Megan McKeon going from Base to Step 1 effective June 15, 2021.  
Motion carried.

INFORMATION ITEM: Sheriff Kieliszewski presented information to the Committee regarding proposed staff rank changes within the Corrections Division. The changes would be in-house promotions. Following discussion, the consensus was to refer this item to the Jail Adhoc Committee for staffing model review.

INFORMATION ITEM: Kim Ludlow, County Treasurer, addressed the Committee regarding her request to move the Chief Deputy Treasurer position to a non-union salaried position. Bonnie Friedrichs, County Clerk, is seeking the same consideration for the Chief Deputy Clerk in her office. The Committee asked the Treasurer and Clerk to provide further information for consideration.

INFORMATION ITEM: Tammy Sumerix-Bates presented a request to the Committee for step increase for Administrative Assistant Kim Elkie.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to approve Kim Elkie moving from Step 1 to Step 2 effective June 17, 2021.  
Motion carried.

INFORMATION ITEM: Tammy Sumerix-Bates presented a request to the Committee for step

increase for Dan Perge, Veterans Counselor.

Moved by Commissioner Karschnick and supported by Commissioner Adrian to approve Dan Perge to move from Step 1 to Step 2 effective June 24, 2021.  
Motion carried.

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, outlined current staffing shortages in his department. Discussion was also held regarding the amount of time Wes' crew spends disinfecting surfaces because of COVID. The Clerk's Office will investigate if this still needs to be performed.

Moved by Commissioner Karschnick with support by Commissioner Thomson to refer the request for an additional employee (Maintenance 2 or 3) in the Maintenance Department to the Finance Committee for funding and to request polling the board after Finance Committee to complete as soon as possible. Motion carried.


INFORMATION ITEM: Discussion was held regarding light duty offered to an employee at the Sheriff's Office to fill the vacant receptionist position.

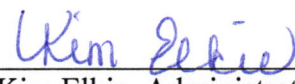
Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #1: The Committee recommends to hire a permanent receptionist as approved on February 23, 2021 and to terminate by June 30, 2021 the light duty compensation being offered at the Sheriff's Office to fill the vacant receptionist position, as presented.**

INFORMATION ITEM: The Committee discussed the American Rescue Plan Act of 2021.

Moved by Commissioner Karschnick with support by Commissioner Adrian to adjourn. Motion carried. The meeting adjourned at 11:03 a.m.

  
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Marty Thomson, Chairman

  
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Kim Elkie, Administrative Assistant