Personnel and Salary Committee  
Tentative Minutes  
November 12, 2019

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Boes, Corbitt, Heuer, McLester and Smith. Others: Finfrock, County Clerk & Recorder Laura J. Cook, Director of Court Services Cindy Bergstrom, Circuit Clerk Kim Stahl, Focus House Director Brenda Mason, Residential Supervisor Joe Shaw, County Assessor Ron Kane and Typer. Absent: McKinney.

2. Approval of Minutes – October 8, 2019 - Motion by Heuer to approve the minutes as presented, 2nd by Boes. Motion carried.

3. New Business
   • Introduce Larry Boes: Kenney introduced Boes to the Committee; he has been on this Committee for 7 years under his previous terms.
   • Court Services & Focus House – Possible New Hire: Bergstrom stated that she is not just applying for positions; she wants to build her office to what the needs are of the County. She feels another officer would be beneficial and she applied for an Emerging Adult position. Bergstrom went through her statistics; 18-25 year olds is approximately 128 cases currently. It is a bridge between the juvenile and adult programs. Their goal is to keep these cases from returning under the adult side. The State is funding the salary only. Smith asked what happens if the funding is gone; Bergstrom stated it is based on the seniority list. Smith doesn’t understand how we can do this when we have a hiring freeze. Boes asked how many officers they currently have and how are they funded. Bergstrom stated there are 6 Adults Officers, 2 Juvenile Officers, 2 Supervisors and herself that receive various State funding along with last month’s approved position. The current caseload is 46-65 cases and the Probation Officers are having to work extra which accumulates comp. time. Corbitt’s concern is burnout with the Officers. Heuer stated it is a positive for us if we can keep people out of incarceration. Motion by Heuer to approve the position, 2nd by Corbitt. Motion carried.

Mason asked the Committee for a full-time position at the Miller House; they originally approved for 6 part-time and 5 full-time spots. Their part-time employees are not staying due to full-time employment elsewhere. Since July, they have scheduled 71 interviews, 49 showed up, 17 hired, 9 remain and 2 were let go. Their turnover rate is high. Discussion continued on the impact it has on the children and the time it takes her staff to hire/train a new employee. Corbitt asked if it is in the proposed budget; no. Heuer stated they need to consideration how much comp. time it would eliminate. Heuer asked how long the hiring freeze is in effect; Kenney stated it does not have a sunset clause. Discussion was held regarding the hiring freeze policy. Heuer stated the policy doesn’t address new positions. Corbitt stated it also contains a clause that the Personnel Committee can make a recommendation to the Finance Committee. Heuer stated the hiring freeze is for filling current positions and it does not apply to this situation. Corbitt stated they need to support it if they want the program to succeed. Motion by Heuer to approve the new position as justified, 2nd by Boes. Motion carried.
• Notice of Compliance: Kenney stated he received the Compliance letter.
• Declining Insurance Benefit – Policy Manual: Kenney stated they would like to offer the same opt-out clause as the FOP union contract included. $100 a month for opting out of health and dental insurance through the County plan. This will take effect once the County Board passes it; there is not a retroactive period. Motion by Smith to approve, 2nd by Corbitt. Motion carried.

4. Old Business
• Employee Status Change – Zoning: None
• Policy Manual “Sign Off”: Done
• Sikich Staff Study Draft Report (June 1, 2018): None
• Performance Review Format for Appointed Department Head: Will discuss next month.
• County Administrator: None
• Part-time Administrative Assistant for County Board: None
• Assessor Kane addressed the Committee regarding his staff salaries; he looked at the Resolution with job classifications. There is no incentive to retain an employee if they are hired in at the minimum level and only receive an annual increase even though the skills have improved. His proposal is to give one employee a $1,492 increase and another employee a $1,274 increase. He does have it in his budget. Kenney stated it was not on the agenda, so he would recommend that Kane bring it back next month with more information.

5. Closed Session: None

6. Public Comment: Bergstrom asked about a County policy regarding the new marijuana laws. Kenney stated they will continue to operate under the current policy.

7. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 8:58 a.m.

Respectfully submitted,
Tiffany O’Brien