

**Personnel and Salary Committee**  
**Tentative Minutes**  
(Remote Attendance due to COVID-19 Crisis)  
**November 10, 2020**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present via audio: Billeter, Boes, Corbitt, McKinney and Smith. Present: Heuer. Others via audio: Circuit Clerk Kim Stahl and Director of Court Services Cindy Bergstrom.
2. Approval of Minutes – October 13, 2020 - Motion by McKinney to approve the minutes as present, 2<sup>nd</sup> by Smith. Roll call: Yes – Heuer, Billeter, Boes, Corbitt, McKinney, Smith, Kenney. Motion carried.
3. New Business: None
4. Public Comment: None
5. New Business
  - County Department Head Salary/Stipends: Kenney stated this is for discussion only; they have had a request by Youman of some items he would like to see from the Committee.
  - Benefits for Non-Union Employees vs Union Employees: Kenney stated Bergstrom emailed her worksheet. Kenney stated they would not be taking any action on this since it is the tail end of the year and it will be presented to the new Committee. Corbitt does not agree; they have listened to this proposal for 4 months and it is as if we are procrastinating. Motion by Corbitt to follow Sikich’s recommendation and amend our Personnel records to include at the discretion of the Dept. Heads/Managers of selective bargaining staff, vacation time/bereavement time and shall be reflected of the same terms and conditions as agreed of the selective bargaining agreements. We have talked this thing to death and Sikich has given the recommendation to proceed. McKinney seconded the motion. Smith stated we had a County Board member step up and do some research, now lets wait to receive that information before making a decision. Corbitt asked what exactly Youman had in his recommendations that would affect this. Heuer went through Youman’s recommendation. Discussion continued. McKinney asked to call the motion; Kenney asked Corbitt to clarify the motion. Heuer asked Corbitt if she wanted the vacation graft included in the Personnel Manual; yes. Heuer asked if she wanted 5B Vacation Time and 6C Bereavement, Corbitt stated that was exactly what her motion included. Bergstrom stated she would have to edit the graft since it contains her proposal prior to being included in the manual. Kenney stated this is going into the updated draft and it will come back again before the County Board takes action on all of it. Corbitt asked if the union changes their time, would we also amend the graft in the manual. Kenney stated yes, the manual would change repeatedly. Roll call: Yes – Heuer, Billeter, Boes, Corbitt, McKinney, Kenney. No – Smith. Motion carried.
6. Public Comment: None

7. Old Business

- Mandatory County Training – Reasonable Suspicion for Supervisors/Sexual Harassment: Kenney asked if everyone has it completed. Stahl stated they will do it as time allows, they are aware of the deadline.
- Vacation Comparisons: None
- Families First Coronavirus Response Act: Kenney stated there is some confusion; standard that the Government put out if someone has been exposed or had the virus. They receive 14 days for quarantine and it does not rejuvenate. The County's position is they follow the State guidelines. If any staff needs time off, they have 14 days one time. If something else happens, they will need to use vacation or sick time.
- Addendum to Personnel Manual: They will get the Probation change added then distributed; Heuer stated it should be done in a couple weeks.
- Performance Review Format for Appointed Dept. Heads: That will be brought before the new Committee.

8. Closed Session: None

9. Adjournment: With no further business, Chairman Kenney adjourned. Time: 8:28 a.m.

Respectfully submitted,  
Tiffany O'Brien

