

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON:
DATE/TIME: February 17, 2016 @ 9:00 a.m.

PRESENT:

<input type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> Evelyn Folks	<input checked="" type="checkbox"/> Sharon Wand
<input type="checkbox"/> Merri Berlage	<input type="checkbox"/> Bruce Habel	<input type="checkbox"/> Linda Delvaux
<input type="checkbox"/> Randy Jobgen	<input type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Craig Ketelsen
<input checked="" type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> Jean Dimke	<input type="checkbox"/> Katherine Walker
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Angie Kaiser	
<input checked="" type="checkbox"/> Laura Edmonds	<input checked="" type="checkbox"/> Steve Keeffer	

Dan Reimer called the meeting to order at 9:00 a.m. Roll call, a quorum was present.

1. **Bill Bingham made a motion to approve the minutes from the December 15, 2015 Personnel Review Committee meeting. Seconded by Steve Keeffer and motion passed.**

2. **Citizens' Comments**

3. **New Business**

- a) **Review, discussion and possible action on a Resolution to establish a part-time work force pool employed on an as needed/on call basis.** At the December Personnel Review Committee meeting the Committee discussed the possibility of establishing a pool of part-time employees that might be available on an as needed basis. Employees in this pool would be temporary employees and not included on the Jo Daviess County pay grade structure schedule. It was recommended that a resolution be drafted for consideration at the next meeting. Angie Kaiser reviewed a draft resolution that would create a part time clerical work force pool that includes non-represented/non-elected employees. The Resolution states that the County recognizes that there is a need for a small group of clerical workers to be employed on an as needed/on call basis, that do not have one specific classification or duty requirement, thereby making it difficult to place such positions on the compensation schedule and the County recommends the creation of a Part Time Clerical Work Force Pool to be utilized for simple clerical duties such as filing, answering phones, mailings, and customer service, to be called upon by various County departments. Implementation of the Part Time Clerical Work Force Pool would begin on March 15, 2015; any employee hired into the pool will be paid an hourly wage of \$10.65, to be reviewed on an as needed basis to be determined by departments utilizing their services; any employee hired into the pool must pass a successful background check; employees will be entered into the County payroll system, identified as Part Time Clerical, and paid from the part time line item of the department that has utilized their services. **Steve Keeffer made a motion to approve and move forward to the Executive Committee a Resolution to Create a Part Time Clerical Work Force Pool that Includes Non-Represented/Non-Elected Employees. Seconded by Jean Dimke and motion passed 9-0.** Chief Deputy Craig Ketelsen discussed part time staffing needs for the Sheriff's Department. The Sheriff periodically employs as needed, part time deputies, bailiffs, correction officers and dispatchers. Part time Sheriff Department employees are required to have the proper training. Current part time wages are below the average for the area. Ketelsen will discuss with Sheriff Turner and make a recommendation regarding part time staffing to the Law & Courts Committee.

4. **Establish future meeting date** – the next Personnel Review Committee meeting was scheduled for Tuesday, May 17, 2016 @ 9:00 a.m.

5. Citizens' Comments

6. Adjourn

Angie Kaiser made a motion to adjourn at 9:55 am, seconded by Steve Keeffer and motion passed.