

## COMMITTEE REPORT

**COMMITTEE:** Personnel Review Committee  
**CHAIRPERSON:**  
**DATE/TIME:** May 26, 2016 @ 9:08 a.m.

**PRESENT:**

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

Bill Bingham called the meeting to order at 9:08 a.m. Roll call, a quorum was present.

- 1. Jean Dimke made a motion to approve the minutes from the February 17, 2016 Personnel Review Committee meeting. Seconded by Angie Kaiser and motion passed.**
- 2. Citizens' Comments**
- 3. New Business**
  - a) Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/Employee Merit Pay Policy.** Dan Reimer reviewed a handout of documents associated with the Jo Daviess County Position Classification & Compensation Plan. The documents included an implementation timeline listing all of the Resolutions that have been adopted by the County Board and/or Board of Health since the Plan was adopted on November 20, 2012. Other documents included the current JDC Pay Grade Schedule, the New Position Classification/Reclassification Review Policy, the Job Description Questionnaire (JDQ), Employee Performance Evaluation form, appraisal preparation checklist, supervisor's checklist, the PAR report, and the Performance Management/Performance Evaluations/Employee Merit Pay Policy. The Jo Daviess County PM/PE/Employee Merit Pay Policy is to be reviewed annually in May by the Personnel Review Committee. Reimer reviewed documents associated with the Jo Daviess County Position & Compensation Plan that are available in folders on the Jo Daviess County ftp site. Bill Bingham asked if the language approved by the Committee to add the word example following Supervisors comments had been added to the Employee Performance Evaluation form. The committee reviewed the meeting minutes from December 15, 2015. The minutes stated that a motion was made to revise the Jo Daviess County Employee Performance Evaluation form by adding the word example to Supervisor comments (Supervisor comments/example). The minutes also stated that the Committee discussed that most performance reviews will be completed in the next 30 days and as a result recommended that the current form be used. Reimer will place the updated Employee Performance Evaluation form on the ftp site. The Committee reviewed the additions and/or revisions to the PM/PE/Employee Merit Pay Policy that were recommended by the Committee and approved by the County Board on January 1/12/2016. The Committee did not have any additional recommendations for additions or revisions to the PM/PE/Employee Merit Pay Policy at this time.

b) **Review, discussion and possible action on other items including procedures, forms and documents associated with the Jo Daviess County Position Classification System Plan.** The Committee reviewed the implementation of Resolution 2016-17; a Resolution to Create a Part-Time Clerical Work Force Pool that includes Non-Represented/Non-Elected Employees. This resolution was recommended by the Committee in February and adopted by the County Board on March 8, 2016. Steve Keeffer discussed that he was not successful when he needed a person from the part time work force pool. The committee discussed the possibility of increasing the number of employees in the part-time clerical work force pool. Reimer reviewed the positions currently listed on the Jo Daviess County Non-Represented/Non-Elected Pay Grade Structure Schedule and discussed that all positions were initially included or subsequently added to the schedule as the result of a resolution adopted by the County Board and/or Board of Health. If a department wants to remove a position from the schedule, a recommendation should be made and approved by resolution. The Committee discussed the pay rate for employees in the part-time clerical pool. The Resolution states, 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. Bingham suggested that review, discussion and possible action associated with the part-time clerical work force pool be added to the next Committee meeting agenda.

4. **Establish future meeting date** – the next Personnel Review Committee meeting was scheduled for Thursday, May 25, 2017 @ 9:00 a.m.

5. **Citizens' Comments**

6. **Adjourn**

**Linda Delvaux made a motion to adjourn at 9:51 am, seconded by Jean Dimke and motion passed.**