

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON:
DATE/TIME: June 3, 2014 @ 1:00 p.m.

PRESENT:

<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> Evelyn Folks	<input type="checkbox"/> Sharon Wand
<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Bruce Habel	<input type="checkbox"/> Linda Delvaux
<input type="checkbox"/> Randy Jobgen	<input checked="" type="checkbox"/> Joe Kratcha	<input type="checkbox"/> Dave Hachmeister
<input checked="" type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> Jean Dimke	<input checked="" 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	

Ron Smith called the meeting to order at 1:03 p.m.

1. **Merri Berlage made a motion to approve the minutes from the October 31, 2013 Personnel Review Committee meeting. Seconded by Laura Edmonds 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 discussed the JDC Performance Management/Performance Evaluations/Employee Merit Pay Policy (PM/PE/EMP Policy). When the policy was adopted in 2013 it was agreed that the Policy would be reviewed in May of 2014 by the Personnel Review Committee. Merri Berlage asked the committee for feedback on how performance evaluations and evaluation procedures went this past year. Jean Dimke discussed that the new forms were more streamlined and easier to understand. Bill Bingham asked if the definitions used in the evaluation process and the grading scale were clear. The Committee discussed the evaluation process and consistency from department to department. The Committee discussed the training sessions that Barb Petkovsek from Carlson Dettmann held in December for employees, department heads and supervisors. The Committee reviewed the PM/PE/EMP Policy including the specific current year dates listed in the policy. The consensus was to leave the dates as is in the example on page 4 and it was recommended the policy be reviewed annually in May by the Personnel Review Committee. The Committee reviewed and discussed Section 2 B. b. viii. the approval process for exceptional merit pay ratings After discussion the committee recommended amending the approval process for exceptional merit pay ratings from: Must be authorized by the Department Head, County Administrator and the Executive Committee of the Jo Daviess County Board or for the Health Department employees the Jo Daviess County Board of Health; To: Must be authorized by the Department Head, County Administrator and the County Board Chair and reviewed by the Executive Committee of the Jo Daviess County Board or for Health Department employees authorized by the Health Department Administrator and Health Department Board Chair and reviewed by

the Personnel Committee of the Jo Daviess County Board of Health. **Angie Kaiser made a motion to approve the Jo Daviess County Performance Management/Performance Evaluations Employee Merit Pay Policy as amended. Seconded by Laura Edmonds and motion passed 12-0.**

- b) **Review, discussion and possible action on the Jo Daviess County Employee Performance Evaluation Form.** The Committee reviewed the Jo Daviess County Employee Performance Evaluation Form. The Committee discussed the goals section of the form which is part of the evaluation process. **Bill Bingham made a motion to approve the Jo Daviess County Employee Performance Evaluation Form as is unchanged until the next evaluation process. Seconded by Merri Berlage and motion passed 12-0.**

- c) **Review, discussion and possible action on the Jo Daviess County New Position Classification/Reclassification Review Policy.** The Committee reviewed the New Position Classification/ Reclassification Review Policy. Reimer discussed examples of how the policy has worked for new position classifications and reclassifications since implemented with Carlson Dettmann. Two additions to the policy were discussed and recommended. Under a request for new classification consideration must be in writing and include – add number 3. A new Position Description prepared by the Department Head and/or the County Administrator in County format. The new position description will be submitted to the County Board/JDC Board of Health for formal approval at the same time the Consultant’s recommendation is made to the County Board/JDC Board of Health for placement of the position on the County’s pay grade structure. Under a request for reclassification consideration must be in writing and include – add number 3. An updated Position Description prepared by the Department Head and/or the County Administrator in County format. The updated position description will be submitted to the County Board/JDC Board of Health for formal approval at the same time the Consultant’s recommendation is made to the County Board/JDC Board of Health for placement of the position on the County’s pay grade structure. **Merri Berlage made a motion to approve the New Position Classification Reclassification Review Policy as amended. Seconded by Bruce Habel and motion passed 12-0.**

- d) **Discussion and possible action on other items associated with the Jo Daviess County Position Classification and Compensation System Plan.** The committee discussed the plan. Reimer reported that current plan documents and/or updated plan documents are maintained on the ftp site. **Bill Bingham made a motion to approve the JDC Position Classification and Compensation Plan as current until the next evaluation. Seconded by Angie Kaiser and motion passed 12-0.**

4. Establish future meeting dates
Per policy- annually in May.

5. Citizens’ Comments

6. Adjourn

Merri Berlage made a motion to adjourn at 2:35 pm, seconded by Katherine Walker and motion passed.