

## COMMITTEE REPORT

**COMMITTEE:** Personnel Review Committee  
**CHAIRPERSON:**  
**DATE/TIME:** January 10, 2019 @ 1:00 p.m.

**PRESENT:**

<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Melisa Hammer	<input checked="" type="checkbox"/> Steve Keeffer
<input checked="" type="checkbox"/> John Lang	<input checked="" type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Eric Tison
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Craig Ketelsen
<input checked="" type="checkbox"/> Don Hill	<input checked="" type="checkbox"/> Angie Kaiser	<input checked="" type="checkbox"/> Kathy Phillips
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Donna Berlage	<input checked="" type="checkbox"/> Shannon Diehl

Others:

Scott Toot called the meeting to order at 1:00 p.m. Roll call, a quorum was present. Dan Reimer reported that the recommendation made at the December Committee meeting to appoint Kathy Phillips and Shannon Diehl to the Personnel Review Committee was not on the January County Board agenda. Reimer apologized and discussed that both appointments will be on the February County Board agenda. Phillips and Diehl can participate in today's meeting but cannot vote until they are officially appointed by the County Board.

**1. John Lang made a motion to approve the minutes from the December 13, 2018 Personnel Review Committee meeting. Seconded by Steve Keeffer and motion passed.**

**2. Citizens' Comments**

**3. Unfinished Business**

- a) **Discussion and possible action on a plan to include all part-time no-union employees on the JDC Pay Grade Schedule.** Melisa Hammer discussed that at the June meeting a motion was approved that all non-union part-time employees be included on the JDC Pay Grade Schedule. Steve Keeffer, Bruce Habel and Hammer were asked to work on a plan and bring it back to the next meeting. Hammer presented a position description for a part-time office assistant, a modification of the Assistant Deputy Treasurer position description. The committee discussed the position description and how pay increases would be determined. The current workforce pool has a limited number of employees and work only when needed. Charlie Carlson was asked for his thoughts. Carlson discussed that workforce pool employees may fit best in a casual part-time designation rather than regular part-time and from past experience it might be best to establish a pay rate and adjust periodically rather than classifying the position and placing on the pay grade plan. Hammer suggested the wage rate be adjusted 2% each year. The current pay rate of \$10.65 an hour was set by resolution in 2016. The committee discussed the difficulty of attracting new employees to the workforce clerical pool, most are former County employees. **Steve Keeffer made a motion to Amend Resolution R2016-17 A Part Time Work Force Pool that includes Non-Represented/Non-Elected Employees and increase the hourly pay rate of \$10.65 by 2%. Melisa Hammer seconded the motion.** There was discussion that the hourly pay rate for workforce pool employees should be increased by 2% each year for the next five years. **Hammer amended the motion to increase the pay rate for part-time workforce pool employees from \$10.65 to \$10.86 in 2019, \$11.08 in 2020, \$11.30 in 2021, \$11.53 in 2022, and \$11.76 in 2023. Bruce Habel seconded the amendment. The amended motion passed 12-1. The motion as amended passed 13-0.**

**4. New Business**

- a) **Review Jo Daviess County Position Classification and Compensation System Plan - Charlie Carlson, Manager, Carlson Dettmann Consulting.** Charlie Carlson thanked the Committee for inviting him to the meeting. Carlson reviewed the classification process used by Carlson Dettmann Consulting (CDC). A compensation study covers all classifications and measures job responsibilities and internal relationships, external salary markets in which the client competes, and reviews the employee benefits program. CDC recommends a salary range structure, consolidation and/or separation of job titles, methods of pay progression, and supporting policies and maintenance plan. The CDC approach considers internal equity, external competitiveness, appropriate professional methodology, flexible useful plan, and good communication with management and employees. Carlson discussed the importance of the Job Description Questionnaire (JDQ). Job evaluation factors include: thinking challenges and problem solving, decision-making impact, interactions and communications, work environment, and formal preparation and experience. Carlson discussed market position. When JDC originally adopted the compensation plan the mid-point was at 90% of market. The 2015 updated market analysis indicated that the JDC mid-point was on average 95% of the County market and 94% of the blended market. Carlson discussed that the market for certain positions is becoming more competitive and recommended that a market analysis update be done every 3 to 5 years.
- b) **Discussion and possible action on a professional services agreement with Carlson Dettmann Consulting - A Cottingham & Butler Company.** Dan Reimer discussed that when Carlson Dettmann Consulting merged with Cottingham & Butler he asked Charlie Carlson for a new professional service agreement for classification/reclassification requests associated with the JDC Position Classification and Compensation Plan. Charlie Carlson reviewed the new agreement. There are no changes in the scope of services or the fee which will remain at \$250 per job evaluation. The only change is the company. The agreement is now between Jo Daviess County and Carlson Dettman Consulting, a company owned by Cottingham & Butler Insurance Services, Inc., an Iowa corporation. **John Lang made a motion to approve and move forward a Professional Service Agreement between Jo Daviess County and Carlson Dettmann Consulting, a company owned by Cottingham & Butler Insurance, Inc. Seconded by Bruce Habel, motion passed 13-0.**
- c) **Discussion and possible action on a request for reclassification of the Chief Deputy County Clerk position.** County Clerk, Angie Kaiser reviewed a reclassification request for the Chief Deputy County Clerk position. Included with the reclassification request were an updated job description questionnaire (JDQ), and an updated position description. Kaiser explained that the updated JDQ and updated position description reflect changes in the duties of the position since it was originally classified and also includes the duties and responsibilities of the Safety Coordinator position which have been assigned to the Chief Deputy County Clerk position. The position is currently considered a non-exempt position and budgeted for 40 hours per week. The Committee discussed the reclassification request and the new reclassification process. **Steve Allendorf made a motion to move forward a request for reclassification of the Chief Deputy County Clerk position to Carlson Dettmann Consulting. Seconded by Eric Tison, motion passed on roll call vote 11-1, Melisa Hammer voted nay.**
- d) **Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/ Employee Merit Pay Policy (Review implementation date for annual salary increases).** Angie Kaiser discussed that at the

December meeting it was suggested that the Committee consider the possibility of revising the effective date for annual pay increases resulting from the annual review process; from February 1<sup>st</sup> to December 1<sup>st</sup>, this would coincide with the beginning of the fiscal year and any increases in employee share of benefits. The Committee reviewed proposed amendments to the Performance Management/Performance Evaluation/Employee Merit Pay Policy (PM/PE/MP Policy) that would revise the effective date for annual pay increases resulting from the PM/PE/MP Policy for February 1<sup>st</sup> to December 1<sup>st</sup>. **Angie Kaiser made a motion to approve and move forward revisions to the Jo Daviess County Performance Management/Performance Evaluations/Employee Merit Pay Policy. Seconded by Melisa Hammer, motion passed 13-0.**

e) **Review, discussion and possible action on the Jo Daviess County New Position Classification/Reclassification Review Policy.** Angie Kaiser reviewed a proposed amendment to the JDC New Position Classification/Reclassification Review Policy. The amendment revises Section 3 from Carlson Dettmann Consulting LLC to Carlson Dettmann Consulting, a Cottingham & Butler Company. **Melisa Hammer made a motion to approve and move forward the Jo Daviess County New Position Classification/Reclassification Policy as revised. Seconded by Bruce Habel, motion passed 13-0.**

f) **Review, discussion and possible action on other items including procedures, forms and documents associated with the Jo Daviess County Position Classification and Compensation System Plan.**

5. **Establish future meeting date** – the Committee determined that future meeting dates would be scheduled as needed.

6. **Citizens' Comments**

7. **Adjourn**

**Bruce Habel made a motion to adjourn at 3:18 p.m., seconded by John Lang and motion passed.**