

## COMMITTEE REPORT

COMMITTEE: Executive Committee  
CHAIRPERSON: Vince Hasken, Chairperson  
DATE/TIME: November 7, 2002 7:00 p.m.

PRESENT:     Berlage                      \_\_\_ Lyons                      \_\_\_ Schubert  
                 \_\_\_ Bielenda                       Montelius                      \_\_\_ Sisler  
                 \_\_\_ Breckenridge                       Potter                      \_\_\_ Stoffregen  
                 \_\_\_ Carroll                      \_\_\_ Powers                      \_\_\_ Toepfer  
                 \_\_\_ Creighton                      \_\_\_ Rosenthal                       Zillig  
                  Hasken                      \_\_\_ Rutherford

Others: Duane Olivier, County Administrator  
          Jean Dimke, County Clerk/Recorder  
          Linda Delvaux, Zoning Officer  
          Steve Keeffer, County Engineer  
          Nancy Miller, Chief County Assessment Officer  
          Carol Soat, County Treasurer

1.    **Approval of the Minutes.** The Committee reviewed the minutes of its meetings on October 3, 2002. On a motion by Yerda Potter, 2<sup>nd</sup> by Jack Zillig, the minutes were approved.
  
2.    **Inter-committee discussion/information.** Members of the Committee reported on current activities of their committees. Yerda Potter reported on the status of the proposed FY2003 Annual Budget, a recent 708 Board meeting, and the idea of inclusion on the County's website of links to local social service agencies. Jack Zillig reported that the Courthouse HVAC project is underway and will be completed in December and the Courthouse space study is also proceeding and a draft will be available by the end of December. Jack also raised the subject of County holidays and suggested that because the County's holiday schedule is tied in with the court system holiday schedule the County contact the judicial system to see if any changes can be made in the holiday schedule. Merri Berlage reported that several Board members had expressed concerns about the proposed Annual Budget following the Board's budget workshop meeting.
  
3.    **Personnel Matters.**
  - a.    **A request by the County Engineer for a reclassification of the position of Secretary/Animal Control from Grade 3 to Grade 5 on the County's Position Classification & Pay Plan.** Steve Keeffer reiterated his previous comments supporting his proposed change in classification for the Secretary/ Animal Control position from a Grade 3 to a Grade 5 on the County's Position Classification and Pay Plan.

- b. **A request by the Zoning Officer for a reclassification of the position of Secretary/Zoning & Building Office from Grade 3 to Grade 5 on the County's Position Classification & Pay Plan.** Linda Delvaux summarized her previous comments supporting her proposed change in classification for the Secretary/Zoning & Building position from a Grade 3 to a Grade 5 on the County's Position Classification and Pay Plan.
  - c. **A request by the County Clerk/Recorder, County Treasurer, and Chief County Assessment Officer for consideration of retroactive pay for employees in their departments recently placed on the County's Position Classification & Pay Plan.** Jean Dimke restated her previous comments supporting the request for consideration for employees who were placed on the County's Position Classification and Pay Plan effective September 26, 2002 to receive retroactive pay for FY2002 at the Classification and Pay Plan level to which they moved. Jean, Carol, and Nancy feel that because other similarly classed employees received retroactive pay last December 1, 2001 for FY2001 that their employees should be treated similarly. She suggested that if the full amount was not feasible, that some amount, say \$500 for full-time employees and \$250 for part-time employees, should be considered. Currently, under the Performance Evaluation process, these employees will be generally raised to a comparable wage level as similarly classified employees, but no retroactive pay has been approved.
4. **Executive Session.** On a motion by Jack Zillig, 2<sup>nd</sup> by Margie Montelius, the Committee went into executive session to consider personnel matters.

The Committee returned from Executive session and continued the meeting.

5. **Personnel Matters.**

- a. **Consideration of a request by the County Engineer for a reclassification of the position of Secretary/Animal Control from Grade 3 to Grade 5 on the County's Position Classification & Pay Plan.** Following discussion, Margie Montelius moved that the Committee recommend the requested reclassification. The motion did not receive a second. Merri Berlage moved that the Committee not recommend the requested reclassification, but that it be considered in FY2004 when a general review of the classification plan is scheduled. The motion was 2<sup>nd</sup> by Yerda Potter and approved by the Committee with Margie Montelius voting against the motion.
- b. **Consideration of a request by the Zoning Officer for a reclassification of the position of Secretary/Zoning & Building Office from Grade 3 to Grade 5 on the County's Position Classification & Pay Plan.** Following discussion, Vince Hasken moved that the Committee not recommend the requested reclassification, but that it be considered in FY2004 when a general review of the classification plan is scheduled. The motion was 2<sup>nd</sup> by Merri Berlage and approved by the Committee with Margie Montelius voting against the motion.

- c. **Consideration of a request by the County Clerk/Recorder, County Treasurer, and Chief County Assessment Officer for consideration of retroactive pay for employees in their departments recently placed on the County's Position Classification & Pay Plan.** Following discussion, Margie Montelius moved that the Committee recommend the requested retroactive Pay. The motion was 2<sup>nd</sup> by Jack Zillig, but failed to pass on a vote of 2 to 3. Merri Berlage moved that the Committee not recommend the requested retroactive pay. The motion was 2<sup>nd</sup> by Yerda Potter and approved by the Committee.

6. **County Administrator Position Description.** The Committee considered an updated Position Description (attached) for the County Administrator. On a motion by Jack Zillig, 2<sup>nd</sup> by Merri Berlage, the update Position Description was approved.

There being no further business, the meeting adjourned.