

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: Scott Toot
DATE/TIME: March 21, 2019 @ 11:04 a.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 11:04 a.m. Roll call, a quorum was present.

1. John Lang made a motion to approve the minutes from the March 4, 2019 Personnel Review Committee meeting. Seconded by Joe Kratcha and motion passed.

2. Citizens' Comments

3. Unfinished Business

4. New Business

- a) **Discussion and possible action on a request for reclassification of the Chief Deputy Assessment Officer position.** Chief County Assessment Officer, Donna Berlage reviewed a reclassification request for the Chief Deputy Assessment Officer position. Included with the reclassification request were an updated job description questionnaire (JDQ), and an updated position description. Berlage explained that the updated JDQ and updated position description reflect changes in the duties and responsibilities of the position since it was last submitted for reclassification. New duties include managing the Wedge Program, the e-mail blast system and preferential assessments programs such as Forestry Management, Conservation Stewardship, and Conservation Easement. The Committee asked if this position actually supervises Township Assessors. The Committee suggested that supervising be revised to liaison. This position is currently classified pay grade 7 on the Jo Daviess County Pay Grade Structure Schedule for non-exempt positions. The Committee discussed the reclassification request. **Bruce Habel made a motion to move forward a request for reclassification of the Chief Deputy Assessment Officer position to Carlson Dettmann Consulting. Seconded by Kathy Phillips, motion passed 15-0.**

5. Committee Member Comments/Concerns

Steve Allendorf asked if it would be possible to schedule meetings with several items on the agenda rather than just one. The Committee discussed biannual meetings, May and September, with reclassification requests to be reviewed only at these meetings. Reimer reviewed the PE/PM/Merit Pay policy which states the Committee shall review the Policy annually in May. There may be more reclassification requests; the consensus of the Committee is that any additional reclassification requests should be submitted prior to the next Personnel Review Committee to be scheduled in June.

Craig Ketelsen discussed the pay grade schedule and issues with the current starting wage. The Committee discussed the need to review the Jo Daviess County pay structure plan. The entry level Step I starting wage for many positions is lower than market and makes it difficult to attract new employees unless approved for advance step hire. John Lang and Scott Toot

discussed health insurance and pension benefits offered by the County. Steve Keeffer commented that tier II health insurance and tier II IMRF pension benefits are not as good they used to be and are less attractive. Reimer reviewed a salary and benefits spreadsheet for the General Fund and Special Funds. In FY2018 personnel costs (salaries, wages, pension contributions, employee benefits and health insurance) of \$6,080,918 represented 81.3% of total General Fund expenditures. This is an increase of \$149,715 or 2.5% more than prior year. Countywide personnel costs for all departments totaled \$7,708,082, an increase of \$127,644 or 1.7% more than prior year. The pay grade structure schedule is now six years old, the Committee discussed the need to review the plan for possible revisions/adjustments. **Craig Ketelsen made a motion to review the Jo Daviess County Pay Grade Structure Plan. Seconded by Melisa Hammer, motion passed 15-0.**

- 6. Establish future meeting date – Steve Keeffer made a motion to set the next meeting date for the Personnel Review Committee for Thursday, June 6th at 10:00 a.m. Seconded by Joe Kratcha, motion passed 15-0.**
- 7. Citizens' Comments**
- 8. Adjourn**
Angie Kaiser made a motion to adjourn at 11:47 a.m., seconded by Bruce Habel and motion passed.