

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON:
DATE/TIME: April 27, 2018 @ 9:04 a.m.

PRESENT:

<input type="checkbox"/> RJ Winkelhake	<input checked="" type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Sharon Wand
<input type="checkbox"/> Brandon Behlke	<input checked="" type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Eric Tison
<input type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Jean Dimke	<input checked="" type="checkbox"/> Craig Ketelsen
<input type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> Angie Kaiser	<input checked="" type="checkbox"/> Donna Berlage
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Steve Keeffer	
<input checked="" type="checkbox"/> Melisa Hammer	<input checked="" type="checkbox"/> John Lang	

Others: John Hay

Sharon Wand called the meeting to order at 9:04 a.m. Roll call, a quorum was present.

1. **Steve Keeffer made a motion to approve the minutes from the March 29, 2018 Personnel Review Committee meeting. Seconded by Melisa Hammer and motion passed.**
2. **Citizens' Comments**
3. **Unfinished Business**

- a) **Update on possible retroactive pay for employees adversely affected by reclassification of a position per the Jo Daviess County Performance Management/Performance Evaluations/Employee Merit Pay Policy.** Dan Reimer discussed that the County Board amended this policy on March 13, 2018. On March 29, 2018 the Personnel Review Committee approved a motion to recommendation to the Executive Committee to approve a pay increase and retroactive pay for five employees entitled to a pay increase per the new policy, retroactive pay to be compounded back to the date the position was reclassified. The Executive Committee will consider this recommendation at their next meeting which is scheduled for May 1, 2018. The Committee reviewed a spreadsheet of reclassified positions that would be eligible for retro pay per the amended policy.
- b) **Update on Reclassification Review Request submitted to Carlson Dettmann.** Donna Berlage, Chief County Assessment Officer discussed that the reclassification review request that was approved by the Personnel Review Committee was submitted to Carlson Dettmann Consulting. Berlage has discussed the request with Barb Petkovsek from Carlson Dettmann and a recommendation should be ready in time for the Executive Committee meeting on May 1, 2018.
- c) **Review, discussion, and possible action regarding current employee Exempt and Non-Exempt classifications.** John Hay reviewed the classification process for the Legal Services Manager position. When the position was submitted to Carlson Dettmann for reclassification it was determined that the position met FLSA standards as an exempt position and was classified as such with a 40 hour work week. Carlson Dettmann recommended that the position be reclassified from a Grade 7 to a Grade 8 on the Jo Daviess County pay grade structure schedule and that the position title be revised from Office Manager to Legal Services Manager. Hay reviewed the position

description and qualifications for exempt positions versus non-exempt positions. The Committee discussed that some County employees are scheduled to work 35 hours a week and some employees are scheduled to work 40 hours a week. Angie Kaiser discussed the retroactive pay recommendations that were made per the amended policy. **Angie Kaiser made a motion to remove the Legal Services Manager position from the retro pay schedule and move the other four positions forward to the Executive Committee. Seconded by Melisa Hammer and motion passed 12-0.**

4. **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.** Angie Kaiser reviewed the Jo Daviess County Personnel Action Report (PAR) form and recommended that a statement be added to the PAR that any deviations from policy be forwarded to the Executive Committee for review and approval. Typically revisions to the PAR are not sent to the County Board for approval. **Melisa Hammer made a motion to approve a revision to the JDC Personnel Action Report and add - any deviation from the approved Jo Daviess County position classification and compensation plan will be forwarded to the Executive Committee for review and approval. Seconded by Eric Tison and motion passed 12-0.**
5. **Establish future meeting date** – the next Personnel Review Committee meeting was scheduled for Thursday, May 10th, 2018 @ 9:00 a.m.
6. **Citizens' Comments**
7. **Adjourn**
John Lang made a motion to adjourn at 10:32 a.m., seconded by Joe Kratcha and motion passed.