

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: Scott Toot
DATE/TIME: September 25, 2019 @ 9:00 a.m.

PRESENT:

<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Melisa Hammer	<input checked="" type="checkbox"/> Steve Keeffer
<input 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 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 type="checkbox"/> Donna Berlage	<input checked="" type="checkbox"/> Shannon Diehl

Others:

Scott Toot called the meeting to order at 9:03 a.m. Roll call, a quorum was present.

1. **Melisa Hammer made a motion to approve the minutes from the June 20, 2019 Personnel Review Committee meeting. Seconded by Bruce Habel and motion passed.**
2. **Citizens' Comments**
3. **Unfinished Business**

4. **New Business**

- a) **Review, discussion and possible action on the Jo Daviess County Position Classification/Compensation System Plan and/or Pay Grade Structure Plan.** Dan Reimer reviewed several documents associated with Jo Daviess County Position Classification/Compensation System Plan including the Pay Grade Structure Schedules for Exempt and Non-Exempt positions and the Plan implementation timeline summary. Initially in 2012 a total of 73 positions were classified by Carlson Dettmann Consulting (CDC), there are currently 17 exempt positions and 40 non-exempt positions. Ten (10) positions were reclassified as a result of the 2013 appeal process, 69 position descriptions reviewed and updated in 2014, 25 positions reclassified since 2014, 10 positions classified and added since 2013, 25 positions removed from pay grade schedule, and 9 advance step hire requests approved since 2014. Joe Kratcha asked if there is a cap on the maximum merit pay for each pay grade. Reimer discussed that there is no cap with the current policy and reviewed the current pay grade structure plan which is 6 pay steps to merit, once and employee reaches merit, annual pay increase are determined by their annual evaluation rating. Pay for three employees currently exceed the maximum listed for the position. Angie Kaiser suggested that maybe the wording on the schedule be revised from Merit to Maximum to Merit up to 3% increase per year. The Committee discussed the pros and cons of the current Plan and associated policies for classification and reclassification and advance step hiring. One of the issues is the low step 1 starting pay for certain pay grade positions which makes the position less attractive to potential new hires and is one of the reasons for the number of recent advance step hire requests. The Committee discussed the health insurance and retirement benefits offered by the County. Steve Allendorf suggested that we look at ways to increase the starting pay to help attract more qualified applicants. The Committee discussed the possibility of eliminating the first two steps and with step 3 the new starting pay for the position, and add a step 7 and step 8. The Committee discussed how this change may affect current employees who are in the lower steps. Kaiser suggested the possibility of adding 1% to each step on the pay schedule. The Committee took a break at 10:00 am for the Sheriff's Sale which was also scheduled for

the County Board Room. The Committee reconvened at 10:06 pm. The Committee continued to discuss the pay grade structure schedule and a possible recommendation to the Finance, Tax and Budgets Committee. The Committee discussed possible impacts to FY2020 expense budgets. A cost analysis will be prepared for the Finance Committee. **Angie Kaiser made a motion to move forward a recommendation to remove steps 1 & 2 from the pay grade schedule, add an additional 1 % to steps 3, 4, 5 & 6 and add additional steps 7 & 8 with a 3% increase for each new step with cost analysis to be provided. Seconded by Melisa Hammer, motion passed 9 ayes, 3 nays (Don, Steve, Steve)** Allendorf suggested a special joint committee meeting be called with the Executive Committee and Finance Tax & Budgets Committee.

Joe Kratcha made a motion to rename on both pay grade schedules the merit to maximum column to merit and remove the maximum dollar amount and replace with up to 3% increase per year. Seconded by Bruce Habel motion passed 12 ayes, 0 nays

- b) **Discussion and possible action to recommend the appointment of a new member to fill a vacant position on the Personnel Review Committee. Bruce Habel made a motion to recommend the appointment of Laura Edmonds to the Personnel Review Committee to replace Donna Berlage.**
- c) **Review, discussion and possible action on other items including procedures, forms and documents associated with the Jo Daviess County Position Classification and Compensation Plan.** The Committee reviewed the Performance Evaluation form. FY2020 pay increases will be on December 1st rather than February 1st.

5. Committee Member Comments/Concerns

None

- 6. Establish future meeting date** – the Committee discussed the possible need for a meeting to review any reclassification requests and timing for the budget process. **Steve Keeffer made a motion to set the next meeting date for the Personnel Review Committee for Wednesday, March 25, 2020 at 9:00 a.m. Seconded by Kathy Phillips, motion passed 12 ayes, 0 nays.**

7. Citizens' Comments

8. Adjourn

Steve Keeffer made a motion to adjourn at 10:40 a.m., seconded by Angie Kaiser and motion passed.