

Personnel and Salary Committee

Tentative Minutes

December 12, 2023

1. Call Meeting to Order: Chairperson Heuer called the meeting to order at 9:00 a.m. Present: Corbitt, Huber, Jacinto, Kenney, Reeverts, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, County Engineer Jeremy Ciesiel, Circuit Clerk Kim Stahl, Arlene Sangmeister. Absent: None. Larson joined the meeting at 9:16 am
2. Approval of Minutes – November 14, 2023 - Motion by Kenney to approve the minutes as presented, 2nd by Simms. Motion carried.
3. Public Comment: Heuer states the amount of blessings, continuity and calm that has occurred at the end of this year is due to our new HR Director and Heuer gives a thank you to Amanda Jacinto for her work and help. Stahl states she loves having a person to go to with Jacinto's knowledge. Bergstrom states Jacinto is amazing. Ciesiel states having Jacinto is wonderful. Finfrock is pleased with what he has seen this far with our HR Director. Jacinto states she is very pleased with the patience she has received this far.
4. New Business:
 - a. HR Director: HR Director Amanda Jacinto stated current projects that are actively going on include open enrollment. The process of open enrollment is completed. The next step is getting the data together, communicate information to the carrier and getting new insurance cards. Wellness screenings occurred with the Health Department and feedback this far has been positive, though Jacinto would like to hear from more employees. Jacinto states there were 104 screenings set to take place. Next, it is annual increase time. Increases were reviewed to make sure they are within budget along with working through upcoming payroll. The new proposals from the health insurance brokers are being looking at and FOP negotiations are actively occurring at this time.
 - b. Hirings and payroll adjustments: Heuer updated the committee on communications received as follows. The Health Department has replaced one employee at \$23.00 per hour and a second at \$22.50 per hour. Both employees are joining the team as Environmental Health Inspectors. Heuer believes the Health Department is fully staffed at this time. Focus House hired a part time employee at \$16 per hour. Probation got a replacement who comes with many years of experience. Heuer asked if she could tell what the pay was for the new hire. Bergstrom stated if it was going to be on record then no. Corrections hired a full time officer and Human Resources hired an Administrative Assistant position.
 - c. Paid leave for all: Presented by Human Resources Director, Jacinto. They are waiting on additional guidance after the public hearing took place. Larson was able to listen to that and is sounds possible that the effective date may be pushed back July 2024. HR will update staff as information allows.
5. Old Business:
 - a. Sexual harassment training due December 15, 2023 – reminder put out by Heuer. Jacinto states a good number of staff has completed the training. Jacinto states there are approx. 120 employees that need to still complete the training, but there have been some technical difficulties so she is understanding of this number. She stated

she put out a reminder email on 12/11/23. Ciesiel clarified if getting his staff together and all completing the training as a whole group verses individually is accepted, HR director stated yes.

- b. Open enrollment, Nationwide – Jacinto states processes are going well, Nationwide was here a couple of weeks ago. Waiting for documents from Nationwide to have on hand at the county for employee access if they are interested.
- c. CPR training – Classes were completed last month and certificates will be mailed upon payment for services.
- d. Human Resource Information System status – First check of the year January 15th will be processed through ADP. There are a number of trials being run currently. A pay day schedule has been communicated and review is in the process. Kenney asked Jacinto if the old system would be running also in order to compare the old and new. The response is yes.
- e. Paid leave for all - comments mentioned above under new business. Also, Larson addressed his take post public hearing on the Paid Leave for All. Larson stated there was a number of different groups. There are multiple issues mentioned that need to be reviewed. Public comments are still able to occur at this time. There is a part stating employers are able to ask for reasoning from employees but following there is another statement saying employers are unable to ask the reason for time off. The request is able to be done via writing or oral. The employer does have to keep record though of the request, reasoning and acceptance or denial.
- f. Merit review schedule for 2024 – Resolution document has schedule included. Jacinto states the proposed plan is that in January there would be a training for department heads and managers which would be anti-harassment training for supervisors and then in second quarter there would be a training offered for performance review and taking notes. This would not be required but highly suggested. Jacinto states there is a plan in place and no later than September 2024 the information will be able to be presented to the Personal and Salary Committee.

6. Closed Session: None

7. Open Session: Not needed.

8. Adjournment: With no further business, Chairperson Heuer adjourned. Time: 09:24 a.m.

Respectfully submitted,
Cortney Hamrick