



PERSONNEL COMMITTEE
Thursday, January 17, 2019 at 10:30am
MINUTES

The Personnel Committee meeting was called to order by Chairperson, Will Beitlich at 10:35am on Thursday, January 17, 2019 in the Courthouse Conference Room 101.

Members Present: Chairman Will Beitlich, Mary Bringe (via telephone), Lorn Goede, David Strudthoff.

Members Absent: Alycann Taylor

Others in Attendance: Serena Inman, Tanya Forkash and Phil Hewitt.

1. Call to Order

Beitlich called the meeting to order at 10:35 am.

2. Affirmation of Proper Public Notice of meeting

Affirmed.

3. Audience to Visitors

4. A motion was made to approve the minutes from December 11, 2018 by Bringe, and a second by Goede. All ayes, motion carried.

5. A motion was made by Strudthoff to approve vouchers for December, second by Goede. All ayes, motion carried.

6. Discussion and possible action taken on reclassification of Zoning Administrator position – No discussion.

7. Presentation and overview of Comp Time and Overtime Policy – Serena Inman

Serena Inman presented a Compensatory Time, Paid Time Off & Extended Leave Bank Policies PowerPoint to the committee and clarified definitions, policies in place, and current practices. Overtime is paid at time and one half for non-exempt employees for any hours worked in excess of 40 hours per week. Compensatory time is earned at time and one half for non-exempt employees for any hours worked in excess of 37.5 hours per week. The Human Services Department utilized Compensatory Time most often due to hours worked outside of regular business hours. Other departments do not use Compensatory Time as often as there isn't as much of a need. In conclusion, Inman questioned if the ELB use requirements should be reconsidered. Currently, ELB may be used for a single occurrence illness/injury if it is a serious health condition under



FML. Another item to consider is the paid benefit time (paid time off, extended leave bank, nonproductive holiday hours, etc.) that is considered as hours worked for purposes of determining overtime hours and pay.

8. Director's Report – Serena Inman
 - a. Due to a delay with Unum's issuance of member insurance cards, Inman has been contacting employee's provider offices directly to give them the policy and billing information. Horton Group was contacted to notify them of this delay and temporary cards were issued to print. Inman was notified that permanent cards have been mailed and should arrive soon.
9. Discussion of Agenda items for next meeting: No recommendations.
10. Confirmation of next meeting date: February 12, 2019 at 10:30 a.m. in the Courthouse Conference Room 101.
11. Adjourn Meeting: a motion to adjourn meeting was made by Goede, second by Bringe. All ayes, motion carried.

Minutes respectfully submitted by Tanya Forkash, Personnel Administrative Assistant