



**Minutes approved 09-17-13**

**HUMAN RESOURCES COMMITTEE**

James Carius Community Room  
Tuesday, August 20, 2013 – 4:48 p.m.

Committee Members Present: Chairman Michael Harris, Darrell Meisinger, Jim Donahue, Nick Graff, Brett Grimm, Dean Grimm, Terry Hillegonds, Tim Neuhauser, Terry VonBoeckman

Committee Members Absent: Monica Connett, Carroll Imig

Others attending: Michael J. Freiling, County Administrator

**MOTION** **MOTION BY VONBOECKMAN, SECOND BY GRAFF** to approve the minutes of the July 23, 2013 meeting.

On voice vote, **MOTION CARRIED.**

**MOTION** **MOTION BY NEUHAUSER, SECOND BY DEAN GRIMM** to recommend to County Board to approve filling a vacant position for Sales Analyst/Office Manager within the Assessments Office.  
HR-13-29

On voice vote, **MOTION CARRIED.**

**MOTION** **MOTION BY GRAFF, SECOND BY BRETT GRIMM** to recommend to County Board to approve filling a vacant position for Elections Clerk in the County Clerk/Recorder office.  
HR-13-30

On voice vote, **MOTION CARRIED.**

**MOTION** **MOTION BY HILLEGONDS, SECOND BY BRETT GRIMM** to recommend to County Board to approve the new Performance Evaluation Form.  
HR-13-31

Freilinger stated these forms were previously presented to the Committee. It is now imperative that a decision is made for current evaluations. The existing instrument does not match the Policy Statement that the Board passed in January 2013 which focuses on the higher performers.

There was Committee discussion on the previously approved Policy Statement and how the evaluation process will work with smaller

departments. Input was requested from the Elected Officials in the audience. Freilinger stated there is a statistical threshold for scoring.

Graff clarified that what was before the Committee were the forms and not the policy. Freilinger stated that the Board passed a policy and we have to implement that policy. The old evaluation instruments do not reflect the change in policy.

Graff stated that it would benefit all to allow the County Administrator to do his job and the Committee should not be discussing the approval of forms.

**MOTION**

**MOTION BY GRAFF, SECOND BY HILLEGONDS** to amend to allow the County Administrator to develop the performance evaluation instruments of his choice to follow the policy approved by the Bounty Board.

On voice vote, **MOTION TO AMMEND CARRIED.**  
Brett Grimm opposed.

On voice vote as amended, **MOTION CARRIED.**  
Brett Grimm opposed.

Chairman Harris opened the discussion item of the pay matrix for Department Heads. Freilinger provided an example of the matrix for the top grades with a sliding scale. If it is the desire of the County Board to put the Department Heads on a sliding scale and treat differently than other employees they can be taken out and a policy developed to allow more flexibility.

There will be additional discussions regarding this option.

**MOTION**

**MOTION BY VONBOECKMAN, SECOND BY DONAHUE** to recommend to County Board to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Chairman Harris recessed the meeting at 5:30 p.m.

(transcribed by S. Beeney)