



**Minutes approved 05-17-16**

**HUMAN RESOURCES COMMITTEE**

James Carius Community Room  
Tuesday, April 19, 2016 – 3:40 p.m.

Committee Members Present: Vice-Chairman Darrell Meisinger, Monica Connett, Jim Donahue, Nick Graff, Brett Grimm, Terry Hillegonds, Carroll Imig, Tim Neuhauser, John Redlingshafer

Committee Members Absent: Chairman Mike Harris, Seth Mingus

Others Attending: Wendy Ferrill, County Administrator

**MOTION**                    **MOTION BY CONNETT, SECOND BY GRAFF** to approve the minutes of the March 22, 2016 meeting and the March 30, 2016 In-Place meeting.

On voice vote, **MOTION CARRIED.**

**MOTION**  
HR-16-12                    **MOTION BY GRIMM, SECOND BY NEUHAUSER** to recommend to approve the restructure and organization of the Administration Office.

County Administrator, Wendy Ferrill, pointed out that a revised resolution was in Committee members folders. It now includes pertinent dates and employees.

Ferrill stated that the Auditor has assumed duties that were not statutorily required of her office. When there is a change in an organization it is usually a good time to look at any reorganization. Conversations started based on Vicki's upcoming retirement. Chairman Zimmerman initiated a Reorganization Committee comprised of Harris, Meisinger, Grashoff and herself.

When the County Administrator position was created, the budget was part of the responsibilities, however, it continued to be handled by the Auditor. This year, the budget will be handled by the County Administrator through the guidance of the Auditor.

Accounts Payable and Purchasing are integral to the budget. This restructure will move those employees to County Administration and create the position of Finance Director to supervise, oversee the budget and provide analytical skills.

If approved by the Board, the Finance Director position would be sent to our Position Evaluation Committee for grading. Ferrill stated this does not alter the Auditor's ability to perform the statutory duties of the position.

Redlingshafer asked about qualifications for the Finance Director. Ferrill stated an accounting degree would be very helpful. Donahue asked what happens to the salary for the Auditor. Ferrill stated that is on the Agenda but the recommendation was a \$30,000 decrease. Connett asked if there was a salary statutorily attached. Auditor Grashoff clarified it was the 1989 salary and had to be 12% higher. Connett inquired where funds were coming from with the addition of another position. Ferrill stated in looking at the salary a rough estimate would be in the \$55,000 - \$65,000 area. There was one vacant position in the Board office representing \$29,000 and if the salary for the Auditor is reduced that is another \$29,000. IMRF and insurance would be at an additional cost. Graff asked who would perform the auditor's duties if the auditor were out of town. Ferrill stated much of the work will still be done as it is. Graff stated he was not completely comfortable with that. He appreciates Vicki and she always had staff in the office she could call to cover if needed. His concern was the overall need for an auditor at this time. ASA Holly advised that the value of having an independent auditor who is elected only answers to the voters. The position is highly valued to the county.

On voice vote, **MOTION CARRIED.**  
Imig opposed.

**MOTION**  
HR-16-13

**MOTION BY CONNETT, SECOND BY GRIMM** to recommend to approve the salary for the Auditor.

Vice Chairman Meisinger stated some of this had been addressed in the previous topic.

Imig clarified when the salaries were to be set. Ferrill stated it is 180 days prior to taking office.

Redlingshafer asked how the recommendation of \$42,000 was quantified. Ferrill stated that 60 – 75% of the duties are moving under county Administration. There are important duties to remain. Neuhauser clarified there is also a stipend from the State. ASA Holly advised the Board is not to consider a stipend when setting salary.

Vice Chairman Meisinger asked for a Roll Call Vote.

Connett	yes
Donahue	yes
Graff	no
Grimm	yes
Hillegonds	yes
Imig	no
Neuhauser	yes
Redlingshafer	no

On roll call vote, **MOTION CARRIED.**

**MOTION**

HR-16-14

**MOTION BY GRAFF, SECOND BY HILLEGONDS** to recommend to approve the salary for the County Board Chairman/Liquor Commissioner.

Vice Chairman Meisinger advised there was a spreadsheet to explain the recommended salaries for all the positions to be considered and Committee members had copies of the resolutions.

Neuhauser clarified that all recommendations were commensurate with all the other increases. Ferrill stated she had pulled information together for Chairman Harris and all were in-line. Connett asked if the percentages were in-line with others in the state. Ferrill stated she did not have that information but could get it.

On voice vote, **MOTION CARRIED.**

**MOTION**

HR-16-16

**MOTION BY GRIMM, SECOND BY GRAFF** to recommend to approve the salary for the Circuit Clerk.

On voice vote, **MOTION CARRIED.**

**MOTION**

HR-16-15

**MOTION BY NEUHAUSER, SECOND BY HILLEGONDS** to recommend to approve the salary for the Coroner.

On voice vote, **MOTION CARRIED.**

**MOTION**

HR-16-11

**MOTION BY HILLEGONDS, SECOND BY DONAHUE** to recommend to approve a correction in salary for the resolution for a replacement hire passed in March 2016 for Technician IV at the Highway Department.

HR Generalist, Roger Workheiser, explained the original resolution had the salary based on a 37.5 hour work week. This position is a 40 hour work week and the revised resolution had the correct information.

On voice vote, **MOTION CARRIED.**

**MOTION**

HR-16-17

**MOTION BY NEUHAUSER, SECOND BY GRAFF** to recommend to approve Policy Statement for Records Retention.

Ferrill advised this was just a policy statement to not destroy records without checking with the Local Records Unit. Each office will continue to handle as they always did. ASA Holly stated this essentially is just a reflection of existing state law.

On voice vote, **MOTION CARRIED.**

Chairman Meisinger advised that agenda item H, Executive Session, was being pulled at this time.

**MOTION**

**MOTION BY CONNETT, SECOND BY GRIMM** to recommend to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Vice Chairman Meisinger recessed the meeting at 4:10 p.m.

(transcribed by S. Beeney)