

**PERSONNEL COMMITTEE**  
Friday, August 1, 2014  
**MINUTES**

The Personnel Committee meeting was called to order by Chairperson Dennis Brault at 9:30 a.m. on Friday, August 1, 2014 in the County Board Room.

Members Present: Chairman Brault, Will Beitlich, Ralph Hicks, Frank McCoy

Members Absent: Frank Easterday

Others in attendance: Herb Cornell, Adrian Amelse, Courtney Messer, Pam Eitland, Phil Hewitt, Ron Hoff, Linda Kica

1. Call to order, Dennis Brault, Chair presiding.
2. Affirmation of proper public notice of meeting.
3. Roll call/Introduction of Visitors None
4. Audience to Visitors None
5. Approve meeting minutes  
Motion by Hicks, second by McCoy to amend Minutes from July 17 to include the approval of the 2015 non-union pay increase. Vote unanimous. Motion approved.  
  
Motion by McCoy, second by Beitlich to approve July 17 minutes. Vote unanimous. Motion approved.
6. Review and Approval of Replacement Positions  
Motion by Beitlich, second by McCoy to approve replacement of Sr. Administrative Assistant position in County Clerk's Office. Vote unanimous. Motion approved.  
  
Ron Hoff asked the Committee to consider a pay increase (2 steps) for the Benefits/Election Specialist. Chairman Brault stated that since this was not on the agenda, a decision could not be made. He requested that this item be placed on the next meeting agenda.
7. Review Vouchers/Budget Status  
Committee reviewed July vouchers. The Committee Chair signs off on vouchers each month because of the timing of the Personnel Committee meetings. The Committee agreed to review the past months' vouchers at each meeting.
8. Review and Approval of 2015 Personnel Budget  
The 2015 proposed Personnel Budget was discussed. The Committee directed the Personnel Coordinator to increase the Advertising line item to the amount that is projected to be spent (approximately \$8000 more than originally budgeted). Motion by Hicks, second by McCoy to approve the 2015 Personnel budget. Vote unanimous. Motion approved.
9. Directors Report  
Personnel Director gave an update on Worker's Compensation, I.D. badges and pre-employment drug screens. In addition, the Committee and visitors discussed the current Training, Travel and Reimbursement policy. An action item will be put on the next meeting agenda to develop a policy on food/beverages for County-wide business meetings.

10. Confirmation of next meeting date.

Thursday, September 25, 2014

11. Adjourn.

Motion by Beitlich, second by McCoy to adjourn. Vote unanimous. Motion approved.