

Personnel Committee
June 21, 2016

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger

The meeting was called to order at 5:45 p.m. A motion to approve the minutes from the May 3, 2016 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously.

There was no public comment.

The Committee discussed the request from the Human Services Department, Economic Support Division, to restructure positions within the Division. The proposal is to eliminate a .85 Economic Support Assistant position and create a 1.0 Economic Support Specialist position. Because we have not promoted an existing Economic Support Specialist into the Economic Support Supervisor position that was approved as part of the 2016 budget, total costs would be reduced by approximately \$6000 for 2016. Supervisor Baumann reported that the Human Services Board has reviewed and approved this proposal. A motion to approve the proposal was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously. A resolution approving the restructuring will be prepared for the July County Board meeting.

The Committee reviewed the proposed revisions to the Travel Policy. The proposed changes are:

- (1) Changing the timeline for requests for reimbursement of travel expenses from 90 days to 60 days. This will ensure that our plan is considered an accountable plan and that reimbursements can be treated as a non-taxable fringe benefit.
- (2) Clarifying language and deleting the example of distribution of meal costs from the policy.
- (3) Changing the procedure for approval of out of state travel.

A motion to approve the proposed resolution was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously.

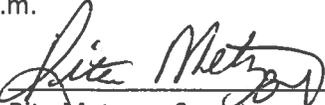
Sharon Cornils reviewed the proposed changes in the Fair Labor Standards Act which will become effective December 1, 2016. Discussion followed. The following action will be taken on November 20, 2016:

- (1) Increase two salaried positions by \$199 annually to meet the required salary threshold of \$47,476
- (2) Convert 4 part-time salaried positions in the Health Department to hourly positions. The Fair Labor Standards Act will require that all salaried positions earn at least \$47,476 annually, even if the position is less than full-time.

Peter Conrad updated the Committee on pending litigation.

A July meeting has not been scheduled. If a meeting is required it will be held preceding the July 19th County Board meeting.

A motion to adjourn the meeting was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously. The meeting was adjourned at 6:05 p.m.



Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director