

PERSONNEL
August 27, 2025

Call to order	The Personnel Committee meeting was called to order at 10:00 a.m. by Brad Steiner, Personnel Chairman. Committee members present were Carl Orr and Owen DuCharme. Mark Gilberts and Wayne Jerrett were absent. Also present were Tom Cornford, County Board Chairman; Linda Redman, Register in Probate; Kyle Kozelka, Hwy Commissioner; Dan McWilliams, HHSD Director; Dale McCullick, Sheriff; and Roberta Fisher, County Clerk.
Verify posting	Steiner verified that the meeting notice was properly posted at the Courthouse, Administration Building and on the county website.
Approval of Minutes	Orr moved; DuCharme second to approve the minutes of the July 23rd Personnel Committee meeting. The motion carried with no negative votes cast.
New Staff Introductions	<p>Jenni Severson, Permanent PT Clerk III UW-Extension stood before the Personnel Committee today to introduce herself.</p> <p>Severson is a long-time resident of Prairie du Chien. She previously worked as a teaching assistant at B.A. Kennedy.</p>
Hiring Updates	<p>New Hires:</p> <ul style="list-style-type: none">• Deputy Clerk of Court – Jaiden Colsch starts 9/02/2025 <p>Position Openings:</p> <ul style="list-style-type: none">• SW IV – MH/SUD Therapist• Full Time Male Jailer• Highway Patrolman
Certified SW New Pay Category	Last year, to attract more applicants for the social worker positions, the job description was changed from “social work certification is required” to “social work certification is preferred.” This change has allowed three positions to be filled. All three employees are currently working toward obtaining their certification, but adjusting the job description has clearly helped with the recruitment.

Now, Dan is asking the committee to consider offering an additional dollar per hour for positions held by employees who already have proper certification. This would compensate those who are fully certified. Dan is seeking approval to create this new pay grade and will next go to Finance to secure funding.

Orr moved; DuCharme second to approve creating a new pay grade, adding \$1.00 more per hour for Social Workers with the proper certification. The motion carried with no negative votes cast.

Funeral Leave Policy

Kyle Kozelka, Hwy Commissioner, asked the Personnel Committee to consider amending the Funeral Leave policy to provide a full day off for employees to attend the funeral of a co-worker within the same department.

The amendment would include the provision that granting the full day off is at the department head's discretion, ensuring that county services are not interrupted and that department operations continue without disruption.

Linda Redman, Register in Probate, raised specific questions about the proposed wording. The committee agreed that the current allowance of just four hours is insufficient for attending and grieving a fellow employee.

Cornford moved; Orr second to have corporation counsel draft an amendment to the Funeral Leave policy allowing a full day of leave for employees within the same department. The motion carried unanimously.

Next Meeting

September 24th, 2025, at 10 a.m.

Adjournment

DuCharme moved; Orr second to adjourn. The motion carried unanimously, and the meeting adjourned at 10:25 a.m.

**Roberta A. Fisher
County Clerk**