

PERSONNEL
September 24th, 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 Mark Gilberts, Carl Orr, Wayne Jerrett, and Owen DuCharme. Also present were Tom Cornford, County Board Chairman; Gary Koch, County Board Supervisor; Kyle Kozelka, Hwy Commissioner; Donna Steger, Child Support Administrator; Dan McWilliams, HHSD Director; Nicole Baumeister, ADRC Director 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	Motion by DuCharme; second by Cornford to approve the minutes of the August 27th Personnel Committee meeting. The motion carried with no negative votes cast.
New Staff Introductions	Jaiden Colsch, Deputy Clerk of Courts, stood in front of the Personnel Committee today to introduce herself. Colsch is originally from Fennimore and recently moved into a new home here in Prairie du Chien with her boyfriend. She previously was a manager at Anytime Fitness.
Hiring Updates	No new hires to report. Position Openings: • SW IV – MH/SUD Therapist • Full Time Male Jailer • Highway Patrolman • PT Clerk III – UW Extension
Position Desc Update/Title Change/Wage Reclass Request	Nicole Baumeister, ADRC Director, is requesting approval of the updated job title, description, and wage reclass for the current Accounting Assistant/Transportation Coordinator position in the ADRC Department.

The current job description is outdated and references systems that are no longer used. Additional workload and job responsibilities have been taken on since this position was created in 2020. This position now manages eleven drivers among nine vehicles, as opposed to three drivers and four vehicles. This employee has obtained an in-house instructor certificate for Passenger Assistance Technique (PAT), allowing him to train and certify other staff internally, eliminating the need to pay an outside instructor.

Baumeister is requesting the Job Title to be Accounting Specialist/Transportation Coordinator, with the new duties included in the description, and a wage increase of \$1.77/hour. This wage increase has been built into the 2026 ADRC budget with no increase in levy funding.

Cornford moved; Orr second to approve the request to update the Job Title of the Accounting Assistant/Transportation Coordinator to Accounting Specialist/Transportation Coordinator. Also approved was the updated job description and wage reclassification of this position to Range 2 in the General Category at \$28.12/hour. The motion carried, with Gilberts abstaining.

**Dept Head
Telecommute
Request**

Nicole Baumeister, ADRC Director, is requesting approval to work remotely 1-3 days per week as needed in situations such as bad weather, illness, or other anticipated circumstances.

Cornford moved; Gilberts second to approve Baumeister's Telecommute Request. The motion carried unanimously.

**Termination of
Employment
Procedure**

A recent situation arose in which a new department head needed to terminate an employee but lacked clear guidance on the proper process.

The clerk was advised to contact the Labor Attorney to determine whether or not a policy should be developed and if so, to request some sample procedures we could use to develop our own policy. This policy would not only cover terminations but also include a checklist of things that need to be done when an employee leaves employment with the county.

The labor attorney did express that the county should indeed create a procedure and emailed an example he felt could be tailored to fit our needs.

The Clerk will present his ideas to a future department head meeting and get further feedback before moving forward.

**Ordinance
Amending the
Funeral Leave
Policy**

Corporation Counsel created an Ordinance Amending, Repealing and Recreating Section 4.15(3) of the Crawford County Ordinances Relating to Paid Funeral Leave for the Services of any Co-worker within each Department.

This ordinance is amended to allow a full day of funeral leave to attend the funeral or memorial service of a fellow worker within the employee's department at the discretion of each respective Department Head. The original leave allowed for 4 hours maximum.

Motion by Orr, second by Steiner to approve the amended ordinance as above and recommend to full county board for final approval. The motion carried unanimously.

**Meal
Reimbursement
Rate Change**

There was a discussion on the current meal reimbursement rate for Crawford County employees and board members. The current allowable rate is \$10-Breakfast; \$15-Lunch; \$25-Dinner, with a \$50 daily maximum allowance including tip.

Motion by DuCharme, second by Orr to amend the meal reimbursement rate to \$15-Breakfast; \$20-Lunch; \$30-Dinner, with a \$65 daily maximum allowance including tip. The motion carried with no negative votes cast.

Next Meeting

October 29th, 2025, at 10 a.m.

Adjournment

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

**Roberta A. Fisher
County Clerk**