

PERSONNEL
March 25th, 2026

Call to order The Committee meeting was called to order at 10:00 a.m. by Brad Steiner, Personnel Chairman. Committee members present were Mark Gilberts and Owen DuCharme. Wayne Jerrett and Carl Orr were absent. Also present were Angie Martin, 911 Coordinator; Donna Steger, Child Support Administrator; Dan McWilliams, HHSD 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 Gilberts; second by DuCharme to approve the minutes of the February 16th Joint Personnel/Public Safety Committee meeting. The motion carried with no negative votes cast.**

New Staff Introductions JoAnn Bloom has started full time as a Dispatcher/Telecommunicator on March 11th. Before this, Bloom worked as long-term contracted security employee with 3M. She enjoys dispatching and is excited to continue her employment with Crawford County.

New Hires

- **Danielle Becwar, Deputy Clerk of Court** **3/16/2026**
- **Jordan Tracy, Highway** **03/11/2026**
- **Greg Moe, Highway** **02/12/2026**
- **Avery Cuff, MH/SUD Therapist** **04/13/2026**

Position Openings

- **2 Male Jailers**
- **AIS Coordinator/Summer Intern Land Conservation**

SW IV Job Description Changes Dan McWilliams, HHSD Director, presented the Personnel Committee members with a proposed updated job description for the Social Worker IV-Therapist position.

The AODA (Alcohol and Other Drug Abuse) acronym has been replaced with a more appropriate SUD (Substance Use Disorder) acronym.

Also added to this description was the Advanced Practice Social Worker (APSW) requirement option. If an applicant does not have any of the required licenses, the individual must have a SAC-IT in addition to

applicable training license. No wage changes were made with this update.

Motion by DuCharme; second by Gilberts to approve the updated Social Worker IV-Therapist job description. The motion carried with no negative votes cast.

**Child Support
Admin Update**

Donna Steger, Child Support Administrator, has submitted her letter of intent to retire on June 5th, 2026. Donna has been a Crawford County employee for more than 37 years.

Steger is requesting permission to post for the position of Child Support Administrator internally before posting the position to the public.

Motion by Steiner; second by DuCharme to approve the vacant position in Child Support be posted internally. The motion carried unanimously.

Next Meeting

April 22nd , 2026, at 10 a.m.

Adjournment

DuCharme moved; Gilberts second to adjourn. The motion carried unanimously, and the meeting adjourned at 10:17 a.m.

**Roberta A. Fisher
County Clerk**