

Minutes of the Personnel Committee

Tuesday, December 18, 2007

Chair Paulson called the meeting to order at 1:01 p.m.

Present: Supervisors Duane Paulson (Chair), Fritz Ruf, Bob Thelen, and Tom Schellinger. Tom Bullermann arrived at 1:04 p.m. Pete Gundrum arrived at 1:19 p.m. **Absent:** Joe Vitale.

Also Present: Legislative Policy Advisor Mark Mader, Jail Administrator Mike Giese, Inspector Steve Marks, Deputy Jail Administrator Meg Schnabl, Employment Services Manager Sue Zastrow, Senior Human Resources Analyst Sylvana Radmer, Senior Financial Analyst Lyndsay Johnson, Senior Human Resources Analyst Renee Gage, and Labor Relations Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Update on Sheriff's Department Efforts to Reduce the Amount of External Correctional Officer Turnover to 15% and Maintain Correctional Officers for at Least 36 Months as Recommended in a 1998 Study Report

Paulson asked how things were going whereby Giese said he thinks it's going well. They stopped keeping numbers in 2002 with regards to turnover statistics but they continue to follow the recommendations. This includes shorter recruitment periods and increased training. They haven't done much with external training because it's expensive, there isn't much offered unless employees travel long distances, and there isn't much impact if only one or two employees attends. Giese said they don't do as much training as they'd prefer but they still do a fair amount in-house. One goal of the Sheriff is to get more money in their training budgets since they've been cut significantly in the last couple of years in order to make budget targets.

Giese said they stopped going to job fairs because there wasn't much positive feedback. However, he does visit Carroll College a couple times each year to talk to the criminal justice classes. There, he explains the job and he advises of the type of people they're looking for in the event there is interest.

Bullermann arrived at 1:04 p.m.

Ruf asked if salary was the primary reason for turnover. Giese said no. He thought the salary is actually pretty good. Giese thought people don't grow up saying they want to work in a jail. It's a difficult environment to work in. Qualifications are low so it attracts a lot of young, inexperienced, and immature individuals. Typically, it's attractive to people that want to get into law enforcement and so they often use this job as a stepping stone.

Giese said one issue the study group brought up was the issue of giving them protective service status. He personally supports this but the County has been opposed due to cost. On the other hand, Giese felt people would still move on to other organizations. It's likely that every police agency in the county has employees who started as County correctional officers. They've had employees who were hired at the federal level, and still some become County deputies.

Giese said they're filling the positions as they become open. Nationally, there is a fairly high turnover rate in this type of work. It's used as an entry level position to get into law enforcement. They do have a good core of people that have stayed with them in the last few years. They've done everything identified by the study group that they can. Staff spend a lot of time with applicants explaining the

process, that it's a military organization, showing them the facilities, explaining the many rules that must be followed, etc.

Schellinger asked if they've met both recommendations for turnover and retention of 15% and 36 months. Zastrow and Giese said yes. Human Resources kept statistics through 2002 and then stopped because staff felt they were adequately meeting the recommendations. Zastrow said so far in 2007, nine out of 108 correctional officers have left County employment, less than 9% turnover. Zastrow said this number does not include those who were promoted within (to deputy) which is a positive and doesn't count as turnover. Giese thought five or six became deputies this year.

Gundrum arrived at 1:19 p.m.

Ordinance 162-O-090: Adjustment of Salary for Electrician and Telecommunicator

Richter and Gage were present to discuss this ordinance which involves salary adjustments for the electrician and telecommunicator positions. Richter said the electrician position is vacant and has been for many months. It's an AFSCME represented position and this person can be responsible for a large workload. Numerous recruitments have been unsuccessful and they're proposing a salary adjustment of \$5.50 per hour. The current salary range for this position is \$19.54 to \$21.82 per hour. Richter said even with the salary increase, it's significantly less expensive than contracting out for these services. To answer Thelen's question, Richter said the person would be hired at the minimum salary rate of \$25.04 per hour. Gage said this person would also perform new construction electrician work. Paulson noted that the electrician rate at Cooper is over \$27 per hour.

MOTION: Thelen moved, second by Ruf to approve Ordinance 162-O-090. Motion carried 6-0.

After Richter and Gage left, Paulson explained the telecommunicator portion of the ordinance at Ruf's request. He said it has to do with having a regular shift member act as supervisor when the supervisor is away.

Approve Minutes of 12-4-07

MOTION: Bullermann moved, second by Schellinger to approve the minutes of December 4. Motion carried 6-0.

Schedule Next Meeting Dates

January 15 and February 5.

Executive Committee Report of 12-17-07

Paulson advised of the following issues discussed at yesterday's Executive Committee meeting.

- Approved the appointments that were included in the last yellow packet.
- Discussed and approved the internal audit scope of the Intake & Shared Services Division in the Health & Human Services Department.

MOTION: Gundrum moved, second by Ruf to adjourn at 1:34 p.m. Motion carried 6-0.

Respectfully submitted,

Approved on: _____

Robert G. Thelen II
Secretary