

**Members Present**

Art Carter  
Jerry Guth  
Herb Hanson  
Harvey Mandel  
Richard Thoman  
Kristi Leonard  
Erica Roth

**Others Present**

Arianna Voegeli  
Brian Bucholtz  
Delores Merrick  
Ryan Camron  
Terry Snow

\*Indicates virtual presence

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The meeting was called to order by the Chair Art Carter.

**Motion by Roth, seconded by Mandel to approve the minutes of the February 24, 2021 meeting. Motion carried on a voice vote.**

The committee reviewed proposed changes to the employee handbook regarding changes to vacation time (Exhibits 1 and 2). **Motion by Guth, seconded by Thoman to approve proposed changes to the handbook to award vacation time upon hire; approve option #2 of the proposed vacation schedule to award pro-rated vacation time to employees with under two years of service, to be calculated based on the employee's start date; and approve subsequent changes to the handbook. Motion carried on a voice vote.**

Proposed changes to the Pleasant View Nursing Home Employee's vacation section of the handbook were reviewed (Exhibit 3). Proposed changes include continued payout of up to 5 days of unused vacation time, addition of vacation time to be calculated on employee's current year of service and no carryover of unused vacation hours. **Motion by Hanson, seconded by Mandel to approve the proposed changes to the vacation section of the Employee Handbook for Pleasant View Nursing Home employees. Motion carried on a voice vote.**

A proposed correction to wording in the Sheriff's dispatchers vacation cap section of the handbook was reviewed (Exhibit 4). **Motion by Leonard, seconded by Thoman to approve the changes as proposed. Motion carried on a voice vote.**

Proposed changes to the Drug Free Workplace section of the Employee Handbook were reviewed (Exhibit 4). **Motion by Leonard, seconded by Thoman to approve the changes as proposed. Motion carried on a voice vote.**

Human Resources Director Delores Merrick presented a telecommuting policy for the committee's consideration (Exhibit 5). **Motion by Roth, seconded by Mandel to approve the policy as presented and incorporate it into the Employee Handbook. Motion carried on a voice vote.**

Human Resources Director Delores Merrick presented a 360 Employee Performance Review template (Exhibit 6). **Motion by Hanson, seconded by Guth to have HR Director Merrick pilot the 360 review and report back to the committee.**

Discussion took place regarding moving department heads to 40-hour work weeks. Supervisor Guth and Corporation Counsel Brian Bucholtz to share previous analysis with HR Director Merrick and return to the next meeting with more information.

There was no overtime distribution for consideration. Exit reviews were distributed (Exhibit 7). No action was taken. There were no resolutions, travel requests, or bills for the committee's consideration.

**Motion to adjourn by Hanson, seconded by Thoman. Motion carried on a voice vote.**