

Meeting
Wednesday, June 5, 2024 5:00 PM
Jackson County Sheriff's Office Conference Room

Call to Order

(5:06pm)

Present: Erbes, Snyder, Miller

Also Present: Battrell

Approval of Minutes

I. 2024-454 Approval of April 3, 2024, Meeting Minutes

A motion was made by Miller, seconded by Snyder, to approve the April 3, 2024, Meeting Minutes as presented. The motion carried by unanimous vote.

Old Business

The subcommittee had a lengthy discussion regarding job descriptions, payroll duties, and updating the employee handbook. The discussion was utilized to help the subcommittee determine future discussion topics.

II. 2024-455 Employee Sick Bank Proposal

*The County Administrator reviewed the suggested changes she had proposed and asked the subcommittee for any additional comments and/or changes. The subcommittee discussed the proposed changes and came to the consensus to have the County Administrator create a DRAFT document with the proposed changes as discussed, to be reviewed at the next meeting. The County Administrator commented that there would still need final decisions made on certain items, but that they could be decided on at the next meeting.
(Snyder left the meeting)*

New Business

III. 2024-456 Affirmative Action Plan

The subcommittee briefly discussed this agenda item. Erbes tasked the subcommittee with reviewing sections 11 and 12 of the document for the next meeting, and he tasked the County Administrator/Board Office with reviewing section 14 of the document for any necessary changes. The County Administrator commented that once the document was updated, she would send it to the State's Attorney's Office for review before being presented to the full Board.

The subcommittee discussed moving the July meeting down a week, and it was agreed to have the next HR Subcommittee meeting on July 10th.

Executive Session

Adjourn

(6:35pm)

Erbes Adjourned the meeting.