

HR Sub-Committee Meeting
Wednesday, June 18, 2025 5:00 PM
Jackson County Sheriff's Office Conference Room

Call to Order

(5:08pm)

Present: Erbes, Miller, Snyder

Approval of Minutes

I. 2025-679 Approval of May 21, 2025, Meeting Minutes

A motion was made by Miller, seconded by Snyder, to approve the May 21, 2025, minutes as presented. The motion was carried by unanimous vote.

Old Business

II. 2025-680 HR Policy Discussion

Discussion on how department heads handle Job Descriptions. Most job descriptions have not been updated since 2022. Some offices give a very detailed description as to what each person does, while other offices simply give a title. The committee discussed the difficulty of giving raises when the job duties are unknown. The County Administrator is to reach out before the next meeting, to have department heads report this to the HR committee. HR will review all the descriptions before budget time prior to making any decisions. Job Descriptions could help with liability reduction (cost, WC Claims, & Premium cost), Employee Expectations and Encourage the employee.

III. 2025-681 Affirmative Action Plan

Discussion was on the Affirmative Action Plan, questioning if an HR committee person could be the EEOC Coordinator? Nell Battrell wanted to suggest Faith Miller, but the CA suggested it could be a board staff member. The CA informed the committee that the ASA Bailey reported that it is not a Federal requirement to have an Affirmative Action Plan.

New Business

The committee discussed the July meeting date. It was decided by consensus to meet on Wednesday, July 2nd at 4:30pm.

Executive Session

Adjourn

(6:25pm) Erbes adjourned the meeting.

[MIN_SIGNATURES]