

Minutes of Winnebago County Public Safety Commission

Meeting date: Oct 29, 2015

Call to order: A regular business meeting of the Winnebago County Public Safety Commission was held at the Winnebago County Court House in Forest City. The meeting convened at 4:30 p.m. Chairman Andy Buffington presiding and Jennifer Ackerman Secretary.

Members in attendance: Terry Durby – representing Winnebago County, Doug Jenson – representing Forest City, Troy Armstrong – representing Buffalo Center, Todd Hughes – representing Thompson, Carla Langfald – representing Scarville, Louise Hagedorn – representing Rake

Members not in attendance: Representatives of Lake Mills and Leland

Non-Member in attendance: Karla Weiss – Winnebago County Auditor

Approval of minutes: Mr. Buffington requested a motion be made to approve the agenda and minutes of the meeting of the Commission on April 16, 2015. Mr. Durby made a motion, Mr. Hughes offered a second. All voted aye, motion carried.

Holiday Pay for Supervisor: Ms. Ackerman advised the practice for all dispatch employees including herself as Supervisor in regards to holiday pay has been to use the date of the holiday as the date in which, if worked, the employee is paid time and one-half for the hours worked plus their regular daily compensation. This practice has been written into the dispatcher's union contract; however, the Supervisor is not covered under the union contract. The Supervisor's holiday compensation then falls under the Winnebago County Policy Handbook, which states, "Holidays falling on a Sunday normally will be observed on the following Monday, and holidays falling on a Saturday normally will be observed on the preceding Friday." Ms. Ackerman explained it could be possible to pay out 32 hours of holiday pay instead of the normal 24 hours, if she were to be scheduled to dispatch on an observed holiday and that it would make more sense for the Supervisor's holiday compensation, if scheduled to dispatch, to be the same as the other dispatchers. Ms. Weiss advised, as this has been the practice, the policy book should reflect what the practice is so there is no confusion. There was discussion on whether or not the Public Safety Commission setting the policy was enough or if the county handbook needed to be changed. Ms. Weiss advised she would contact Attorney Galloway for an opinion. Mr. Buffington advised he would write up the policy and forward to the Commission as well as the Auditor's office and advised a motion should be made to approve using the date of the holiday as the date of holiday compensation for the Supervisor, if required to dispatch, to receive time and one-half for the hours worked plus their regular daily compensation. Ms. Hagedorn made a motion, Mr. Armstrong offered a second. All voted aye, motion carried.

Personnel Matter: Mr. Buffington confirmed everyone had received a letter from Ms. Ackerman in which she explained to the Commission members that she had over the course of her employment used paper and ink for personal use in violation of employee conduct policy. The letter further explained the reason for admitting to this misconduct was because through prayer and scripture she felt the Lord compelling her to do so. Ms. Ackerman wrote a check for \$91.30 to make restitution for her misconduct. Mr. Buffington advised he had a conversation with Ms. Ackerman about the letter and the check and the possibility of further disciplinary action up to termination is possible and she understood that. Mr. Buffington requested the Commission help him determine if accepting the restitution check was the correct course of action in the matter.

Mr. Durby advised in other cases of conduct such as this the employee was required to replace any such property, in this case the exact amount is not known but that the dollar amount would go a long way in replacing paper and ink. Other members agreed. Mr. Buffington requested a motion be made to accept the restitution check with no further disciplinary action. Mr. Jenson made a motion and Mr. Armstrong offered a second. All voted aye, motion carried.

Other business: There was no other business.

Adjournment: Mr. Hughes made a motion to adjourn, Mr. Jenson offered a second. Meeting adjourned at 4:43 p.m.

Jennifer Ackerman

Feb 16, 2016

Secretary

Date of Approval

Winnebago County Public Safety Commission