

FOREST COUNTY MEETING NOTICE

COMMITTEE: PERSONNEL
DATE: THURSDAY, OCTOBER 14, 2021
TIME: 4:30 P.M.
PLACE: FOREST COUNTY CHAMBER BUILDING

AMENDED AGENDA

1. Call to order
2. Roll Call
3. Approve Amended Agenda
4. Approve Personnel Minutes from the September 2, 2021 meeting.
5. Public Comment
6. Closed Session: The Committee may consider a motion to convene in closed session pursuant to Wis. Stat. §19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 19.85(1)(e) “Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session” and §19.85 (1)(f) Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data.” This closed session relates to:
 - Discussion of misuse of County’s Supplemental Sick Leave Policy by specific employees within the Jail and potential action to address the same.
 - Discussion on letters received for Judicial Assistant and Register in Probate for wage increases.
 - Discussion on Sheriff & Justice request for a part-time maintenance worker in the Jail and wage associated with it.
 - Discussion on setting wage for Jensen in CPS Social Worker position.
 - Discussion on candidate for CPS position in Social Services and Health Insurance costs.
7. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
8. Discussion and possible action on approving the Maintenance Supervisor job description and forwarding to full county board for approval.
9. Discussion and possible action on the creation of a Lead Social Worker position and forward to full county board for approval.
10. Discussion and possible action on updating Van/Bus Driver job descriptions.
11. Discussion and possible action on updating Social Services Fiscal position job description and forward to full county board for approval.
12. Discussion and possible action on updating Aging Administrative Assistant job description and forwarding to full county board for approval.
13. Discussion and possible action on posting bus driver position for Aging department.
14. Discussion and possible action on carrying-over vacation for J. Jensen because of extenuating circumstances and time for use.
15. Possible future agenda items.
16. Adjournment

Notice was mailed & emailed to committee members and faxed to the media, Forest Republican, Radio Stations WERL/WRJO and Coyote Radio, October 8, 2021. The agenda was posted to the public at the east/west entrance of the Forest County Courthouse and in the office of the Forest Republican on October 8, 2021. Every effort will be made to reasonably accommodate persons with special needs. Please contact the County Clerk’s Office at (715)478-2422 to address your concerns.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a “meeting” under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

GENERAL REQUIREMENTS:

1. Must be held in a location, which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

TIME FOR NOTICE:

1. Normally, minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a).

2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing, which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).

3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).

4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).

6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).

7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).

8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open sessions before going into closed session.
2. May not convene in open session then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.

3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.

2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.

3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATIONS:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attend a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation