

## PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL/SOCIAL SERVICES  
DATE: AUGUST 30, 2023  
TIME: 4:30 P.M.  
PLACE: FOREST COUNTY BOARDROOM

### CALL TO ORDER

Anderson called the meeting to order at 4:30 p.m. and read the agenda.

### ROLL CALL

Present: Anderson, Black, Chaney, Goode, Karl, Lukas, Skallerud

Absent: Dailey, Landru

Others Present: Nora Matuszewski, Tracy Schumacher, Jeff Marvin, Cindy Gretzinger, Leon Stenz, Kathy Fohrman, Heather Holcomb

### APPROVE AGENDA

Motion by Skallerud, second by Black to approve the agenda as presented. All present voting (AYE). Motion carried.

### APPROVE PERSONNEL/SOCIAL SERVICES MINUTES FROM THE AUGUST 8, 2023 JOINT MEETING

Motion by Skallerud, second by Black to approve the minutes from the Personnel/Social Services meeting from August 8, 2023. All present voting (AYE). Motion carried.

### PUBLIC COMMENT

None

### DISCUSSION WITH HEATHER HOLCOMB ON CONTRACTING WITH HER FOR FINANCIAL CONSULTING FOR THE SOCIAL SERVICES DEPARTMENT; POSSIBLE ACTION

Heather Holcomb was present to speak to the committee about contracting with her to work through the issues of the fiscal for the Social Services and Aging departments. She gave the committee her background, experience and her familiarity with the two programs. There were many questions of her pertaining to experience with the two departments and the programs; the committee was impressed. She told the committee she would be able to start right away next week.

Motion by Skallerud to move forward with contracting with Heather Holcomb for financial consulting for the Social Services and Aging departments, second by Goode. All present voting (AYE). Motion carried.

### DISCUSSION ON VACATION ROLLOVER FOR TWO HIGHWAY WORKERS WHO RECEIVE THE 1-YEAR VACATION IN DECEMBER; POSSIBLE ACTION

Motion by Goode to move the vacation discussion up above closed session, second by Chaney. All present voting (AYE). Motion carried.

Motion by Goode to extend the 2-week vacation in December out to be used by May 1, 2023 for T. Weber and D. Brokmeier, second by Chaney. All present voting (AYE). Motion carried.

CLOSED SESSION: The committee may consider a motion to convene into 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,” this closed session relates to:

- New position discussion for Sheriff Department – part-time secretary
- New position discussion for Sheriff Department – part-time maintenance
- New position discussion for Sheriff Department – court/courthouse deputy
- Jail employee’s resignation discussion – M. Paschen, J. Hines

Motion by Skallerud to convene into closed session, second by Lukas. Roll Call Vote: Anderson (AYE), Black (AYE), Chaney (AYE), Goode (AYE), Karl (AYE), Lukas (AYE), Skallerud (AYE). Motion carried.

#### RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion by Lukas to reconvene to open session, second by Chaney. All present voting (AYE). Motion carried.

- No Action on all items in closed session

#### DISCUSSION/ACTION OF DEPARTMENT’S ONGOING CASES

Schumacher updated the committee on the number of CPS cases within the Social Services department that she is currently working on. The department had to remove four more children. She found two families in the county willing to take children again.

#### UPDATE AND REVIEW OF THE PERMANENCY PANEL; POSSIBLE ACTION

Schumacher reported there is a full panel and ready to go. Corporation Counsel came in and spoke with the employees in the department and explained to them they will have to start taking on their own cases and that they would be helping them; explaining that Schumacher cannot continue to take on all of the cases on her own.

#### DISCUSSION/ACTION ON PROGRESS OF COMMUNITY CLOSET

Schumacher reported that the response has been very good, adding they are putting boxes in the libraries, schools and letters are going out to businesses. Lakewood Care has volunteers that have stepped up to help set up the closet. She is happy with how well it is going.

#### FUTURE AGENDA ITEMS

- Interviews -Van/bus drivers
- Interviews – Lead Case Worker and Case Managers
- Reduction in wage scale (%) for new employees
- I.M. Employee request for raise

#### ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Black. All present voting (AYE). Motion carried. Meeting adjourned at 7:25 p.m.