

MEETING- PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: TUESDAY, JANUARY 5, 2016
TIME: 6:00 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Shaffer called the meeting to order at 6:00 p.m. and read the agenda.

ROLL CALL

Members Present: Albrecht, Collins, Dailey, Lukas, Millan, Shaffer

Absent:

Others present: Bill Chaney, Tammy Queen, Dave Campbell, John Dennee, Alex Walrath, Cortney Britten, Christy Conley and Lisa Kalata

APPROVE AMENDED AGENDA

Motion by Dailey to approve the amended agenda as presented, seconded by Collins, All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE OCTOBER 27, 2015 PERSONNEL MEETING

Motion by Dailey to approve the minutes of the October 27, 2015, meeting, seconded by Collins. All present voting AYE. Motion carried.

DISCUSS COMMISSION ON AGING, ELDERLY BENEFIT SPECIALIST POSITION

Motion by Collins the change the job description to include under the education requirements that four years of experience of income maintenance, insurance or medical billing fields may substitute the degree if approved by GWaar and to post the wage from \$15.78 to \$22.06 based on experience and education, seconded by Dailey. All present voting AYE. Motion carried.

DISCUSS RESOLUTION TO SET WAGE FOR TREASURER, REGISTER OF DEEDS, COUNTY CLERK FOR 2017-2020

Motion by Albrecht to set the wage for Treasurer, Register of Deeds and County Clerk to \$44,982.31 for 2017, \$46,781.60 for 2018, \$47,717.23 for 2019, \$48,671.57 for 2020 and to increase the Administrative Coordinator salary to \$8,000 per year starting in 2017, seconded by Collins. All present voting AYE. Motion carried.

DISCUSS JOB DESCRIPTION FOR JAIL ADMINISTRATOR

Motion by Collins to change the job description for the Jail Administrator to include correction experience and delete State certified deputy required and add Wisconsin Certified Correctional Officer to the Licenses and Certifications requirements, seconded by Albrecht. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Albrecht to adjourn 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: Jail Administrator position & job classifications in Sheriff's department. Roll call vote Albrecht AYE, Collins AYE, Dailey AYE, Lukas AYE, Millan AYE, Shaffer AYE. Motion carried.

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

Motion by Albrecht to return into open session, seconded by Collins. All present voting AYE. Motion carried.

Motion by Dailey to set wage for Jail Administrator at \$50,000 annually with increases to follow all other department heads and benefits will be the same as the correction officers other than the holiday schedule will follow the Courthouse, seconded by Collins. All present voting AYE. Motion carried.

Motion by Dailey to approve two Detective Sergeants positions in the Sheriff's Department to include a \$.70 increase per hour starting July 1, 2016, seconded by Albrecht. All present voting AYE. Motion carried.

DISCUSS THE VFW BUILDING

Motion by Collins to forward the recommendation that the County accepts the building donation from the VFW to the Finance/Public Property committee for approval, seconded by Lukas. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Dailey to adjourn into closed session pursuant to Wis. Stat. §19.85(1)(f) to consider financial, social or personal histories or disciplinary data, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to: Personnel issues. Roll call vote Albrecht AYE, Collins AYE, Dailey AYE, Lukas AYE, Millan AYE, Shaffer AYE. Motion carried.

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

Motion by Albrecht to return into open session, seconded by Dailey. All present voting AYE. Motion carried.

Motion by Collins to send a letter to Department Heads with the personnel issues and have the issues addressed and reported back to Administrative Coordinator, seconded by Dailey. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Albrecht to adjourn, seconded by Collins. All present voting AYE. Motion carried. Meeting adjourned at 9:15 p.m.

- These minutes are not official and are subject to change. They will be officially approved at the next scheduled Personnel meeting.