

## PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL  
DATE: THURSDAY, MAY 19, 2016  
TIME: 5:00 PM  
PLACE: COUNTY BOARD ROOM

### CALL TO ORDER

Chairman Shaffer called the meeting to order at 5:00 p.m. and read the agenda.

### ROLL CALL

Members Present: Shaffer, Chaney, Collins, Dailey, Lukas

Absent:

Others present: Paul Millan, Nora Matuszewski, John Dennee, Alex Walrath, Jason Theune, Mike Hettman, Roger Wilson, and Tammy Queen

### APPROVE AMENDED AGENDA

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

### APPROVE MINUTES OF THE MAY 10, 2016 PERSONNEL & EXECUTIVE MEETING

Motion by Chaney to approve the May 10, 2016 Personnel & Executive minutes, seconded by Collins. All present voting AYE. Motion carried.

### DISCUSSION AND POSSIBLE APPROVAL OF HEARTLAND BEING AVAILABLE ONE DAY A WEEK FOR COMPUTER ISSUES

Mike Hettmann, from Heartland came in to introduce himself and let the board know what his company does and what it can do for Forest County until an IT Director is hired. He explained that they could have someone here physically one day a week to help with any issues with business computers and any problems that might arise with the network. He explained to the board that his company could also help in recruiting of a new IT Director. He explained that the rate his company charges fluctuates and blocks of time can be bought ahead of time.

### DISCUSSION AND POSSIBLE APPROVAL OF JOB DESCRIPTIONS FOR EMERGENCY MANAGEMENT DIRECTOR, IT DIRECTOR, LAW ENFORCEMENT SECRETARY, AND ADMINISTRATIVE LAW ENFORCEMENT SECRETARY

Motion by Lukas to approve the Law Enforcement Secretary and the Administrative Law Enforcement Secretary job descriptions, seconded by Collins. All present voting AYE. Motion carried.

Motion by Collins to approve the Emergency Management job description, seconded by Dailey. All present voting AYE. Motion carried.

Motion by Lukas to approve the IT Director Job description, table, setting the pay rate at this time, second by Collins. All present voting AYE. Motion carried.

### DISCUSSION WITH MARK RINEHART (MAINTENANCE) ON FUTURE MAINTENANCE PLAN

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Mark Rinehart discussed all of the current issues and the future issues that will need to be addressed in the courthouse and the jail. The board will leave maintenance fixes and scheduling up to Mark in the future, so he is able to get all of the projects done.

#### DISCUSSION AND POSSIBLE APPROVAL OF EMPLOYEE RESIGNATION: AMY GATTON

Motion by Collins to accept employee resignation from Amy Gatton, seconded by Chaney. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE APPROVAL OF JOB POSTING FOR FULL-TIME PUBLIC HEALTH NURSE

Motion by Collins to approve job posting for a Public Health Nurse, seconded by Dailey. All present voting AYE. Motion carried.

#### CLOSED SESSION

Motion by Lukas to adjourn into closed session pursuant to Wis. Stat. §19.85(1) (c) to consider employment and/or performance evaluation data of specific employees over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to interviews for the Emergency Management position, seconded by Collins.

Roll Call vote Collins AYE, Dailey AYE, Shaffer AYE, Chaney, AYE, Lukas, AYE. Motion carried.

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

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

Motion by Lukas to appoint Jason Theune to the Emergency Management position with a start date of June 1<sup>st</sup>, second by Chaney. All present voting AYE. Motion Carried.

#### CLOSED SESSION

Motion by Collins to adjourn into closed session pursuant to Wis. Stat. §19.85(1) (c) to consider employment and/or performance evaluation data of specific employees over which the governmental body has jurisdiction or exercises responsibility. This closed session related to: Discussion with John Dennee on structural changes in the Jail, seconded by Chaney. Roll Call vote Collins AYE, Chaney AYE, Dailey AYE, Shaffer, and AYE, Lukas, AYE. Motion carried.

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

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

Motion by Lukas to have the Sheriff get a job description written up, with pay grade for a Jail Sergeant, seconded by Chaney. All present voting AYE. Motion carried.

#### CLOSED SESSION

Motion by Dailey to adjourn into closed session pursuant to Wis. Stat. §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 charges against specific persons except where 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: Employee disciplinary action, seconded by Lukas. Roll call vote Collins AYE, Chaney AYE, Shaffer AYE, Dailey AYE, and Lukas AYE. Motion carried.

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

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

Motion by Chaney to follow the recommendation of Von Briesen & Roper, S.C., legal counsel, seconded by Dailey. All present voting AYE. Motion carried.

Motion by Lukas to post job for Van/Bus Driver position, with change to job description, seconded by Collins. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, seconded by Dailey. All present voting AYE. Motion carried. Meeting adjourned at 7:26 p.m.

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