

PERSONNEL & FINANCE COMMITTEE MINUTES

COMMITTEE: PERSONNEL & FINANCE COMMITTEES
DATE: MONDAY, JUNE 13, 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, Connors, Lukas, Millan, & Matuszewski

Absent:

Others present: Nora Matuszewski & Alex Walrath

APPROVE AGENDA

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

APPROVE MINUTES FROM THE MAY 19, 2016 PERSONNEL MEETING

Motion by Lukas to approve the minutes of the May 19, 2016 Personnel meeting, seconded by Collins. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Dailey 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: Interviews for the Maintenance Position; seconded by Shaffer. Roll call vote Collins AYE, Chaney AYE, Connors AYE, Dailey AYE, Lukas AYE, Millan AYE, Shaffer AYE, and Matuszewski, 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 Collins to offer the part-time Maintenance job to Louisa Doney, with the Maintenance department setting up the work schedule, seconded 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) 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: Employee exempt status changes and FMLA;

seconded by Chaney. Roll call vote Collins AYE, Chaney AYE, Connors AYE, Dailey AYE, Lukas AYE, Millan AYE, Shaffer AYE, and Matuszewski AYE. Motion carried.

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

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

Motion by Connors to update Job descriptions beginning December 1, 2016, relating to the FLSA wage, exempt and non-exempt status for the Highway Office Manager, Veterans Service Officer, IT Director, and Child Support Director, the descriptions will change to non-exempt for all jobs except the Child Support Director who has responsibilities of overseeing employees, seconded by Collins. All present voting AYE. Motion carried. The job descriptions will be brought to the next Personnel meeting on June 20, 2016 for final approval.

CLOSED SESSION

Motion by Dailey 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: Changes in the Jail; seconded by Lukas. Roll call vote Collins AYE, Chaney AYE, Connors AYE, Dailey AYE, Lukas AYE, Millan AYE, Shaffer AYE, and Matuszewski 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 Dailey. All present voting AYE. Motion carried.

Motion by Lukas to change Sergeant status in the Jail, seconded by Collins. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF JOB DESCRIPTION FOR JAIL SERGEANT

Motion by Lukas to approve a new job description for the Jail Sergeant, seconded by Matuszewski. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Lukas to adjourn, seconded by Collins. All present voting AYE. Motion carried. Meeting adjourned at 7:32 p.m.

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