

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: MONDAY, JUNE 20, 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, & Millan

Absent:

Others present: Nora Matuszewski, Jill Krueger & Alex Walrath

APPROVE AMENDED AGENDA

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

APPROVE MINUTES FROM THE JUNE 13, 2016 PERSONNEL & FINANCE COMMITTEE MEETING

Motion by Lukas to approve the minutes of the June 13, 2016 Personnel & Finance Committee meeting, seconded by Millan. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Lukas 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 Public Health Nurse; seconded by Chaney. Roll call vote Collins AYE, Chaney AYE, Millan AYE, Dailey AYE, Lukas AYE, and Shaffer 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 Dailey to offer the Public Health Nurse job to Jacee Anderson, with the second choice as Melissa Flannery, 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)(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: Miscellaneous Deputies Wage; seconded by Collins. Roll call vote Collins AYE, Chaney AYE, Dailey AYE, Lukas AYE, Millan AYE, and Shaffer 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.

No Action taken.

DISCUSS AND REVIEW POSSIBLE CHANGES TO THE SMOKING POLICY IN THE
EMPLOYEE HANDBOOK

The Public Health Nurse would like to make some changes to the employee handbook pertaining to smoking in and around the courthouse to include E-cigs and like smoking materials. The clerk will check on the signage and ordinances to see if the whole campus can be changed to no smoking.

Motion by Lukas to amend the handbook to change the definition of smoking, seconded by Collins. All present voting AYE. Motion carried.

APPROVAL OF JOB DESCRIPTION CHANGES TO BEGIN DECEMBER 1, 2016,
RELATING TO FLSA GUIDELINES FOR THE HIGHWAY OFFICE MANAGER,
VETERANS SERVICE OFFICER, IT DIRECTOR, AND CHILD SUPPORT
COORDINATOR

Motion by Collins to approve job description changes, 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)(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:

- a. Appointment of the Jail Sergeant
- b. Maintenance/Cleaning Position

seconded by Lukas. Roll call vote Collins AYE, Chaney AYE, Dailey AYE, Lukas AYE, Millan AYE, and Shaffer 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 Collins. All present voting AYE. Motion carried.

Motion by Chaney to appoint Dana Bailey as the Jail Sergeant, seconded by Collins. All present voting AYE. Motion carried.

Motion by Lukas to research cleaning services, seconded by Dailey. All present voting AYE. Motion carried.

There being no further business, motion by Dailey to adjourn, seconded by Chaney. All present voting AYE. Motion carried. Meeting adjourned at 7:41 p.m.

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