

## PERSONNEL & FINANCE COMMITTEE MINUTES

COMMITTEE: PERSONNEL & FINANCE COMMITTEES  
DATE: MONDAY, JULY 25, 2016  
TIME: 5:30 PM  
PLACE: COUNTY BOARD ROOM

### CALL TO ORDER

Chairman Shaffer called the meeting to order at 5:30 p.m. and read the agenda.

### ROLL CALL

Members Present: Shaffer, Chaney, Collins, Connors, Lukas, Millan, Marvin & Matuszewski

Absent: Dailey

Others present: Nora Matuszewski, Mark Rinehart, Tammy Queen, and Dave Ziolkowski

### APPROVE AMENDED AGENDA

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

### APPROVE MINUTES FROM THE JUNE 8, 2016 FINANCE & PUBLIC PROPERTY MEETING

Motion by Lukas to approve the minutes of the June 8, 2016 Finance & Public Property Meeting seconded by Connors. All present voting AYE. Motion carried.

### APPROVE MINUTES FROM THE JUNE 20, 2016 PERSONNEL MEETING

Motion by Collins to approve the minutes from the June 20, 2016 Personnel Meeting seconded by Chaney. All present voting AYE. Motion carried.

### CLOSED SESSION

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 Van/Bus Driver for Commission on Aging.

There was no closed session as the interview was cancelled due to applicant pulling application from consideration.

### DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION TO AMEND THE BUDGET TO APPROPRIATE FUNDS FOR REPAIRS AND MAINTENANCE TO THE COURTHOUSE & JAIL, AND COURTHOUSE SECURITY.

Number 12 on the agenda was moved up at Chairman Shaffer's discretion. Maintenance discussed the water heater at the Sheriff Department as well as other issues that need to be addressed in the Jail and Courthouse.

Motion by Marvin to approve the recommendation of the Sheriff, Jail Administrator & Maintenance to replace the water heater in the Jail at a cost not to exceed \$16,500 per the estimates, seconded by Connors. All present voting AYE. Motion carried.

Motion by Marvin to send a resolution to amend the budget in the amount of \$100,000 to appropriate funds for repairs and maintenance to the Courthouse & Jail, and Courthouse Security, seconded by Connors. All in favor 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 IT position; seconded by Chaney. Roll call vote Collins AYE, Chaney AYE, Connors AYE, Marvin 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 Millan. All present voting AYE. Motion carried.

Motion by Collins to follow choice list of candidates until a contract can be reviewed, with final decision being made on Monday August 1<sup>st</sup> at a scheduled Personnel & Finance Meeting, seconded by Chaney. Roll call vote Collins AYE, Chaney AYE, Connors AYE, Marvin AYE, Millan AYE, Shaffer AYE, and Matuszewski AYE. Lukas ABSTAIN. 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:

1. Department Head Comp Time
2. Employee Resignation
3. Highway Department Wage
4. Department Head Directives
5. FMLA Leave and allowing the County Clerk to approve all future requests
6. Good Neighbor Authority Employees and Wage Reimbursement
7. Discussion on ADRC building

Seconded by Collins. Roll call vote Collins AYE, Chaney AYE, Connors AYE, Marvin 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 Connors to return into open session, seconded by Collins. All present voting AYE. Motion carried.

1. Motion by Chaney to deny Department Head Comp Time per employee handbook, seconded by Collins. All present voting AYE. Motion carried.
2. Motion by Lukas to accept employee resignation/retirement, seconded by Chaney. All present voting AYE. Motion carried.
3. Motion by Lukas to approve a wage increase for the Highway Patrol Supervisor and Highway Commissioner to be split evenly between the two positions. The wage increase is due to an increase of state funding for reimbursed wages up to 85% of the Highway Patrol Supervisor's wage, to begin with the July 31, 2016 payroll date, seconded by Connors. All present voting AYE. Motion carried.
4. No Action taken
5. Motion by Collins to approve allowing County Clerk to approve all future FMLA requests, second by Lukas. All present voting AYE. Motion carried.
6. Motion by Connors to approve a total of 200 additional hours of shared work time for Dan Peters and William Roders to fulfill the Good Neighbor Authority, seconded by Marvin. All present voting AYE. Motion carried.
7. ADRC building tabled

#### DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION TO AMEND THE SMOKING POLICY IN THE EMPLOYEE HANDBOOK

Motion by Collins, to send a resolution to the full county board in August amending the smoking policy in the Employee Handbook, seconded by Chaney. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE APPROVAL OF BIDS ON LAWNMOWER FOR MAINTENANCE

The bids were looked at and discussed and a question was raised on two of the lawnmowers which will be addressed with Maintenance. The final decision on the purchase of the lawnmower will be at the next Personnel & Finance Meeting on August 1<sup>st</sup>, 2016.

#### ADJOURNMENT

There being no further business, motion by Connors to adjourn, seconded by Chaney. All present voting AYE. Motion carried. Meeting adjourned at 9:30 p.m.

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