

PERSONNEL COMMITTEE MEETING MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: TUESDAY, AUGUST 22, 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, Dailey, Lukas, Collins, Chaney

Absent:

Others present: Paul Millan, Nora Matuszewski, Shannon Boney, Lynne Black, Ed Quade, Tammy Stroik & David Campbell

APPROVE AGENDA

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

APPROVE MINUTES FROM THE AUGUST 9, 2016 PERSONNEL MEETING

Motion by Chaney to approve the minutes of the August 9, 2016 Personnel Meeting, seconded by Lukas. 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:

1. Reclassification of job description for Child Support Specialist I
2. Voting Procedure for closed session
3. Discussion on Highway Office Manager Wages
4. Discussion on Highway Shop Foreman Wages
5. Department Head directives form approval
6. Discussion on cleaning position and possible addition of hours for current employee to include the Highway Department
7. Administrative Coordinator/Finance

Seconded by Lukas. Roll call vote, Shaffer AYE, Dailey AYE, Lukas AYE, Collins AYE, Chaney 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.

1. No Action Taken

2. Motion by Collins to approve voting procedures for closed session as follows:
 - a. Read Closed session
 - b. Close door
 - c. Discuss with Committee
 - d. Bring in Personnel
 - e. Listen to views from all sides
 - f. Dismiss Personnel
 - g. Discuss with Committee
 - h. Reconvene in seven (7) to fourteen (14) days to review any new information
 - i. Make decision

Seconded by Dailey. All present voting AYE. Motion carried.

3. No Action Taken
4. No Action Taken
5. Motion by Collins to approve the Department Head Directives form, seconded by Dailey. All present voting AYE. Motion carried.
6. The Cleaning employee, Tammy Stroik, came in and is not interested in taking on the cleaning at the highway.
7. No Action Taken

SET UP DATES AND TIMES FOR PERSONNEL TO MEET WITH DEPARTMENT HEADS

The new Department Head Directive form will be given to all Department Heads to be filled out and returned to the County Clerk's Office within two weeks. Personnel will begin to meet with each department separately to discuss the forms and the department's budget. The first meeting will be held on September 8, 2016, 3:00pm, County Board Room. Personnel will notify which departments will be meeting on that date, as other meetings will be set up for different days.

ADJOURNMENT

There being no further business, motion by Dailey to adjourn, seconded by Collins. All present voting AYE. Motion carried. Meeting adjourned at 8:30 p.m.

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