

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: THURSDAY, DECEMBER 15, 2016
TIME: 4:00 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman, Scott Shaffer called the meeting to order at 4:00 p.m. and read the amended agenda.

ROLL CALL

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

Absent:

Others present: Nora Matuszewski

APPROVE AMENDED AGENDA

Motion by Lukas to approve the amended agenda as presented at the Chairman's discretion, seconded by Collins. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE NOVEMBER 30, 2016 JOINT PERSONNEL & FINANCE COMMITTEE MEETING

Motion by Collins to approve the minutes from the November 30, 2016 Joint Personnel & Finance Committee meeting, seconded by Chaney. 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:

- a) Employee Tardiness Issue and possible discipline
- b) Outside Complaint of Employee
- c) Department Head Discussions

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

- a) Motion by Lukas to put letter from employee and minutes from meeting in Personnel file as this is second incident with employee; this is to address employee being disrespectful and acting in an unprofessional manner to a county board member, seconded by Collins. All present voting AYE. Motion carried.
- b) No action taken.

c) Motion by Collins to accept letter of resignation from Danielle Ziolkowski, seconded by Chaney. All present voting AYE. Motion carried.

Motion by Dailey to post the Payroll Clerk position and increase the payroll clerk and deputy clerk hours to 40 per week, starting December 12, 2016, seconded by Collins. 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 5:25 p.m.

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