

PERSONNEL & FINANCE COMMITTEE MINUTES

COMMITTEE: JOINT PERSONNEL & FINANCE COMMITTEES
DATE: TUESDAY, DECEMBER 20, 2016
TIME: 6:00 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman, Paul Millan from Finance called the meeting to order at 6:00 p.m. and read the agenda.

ROLL CALL

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

Absent:

Others present: Nora Matuszewski

APPROVE AGENDA

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

APPROVE MINUTES FROM THE DECEMBER 15, 2016 PERSONNEL COMMITTEE MEETING

Motion by Chaney to approve the minutes from the December 15, 2016 Personnel Committee meeting, seconded by Collins. All present voting AYE. Motion carried.

DISCUSSION ON EMPLOYEE HEALTH STIPENDS

The committee discussed the fact that the stipends were supposed to be only for people who don't have the insurance at all. There was a misinterpretation of the handbook.

DISCUSSION ON THE PURCHASE OF PRINTER FOR THE COUNTY CLERK'S OFFICE

Motion by Collins to allow Clerk's office to purchase a printer, seconded by Connors. All present voting AYE. Motion carried.

Motion by Connors to allow the purchase of a printer not to exceed the amount of \$4250.00, 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:

- a) Payroll Clerk Position Job Description Update
- b) Clerk of Courts Job Description Update
- c) Child Support Terminal Operator Job Description Update
- d) Maintenance Department Discussion
- e) Jailer/Dispatch Discussion
- f) Department Head Discussions

Seconded, by Collins. Roll call vote Collins AYE, Chaney AYE, Connors AYE, Dailey AYE, Lukas AYE, Marvin AYE, Matuszewski AYS, Shaffer AYE, & Millan 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 Marvin. All present voting AYE. Motion carried.

- a) Motion by Collins to update Payroll Clerk Job Description, seconded by Lukas. All present voting AYE. Motion carried.
- b) Motion by Dailey to approve update to part-time job description to add one (1) more day for a total of 21 hours per week, and to update the two full-time Deputy Clerk of Courts Job Descriptions to change the hours per week from 35 hours to 37.50 hours, both jobs descriptions to start on January 1st, 2017, seconded by Chaney. All present voting AYE. Motion carried.
- c) Motion by Lukas update the Child Support Job Description starting on January 1st, 2017, seconded by Marvin. All present voting AYE. Motion carried.
- d) Tabled
- e) Tabled
- f) Continue with Department Head Discussions and bring back to meeting set for January 4th, 2017.

ADJOURNMENT

There being no further business, motion by Collins to adjourn, seconded by Chaney. All present voting AYE. Motion carried. Meeting adjourned at 8:48 p.m.

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