

## EXECUTIVE & PERSONNEL COMMITTEE MINUTES

COMMITTEE: JOINT EXECUTIVE & PERSONNEL COMMITTEES  
DATE: MONDAY, JANUARY 23, 2017  
TIME: 4:30 PM  
PLACE: COUNTY BOARD ROOM

### CALL TO ORDER

Chairman Millan called the meeting to order at 4:30 p.m. and read the agenda.

### ROLL CALL

Members Present: Chaney, Collins, Connors Jr., Dailey, Lukas, Millan, & Shaffer

Absent:

Others present: Nora Matuszewski, Joshua Bradley, Erin Mayer, Mark Rinehart, & Al Marvin

### APPROVE AMENDED AGENDA

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

### APPROVE MINUTES FROM THE JANUARY 9, 2017 JOINT EXECUTIVE & PERSONNEL MEETING

Motion by Chaney to approve the minutes of the January 9, 2017 Joint Executive & Personnel meeting, seconded by Collins. All present voting AYE. Motion carried.

### DISCUSSION ON H.S.A. CONTRIBUTIONS AND NEW EMPLOYEES

Motion by Connors to pro-rate H.S.A contributions based on employee health insurance start date, seconded by Dailey. All present voting AYE. Motion carried.

### DISCUSSION WITH JAIL ADMINISTRATOR ON G.E.D. PROGRAM IN THE JAIL

Bradley was in to explain that the G.E.D. program will be discontinued as it costs the County \$10,000 per year and only one person has utilized it in the past three years. He is coming up with a new plan for the inmates if they wish to get a G.E.D.

### DISCUSSION AND SIGNING OF FULL HEALTH INSURANCE CONTRACT

Motion by Connors to give Terry Lukas permission to sign full contract, seconded by Chaney. All present voting AYE. Motion carried.

### CLOSED SESSION

Motion by Connors 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 Complaint
- b) Job Interviews for Payroll Clerk position
- c) Job Description Update Lead Maintenance

- d) Job Description Update Jail F.T.O. Training Officer
- e) Discussion on Snow removal and County Vehicles
- f) Discussion on personal vehicles being parked in the maintenance garage
- g) Discussion and possible approval of changes to hours of operation and increase in hours for Zoning

Seconded, by Dailey. Roll call vote Collins AYE, Chaney AYE, Connors 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 Connors. All present voting AYE. Motion carried.

- a) Motion by Collins to send complaint to the Labor Attorney, seconded by Dailey. All present voting AYE. Motion carried.
- b) Motion by Daily, to offer the position first to Frederica Whitmore, with second choice being Julie Webb, seconded by Collins. All present voting AYE. Motion carried.
- c) No Action Taken
- d) Motion by Dailey to approve the updated job description for the Jail F.T.O. Officer with a start date after the training is obtained, seconded by Lukas. All present voting AYE. Motion carried.
- e) Motion by Collins to have all County vehicles park by the deer pen for the months of November through April, and have all departments with vehicles give maintenance keys for snow plowing, seconded by Chaney. All present voting AYE. Motion carried.
- f) Motion by Lukas to notify all departments that no personal vehicles under any circumstances be parked in any County owned garage, seconded by Dailey. All present voting AYE. Motion carried.
- g) Motion by Dailey to allow the Zoning to change the office work schedule for a 3-month trial period with no increase in hours, just a scheduling change, seconded by Lukas. All present voting AYE. Motion carried.

#### ADJOURNMENT

There being no further business, motion by Connors to adjourn, seconded by Lukas. 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 Executive and Personnel meetings.