

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: MONDAY, APRIL 17, 2017
TIME: 5:30 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Shaffer called the meeting to order at 5:35 p.m. and read the agenda.

ROLL CALL

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

Absent: Dailey

Others present: Nora Matuszewski, Bill Connors, Leon Stenz, & Carl Frydrych.

APPROVE AGENDA

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

APPROVE MINUTES FROM THE APRIL 6, 2017 JOINT EXECUTIVE & PERSONNEL MEETING

Motion by Chaney to approve the minutes of the April 6, 2017 Joint Executive & 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:

- a) Van/Bus Driver Interview
- b) Judicial Assistant Wage & Probation Period
- c) Employee Personnel Issue

Seconded, by Collins. Roll call vote Chaney AYE, Collins AYE, Lukas AYE, Millan AYE & Shaffer AYE. Absent (Dailey) 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 Chaney. All present voting AYE. Motion carried.

- a) Motion by Lukas to approve the hiring of Carl Frydrych after a pre-employment screening, reference check, and medical examination are completed, seconded by Chaney. All present voting AYE. Motion carried.
- b) Motion by Chaney to approve the starting wage for the Judicial Assistant to be \$15.15, upon completion of 6-month probationary period the wage to increase to \$16.84 because of prior job experience. Health insurance start date of May 1, 2017, Holiday pay start date of May 1, 2017, sick leave start date after 6-

month probationary period, and vacation start date of one (1) week after, one (1) year of employment, seconded by Collins. All present voting AYE. Motion carried.

- c) Motion by Collins to allow posting the position of Register in Probate, for a hiring date 30-days prior to the retirement of current Register in Probate for the purpose of training the new employee, seconded by Lukas. All present voting AYE. Motion carried.

Motion by Collins to accept retirement resignation from Lynne Black, Highway Office Manager, seconded by Chaney. All present voting AYE. Motion carried.

Motion by Lukas to post Highway Office Manager position in house for one (1) week, 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 8:20 p.m.

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