

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: TUESDAY, MAY 9, 2017
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 amended agenda.

ROLL CALL

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

Absent:

Others present: Nora Matuszewski, & Tammy Queen

APPROVE AMENDED AGENDA

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

APPROVE MINUTES FROM THE APRIL 17, 2017 PERSONNEL MEETING

Motion by Chaney to approve the minutes of the April 17, 2017 Personnel meeting, seconded by Collins. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Collins 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) Highway Office Manager Position
- b) Employee Resignation
- c) Public Health Job Posting
- d) Van/Bus Driver Position
- e) Employee Personnel Issue

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

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion by Collins to return into open session, seconded by Lukas. All present voting AYE. Motion carried.

- a) Motion by Lukas to approve appointing Danielle McLaughlin to the Highway Office Manager Position, starting pay at 10% less for the first 6 months, start date of May 1st, 2017, seconded by Collins. All present voting AYE. Motion carried.
- b) Motion by Dailey to accept the resignation of Samantha Hoffman, seconded by Lukas. All present voting AYE. Motion carried.

- c) Motion by Collins to post the position of Public Health Nurse/Community Health Specialist, seconded by Lukas. All present voting AYE. Motion carried.
- d) Motion by Lukas to hire Carl Frydrych, and after successfully obtaining his CDL, reimburse him for the cost of obtaining the license, seconded by Collins. All present voting AYE. Motion carried.
- e) No Action

DISCUSSION AND POSSIBLE APPROVAL OF JOB DESCRIPTION FOR PART-TIME HIGHWAY OFFICE ASSISTANT

Motion by Lukas to approve the job description for the part-time Highway Office Assistant, seconded by Collins. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF JOB DESCRIPTION FOR PART-TIME SOCIAL SERVICES FISCAL AGENT

Motion by Collins to approve the job description for part-time Social Services Fiscal Agent, seconded by Lukas. All present voting AYE. Motion carried.

DISCUSSION AND APPROVAL OF UPDATED HEALTH DEPARTMENT JOB DESCRIPTIONS

Motion by Dailey to approve the updated health department job descriptions, seconded by Collins. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Dailey to adjourn, seconded by Lukas. All present voting AYE. Motion carried. Meeting adjourned at 7:00 p.m.

Next meeting date set for May 23rd, 2017 @ 5p.m. in the County Board Room.

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