

## **PERSONNEL, FINANCE, & EXECUTIVE COMMITTEE MINUTES**

COMMITTEE: PERSONNEL, FINANCE, & EXECUTIVE COMMITTEE  
DATE: THURSDAY, NOVEMBER 30, 2017  
TIME: 5:30 PM  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairman Millan called the meeting to order at 5:30 p.m. and read the amended agenda.

### **ROLL CALL**

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

Absent: Connors

Others present: Nora Matuszewski, Tammy Queen, Cortney Britten Cleereman, Jamie Anderson, Jody Jensen, Craig Kircher, and Mark Rinehart

### **APPROVE AMENDED AGENDA**

Motion by Lukas to approve the amended agenda with addition of approving two job descriptions for Social Services, (Juvenile Intake Worker & Social Services Aide), seconded by Dailey. All present voting AYE. Motion carried.

### **APPROVE MINUTES FROM THE NOVEMBER 27, 2017, PERSONNEL, FINANCE AND EXECUTIVE MEETING**

Motion by Chaney to approve the minutes from the November 27, 2017, Personnel, Finance, and Executive Meeting, seconded by Matuszewski. All present voting AYE. Motion carried.

### **DISCUSSION AND POSSIBLE ACTION ON THE 2020 CENSUS**

Motion by Lukas to participate in the 2020 Census with the help of Andy Faust of NCWRC which will be at no cost to the County, seconded by Chaney. All present voting AYE. Motion carried.

### **DISCUSSION AND POSSIBLE APPROVAL OF COUNTY LAND SURVEYOR**

Tabled

### **DISCUSSION AND POSSIBLE ACTION FOR REPAIRS OR REPLACEMENT OF A HEATER IN THE JAIL KITCHEN**

Motion by Marvin to table for further information and quotes, seconded by Dailey. 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) Commission on Aging Meal Site Interviews
- b) Personnel Issues
- c) Unemployment Compensation payments

Seconded, by Chaney. Roll call vote: Chaney(AYE), Collins(AYE) Dailey(AYE), Houle(AYE), Lukas(AYE), Marvin(AYE), Matuszewski(AYE), Millan(AYE) & Shaffer (AYE). Motion carried.

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

Motion by Millan to return into open session, seconded by Dailey. All present voting AYE. Motion carried.

- a) Motion by Lukas to hire Linda McEwen, seconded by Dailey. All present voting AYE. Motion carried.
- b) Motion by Chaney to deny the Zoning Administrator comp time, seconded by Collins. All present voting AYE. Motion carried.
- c) No Action

#### DISCUSSION AND POSSIBLE APPROVAL OF DONATING OUTSIDE GRILL FROM THE VFW BUILDING TO THE CRANDON FIRE DEPARTMENT

Motion by Lukas to approve the donation, seconded by Marvin. All present voting AYE. Motion carried.

#### DISCUSSION WITH MAINTENANCE ON LIGHT BULBS FOR THE BUILDINGS

Motion by Dailey to approve the purchase of the light bulbs from Watts Down Lighting Solutions for the amount of \$19, 986.62, seconded by Shaffer. All present voting AYE. Motion carried.

#### DISCUSSION WITH SOCIAL SERVICES DIRECTOR AND POSSIBLE APPROVAL OF CHANGE TO EMPLOYEE WORK HOURS TO ACCOMMODATE THE INCOME MAINTENANCE PROGRAM AND DISCUSSION OF ON-CALL HOURS

The Committee's would like more information for the On-Call hours and the Director will check into the Income Maintenance requirements before any decision is made on this either as she thinks this can be adjusted internally.

#### DISCUSSION AND POSSIBLE APPROVAL OF THE JUVENILE INTAKE WORKER AND THE SOCIAL SERVICES AIDE JOB DESCRIPTIONS

Motion by Collins to approve both job descriptions, seconded by Houle. All present voting AYE. Motion carried.

#### DISCUSSION ON FORESTRY CLERK JOB DESCRIPTION

No Action

#### DISCUSSION WITH K2 PRO ON SIGNAGE UPDATE IN CARTER

Kircher (K2 Pro) was in to explain that there is an issue with where the existing sign is and an intersection, making the sign in violation of D.O.T. specifications. He will need someone from the County to represent the County and talk to the D.O.T. and to be

responsible for sign permits to move forward. He will be contacting the Clerk to discuss this and try to get the process moving.

#### DISCUSSION AND POSSIBLE APPROVAL OF PROPERTY AND LIABILITY INSURANCE

Motion by Collins to approve the 2018 renewal of the property and liability insurance through WCA, seconded by Chaney. All present voting AYE. Motion carried.

#### ADJOURNMENT

There being no further business, motion by Dailey to adjourn, seconded by Millan. All present voting AYE. Motion carried. Meeting adjourned at 8:45 p.m.

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