

## JOINT PERSONNEL & FINANCE COMMITTEE MINUTES

COMMITTEE: PERSONNEL & FINANCE COMMITTEES  
DATE: THURSDAY, JANUARY 18, 2018  
TIME: 2:00 PM  
PLACE: COUNTY BOARD ROOM

### CALL TO ORDER

Chairman Millan called the meeting to order at 2:05 p.m. and read the amended agenda.

### ROLL CALL

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

Absent: Collins, Houle, & Marvin

Others Present: Nora Matuszewski, Mark Rinehart, Penny Carter, & Pam Labine

### APPROVE AMENDED AGENDA

Motion by Dailey to approve the amended agenda, seconded by Connors. All present voting AYE. Motion carried.

### APPROVE MINUTES FROM THE DECEMBER 22, 2017, PERSONNEL & SOCIAL SERVICES & MINUTES FROM THE DECEMBER 28, 2017 PERSONNEL & FINANCE

Motion by Lukas to approve the minutes from the December 22, 2017, Personnel & Social Services Meeting, and the minutes from the December 28, 2017, Personnel & Finance Meeting, seconded by Shaffer. All present voting AYE. Motion carried.

### DISCUSSION WITH MAINTENANCE ON LEAKING BOILER, PUMP REBUILDS FOR BOILER, AND OTHER MAINTENANCE ISSUES.

Rinehart was in to discuss to major breakdowns; New Year's Day a major breakdown with pumps for the main boiler system in the maintenance room. Rinehart did some work on the pumps and has them running again and will work on them again in the spring. To fix the whole pump it will be around \$9086.00, he will look into other quotes. The boiler itself is down at least twice a week. The boiler in the Social Services building needs the heat exchanger replaced, he has repaired it for now, it was under warranty, so, the parts will be covered, but, there will still be labor charges. Rinehart has a company that may be able to change out the whole Metasys system in the jail. There is a condensate pump flooding in the Sheriff Department basement and the coils in the heating registers need to be cleaned in the Courthouse offices.

Motion by Connors to fix the heat exchanger in the Social Services building, seconded by Dailey. All present voting AYE. Motion carried.

### DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION TO AMEND LANGUAGE IN THE HANDBOOK PERTAINING TO THE SHERIFF DEPARTMENT TO SEND TO FULL COUNTY BOARD FOR APPROVAL

Motion by Lukas to amend the handbook language, seconded by Millan. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION TO AMEND THE 2018 BUDGET TO FUND THE PORTION OF THE FORESTRY ADMINISTRATOR GRANT THAT WILL BE SHORT FOR 2018, AND AN ADDITIONAL .11 PER HOUR WAGE INCREASE FOR THE GENERAL EMPLOYEES

Motion by Connors to table, second by Lukas. All present voting AYE. Motion carried.

DISCUSSION AND APPROVAL OF EMPLOYEE RESIGNATIONS (PETERS, BLACK)

Motion by Dailey to accept the resignations, second by Chaney. All present voting AYE. Motion carried.

DISCUSSION WITH CLERK OF COURTS ON THE JOB OPENING IN HER OFFICE AND HER THOUGHTS IN REGARDS TO IT

Penny would like to increase her current employees to 40 hours a week and increase their wages up \$1.50 and \$2.00 (Chief Deputy) per hour, and keep one person on limited term for emergency cases only, to be filled only if one of her staff was off due to illness or surgery. She feels that it is extremely hard to fill her position and this would save the County money even with the increase in wage.

Motion by Dailey to approve to increase the current two employees to a 40- hour work week, 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) Discussion and possible approval on changing employee work schedule in the County Clerk’s Office
- b) Discussion on employee vacancies

Seconded, by Chaney Roll call vote: Chaney (AYE), Connors(AYE), Dailey(AYE), Lukas(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 Dailey to return into open session, seconded by Lukas. All present voting AYE. Motion carried.

- a) Motion by Dailey to allow County Clerk to amend the hours as needed for the office and the Payroll Clerk, seconded by Shaffer. All present voting AYE. Motion carried
- b) No Action

DISCUSSION AND POSSIBLE APPROVAL OF A DONATION GIVEN TO BOB ERDMAN FOR REMOVING THE DOCKS FOR THE LAND & WATER IN THE AMOUNT OF \$200

There was a misunderstanding with the donation for the dock removal. Pam would like the committee to give Bob Erdman a receipt of a donation for removing the docks. This may not be allowable to do.

Motion by Dailey to write a donation slip if legal to do so, seconded by Matuszewski. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, seconded by Matuszewski. All present voting AYE. Motion carried. Meeting adjourned at 3:52 p.m.

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