

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: TUESDAY, FEBRUARY 27, 2018
TIME: 5:30 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Shaffer called the meeting to order at 5:55 p.m. and read the agenda.

ROLL CALL

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

Absent: Houle

Others Present: Nora Matuszewski, Dorothy Kegley, & Lynne Black

APPROVE AGENDA

Motion by Chaney to approve the agenda, second by Marvin. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE FEBRUARY 22, 2018, PERSONNEL MEETING

Motion by Marvin to approve the minutes from the February 22, 2018, Personnel Meeting, second by Collins. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Dailey 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:

- Discussion and possible action on hiring another Maintenance Employee

Second by Lukas, Kegley had interjected before the closed session that if the closed session was not for a specific person it should not be closed, roll call vote: Chaney(AYE), Collins(AYE), Marvin(AYE), & Shaffer(AYE). Motion carried.

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

Motion by Chaney to reconvene back into to open session, agreeing with Kegley that this was not about a specific person, so there was no need to be in closed session, second by Lukas. Motion carried.

There was discussion about hiring a new maintenance employee to replace the Maintenance Supervisor when he retires. The committee feels that hiring someone as soon as possible to work with Rhinehart is a good idea and for a period of 6 months to a year. When Rinehart retires the person hired will take his place, but at that time there will be a need for the hiring of another person.

DISCUSSION AND POSSIBLE APPROVAL OF JOB DESCRIPTION UPDATE TO THE MAINTENANCE SUPERVISOR POSITION

Motion by Marvin to approve the following changes to the Maintenance Supervisor Job Description and forward to Finance for final approval to go forward with the changes it will bring to the budget;

Overtime may be required

Pay Grade: \$19.24- \$21.36 base wage, (possibly more depending on experience)

Ability to work with and oversee outside contractors

Routine checks and fixing of safety hazards and repair problems - Major repairs reported to Finance/Public Property

HVAC Certification preferred-experience accepted- willingness to be trained or go to trainings to become certified

Second by Dailey. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION UPDATING THE HANDBOOK PERTAINING TO THE GRIEVANCE PROCEDURE TO BE FORWARDED TO THE FULL COUNTY BOARD.

Motion by Lukas to table for further review, second by Marvin. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Marvin to adjourn, second by Collins. All present voting AYE. Motion carried. Meeting adjourned at 7:04 p.m.

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

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