

## PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE  
DATE: THURSDAY, MAY 24, 2018  
TIME: 6:00 PM  
PLACE: COUNTY BOARD ROOM

### CALL TO ORDER

Chairman Houle called the meeting to order at 6:00 p.m. and read the agenda.

ROLL CALL, Burl, Chaney, Goode, Gretzinger, & Houle

Absent: Berg & Stamper

Others Present: Nora Matuszewski, Jill Zagar, Dorothy Kegley, Jeannie Fannin, & Mark Rinehart

### APPROVE AGENDA

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

### APPROVE MINUTES FROM THE MAY 17, 2018, PERSONNEL MEETING

Motion by Gretzinger to approve the minutes from the May 17, 2018, Personnel Meeting, second by Chaney. All present voting AYE. Motion carried.

### DISCUSSION AND ACTION ON ACCEPTING EMPLOYEE RETIREMENT FROM LABINE

Motion by Gretzinger to accept the retirement of Labine, second by Goode. All present voting AYE. Motion carried.

### CLOSED SESSION

Motion by Chaney 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 approval of approving the recommendation of Forestry to hire a Forestry Administrator
- Discussion and possible action on Personnel Issues
- Discussion and possible action on sick leave donation for an employee
- Discussion and possible action on Lead Maintenance

Second by Burl, roll call vote: Burl(AYE), Chaney(AYE), Goode(AYE), Gretzinger(AYE), & Houle (AYE). Absent (Berg) & (Stamper). Motion carried.

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

Motion by Chaney to come out of closed session, second by Goode. All present voting AYE. Motion carried.

Motion by Chaney to follow the recommendation of the Forestry committee and offer the Forestry Administrator position to Andrew Nault, with alternate to be Adam Bontje if Andrew decides not to accept the position, second by Goode. All present voting AYE. Motion carried.

Motion by Goode to send a letter to Department heads on the Chain of Command pertaining to Department heads control over employees; A letter of Directives to Black and new schedule of work hours to be from 8:30am to 5:00pm starting on June 4, 2018, second by Burl. All present voting AYE. Motion carried.

Motion by Burl to approve the sick leave donation, second by Chaney. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON A SICK LEAVE DONATION RESOLUTION TO FORWARD TO FULL COUNTY BOARD

Motion by Chaney to approve the Sick leave donation resolution to forward to full county board, second by Gretzinger. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON CHANGING THE JOB DESCRIPTION TITLE FOR THE FORESTRY TECHNICIAN

Motion by Gretzinger to change to job description title to Assistant County Forest Administrator, second by Burl. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE APPROVAL OF JOB DESCRIPTION UPDATES TO THE LCC ADMINISTRATOR, ZONING ADMINISTRATOR, AND THE ZONING/LCC ADMINISTRATIVE ASSISTANT

Motion by Houle to approve job description updates to the Zoning Administrator and the Zoning/LCC Administrative Assistant with appointing Fannin as the Zoning Administrator following the Land and Water recommendation, second by Gretzinger. All present voting AYE. Motion carried.

Motion by Gretzinger to approve posting the Administrative Assistant, second by Goode. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION FOR LCC

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#### ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Burl. All present voting AYE. Motion carried. Meeting adjourned at 7:28 p.m.

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

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