

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL COMMITTEE
DATE: WEDNESDAY, JUNE 20, 2018
TIME: 5:00 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Houle called the meeting to order at 5:00 p.m. and read the agenda.

ROLL CALL

Berg, Burl, Chaney, Goode, Gretzinger, Houle, & Stamper

Absent: None

Others Present: Nora Matuszewski, Jill Kettlewell, Dorothy Kegley, Jeannie Fannin, Karl Tauer, Shannon Boney, Colleen McKenzie, Lynne Black, Al Murray, Jean Fannin, Carissa Matuszewski, & Stephanie Statezny

APPROVE AMENDED AGENDA

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

APPROVE MINUTES FROM THE MAY 24, 2018, PERSONNEL MEETING

Motion by Gretzinger to approve the minutes from the May 24, 2018, Personnel Meeting, second by Chaney. 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 action on Wages for DA Employees
- Discussion and possible action on Wages for County Clerk Employees
- Discussion and possible action on Child Support Employee and waiving the probationary wage period
- Discussion and possible action on work hour changes and wages in the Register of Deeds Office
- Discussion and possible action on wage increase for LCC Technician in reference to grant funding
- Discussion and possible action for carry-over vacation for Child Support Employee
- Discussion and possible action on hiring an Administrative Assistant in Zoning per the Land & Water Committee’s recommendation

Second by Stamper, Roll call vote: Berg(AYE), Burl(AYE), Chaney(AYE), Goode(AYE), Gretzinger(AYE), Houle (AYE), & Stamper (AYE). 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 Burl. All present voting AYE. Motion carried.

Motion by Burl to bring the DA employees (Colleen McKenzie, Carissa Matuszewski, & Diane Murray) up to the deputy wage, beginning July 1st, the beginning of the next pay period, second by Stamper. All present voting AYE. Motion carried.

Motion by Burl to bring the Deputy Clerk (Erin Mayer) and Payroll Clerk (Stephanie Cassidy), as well as other Administrative support under \$18.00 per hour in the office's up .80 per hour, starting July 1st, 2018, second by Berg. All present voting AYE. Motion carried.

Motion by Stamper to waive the probationary period for Stephanie Statezny back to the beginning of her employment in Child Support, to be paid in 2018, second by Gretzinger. All present voting AYE. Motion carried.

Motion by Chaney to move the Deputy Register of Deeds (Erika Deaton) up to the 40-hour work week, second by Goode. All present voting AYE. Motion carried.

Motion by Stamper to increase the LCC Technician (Al Murray) wage to \$24.74 to adjust to the grant funding, second by Berg. All present voting AYE. Motion carried.

Motion by Goode to approve the vacation carry-over of Stephanie Statezny in the Child Support Office, second by Chaney. All present voting AYE. Motion carried.

Motion by Gretzinger to approve the recommendation of the Land & Water Committee to offer the position to Sandra Beauchaine, second choice, Kelsey Bradley. All present voting AYE. Motion carried.

Cindy Gretzinger raised her concern at the beginning of the meeting about Personnel's duty when it comes to involvement with interviewing of new employees and that going forward departments and committees need to involve Personnel in the interviewing process except for the departments that do not have to (Highway, Social Services, & Sheriff Department (Civil Service)). She wanted department heads and committees, other than elected officials to know that there should be should joint meetings for interviews (Departments Heads, Department Committees, and Personnel). This allows everyone the chance to be involved, because recommending to Personnel without them being involved is not following procedure. In this case Personnel hired someone that they know nothing about, and going forward this procedure should be followed.

DISCUSSION AND POSSIBLE CHANGE TO WORK HOURS AND JOB DESCRIPTION FOR THE ECONOMIC SUPPORT WORKER FOR SOCIAL SERVICES

Motion by Gretzinger to change the job description and work hours for the economic support worker to 40 hours, second by Chaney. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON VACATION CARRY-OVER FOR S. STATEZNY

No Action as it was already discussed and approved from closed session

DISCUSSION AND POSSIBLE ACTION ON POSTING FOR A VOLUNTEER ESCORT DRIVER

Motion by Berg to post for the volunteer escort driver, second by Stamper. All present voting AYE. Motion carried.

LETTER OF APPRECIATION TO JEANNIE FANNIN AND AL MURRAY FROM A LAND OWNER

Motion by Goode to recognize them for the letter and place it in their Personnel files, second by Stamper. All present voting AYE. Motion carried.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Goode. All present voting AYE. Motion carried. Meeting adjourned at 7:07 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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