

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: MONDAY, NOVEMBER 26, 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 amended agenda.

ROLL CALL

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

Absent:

Others Present: Tom Tallier, Terry Lukas, Mark Rinehart, Tammy Queen, Bob Shepherd, Jason Theune, Cortney Cleereman, & Penny Carter

APPROVE AMENDED AGENDA

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

APPROVE MINUTES FROM THE NOVEMBER 1, 2018, PERSONNEL COMMITTEE MEETING

Motion by Stamper to approve the minutes from the November 1, 2018 Personnel meeting, second by Goode. All present voting AYE. Motion carried.

PUBLIC COMMENT

Lukas asked why the Public Comment was toward the top of the agenda and not the end. There was discussion on both sides as to where it should be placed. The consensus was that wherever it is placed on agendas, it should be consistent.

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:

- Van/Bus Driver Job Interviews

Second by Berg, 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 Berg to reconvene to open session because the 6:05p.m. interviewee did not show, allowing the committee to act on other agenda items until the next interview at 6:30p.m., second by Stamper. All present voting AYE. Motion carried.

Motion by Stamper to return to closed, second by Goode. All present voting AYE (7), motion carried.

Motion by Berg to Reconvene to open session to take action, if appropriate, on matters discussed in closed session, second by Chaney. All present voting AYE. Motion carried. Motion by Gretzinger to hire Gary Schrimpf, second by Chaney. All present voting AYE. Motion carried.

DISCUSSION ON THE 911 DISPATCH CENTER WITH JOHN DENNEE AND JASON THEUNE ON THE AVERAGE AMOUNT OF CALLS RECEIVED DAILY

Jason Theune had a printout of the average calls daily, monthly, and yearly that the Sheriff department receives.

DISCUSSION AND POSSIBLE ACTION ON THE LEAD MAINTENANCE JOB DESCRIPTION ON RECOMMENDATION FROM THE BUILDING COMMITTEE

Motion by Gretzinger to table the action on the job description until the next scheduled Personnel meeting, to allow the committee to look at the job description before a decision is made to change anything, second by Stamper. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION TO BE FORWARDED TO FULL COUNTY BOARD ON A CELL PHONE POLICY UPDATE TO THE EMPLOYEE HANDBOOK

Motion by Stamper to amend the handbook by resolution form to send to the full County Board, in reference to cell phone use,

Current language:

Employees whose job responsibilities include regular or occasional travel are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional issues and keep eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Employees whose job responsibilities do not specifically include driving as an essential function but who are issued a cell phone for business use are also expected to abide by the provisions above.

Amended language:

Employees whose job responsibilities include regular or occasional travel are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, **employees must refrain from placing or accepting a call unless using a hands free device. When hands free devices are not available, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. When pulling off to the side of the road is not an option, employees are required to wait to place or accept a call until they are able to pull off the side of the road and safely stop the vehicle.**

Employees whose job responsibilities do not specifically include driving as an essential function but who are issued a cell phone for business use are also expected to abide by the provisions above.

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

DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION TO FORWARD TO FULL COUNTY BOARD ON AN UPDATE TO THE HOLIDAY SCHEDULE FOR THE COURTHOUSE TO INCLUDE THE DAY AFTER THANKSGIVING

Motion by Gretzinger to approve adding the extra holiday closing to the courthouse schedule for 2019 to be put in resolution form for the full County Board approval, second by Chaney. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE FINANCE COMMITTEE TO CREATE A RESOLUTION IN FAVOR OF A REFERENDUM TO EXCEED THE COUNTY LEVY TO ADD 6 MORE FULL-TIME EMPLOYEES TO THE JAIL FOR THE 911 DISPATCH CENTER TO BE PLACED ON THE APRIL 2019 SPRING ELECTION

Motion by Gretzinger to approve support of forwarding a resolution to the full County Board and forward the recommendation to the Finance for approval and creation of the resolution, second by Stamper. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Houle to adjourn, second by Berg. All present voting AYE. Motion carried. Meeting Adjourned at 7:18 p.m.