

## PERSONNEL & FINANCE COMMITTEE MINUTES

COMMITTEE: PERSONNEL & FINANCE  
DATE: THURSDAY, FEBRUARY 14, 2019  
TIME: 5:00 PM  
PLACE: COUNTY BOARD ROOM

### CALL TO ORDER

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

### ROLL CALL

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

Absent:

Others Present: Nora Matuszewski, Tom Tallier, Shannon Boney, Jeannie Fannin, Jacee Anderson, & Jody Jensen

### APPROVE AMENDED AGENDA

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

### APPROVE MINUTES FROM THE JANUARY 31, 2019 PERSONNEL COMMITTEE MEETING

Motion by Berg to approve the minutes from the January 31, 2019 Personnel meeting, second by Chaney. All present voting AYE. Motion carried.

### PUBLIC COMMENT

None

### 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 of use of flex time by the Child Support Coordinator, Public Health Director, Social Services Director, and Zoning Administrator around holidays and after-work meetings and the effect such flex time may have on compensation of such Department Heads

Second by Goode. 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 to take action, if appropriate, on matters discussed in closed session, second by Stamper. all present voting (AYE). Motion carried.

Motion by Goode to allow salaried department heads in the Courthouse to flex their time after 43 hours of time worked, within the work week; flex-time will not be granted on holiday weeks, all employees will be required to work 7 or 8 hour shifts, second by Chaney. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON WORK SCHEDULES AND FLEX-TIME FOR HOURLY EMPLOYEES

No action

#### DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION TO BRING BACK TO COMMITTEE IN RESOLUTION FORM FOR UPDATES TO HANDBOOK

Motion by Chaney to bring back the flex-time and holiday amendment in resolution form for full county board approval to update the handbook, second by Stamper. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON COUNTY CREDIT CARD POLICY, AND DESIGNATING AN AUTHORIZED USER FOR ACCOUNT CHANGES

Motion by Chaney to approve appointing the County Clerk position as the authorized user to make the necessary changes and updates to the credit card accounts, second by Lukas. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON CARRYING OVER 2018 ADVERTISING MONEY; WHICH WAS APPROVED IN DECEMBER BY THE ADVERTISING COMMITTEE

Motion by Lukas to approve moving the money by resolution to pay for the 2018 JEM Grant, second by Chaney. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE APPROVAL OF PAY INCREASE FOR FORESTRY ASSISTANT ADMINISTRATOR AND TRAIL TECHNICIAN UPON RECOMMENDATION OF FORESTRY COMMITTEE, IF APPROVED BROUGHT BACK TO FINANCE FOR APPROVAL OF A RESOLUTION FOR A BUDGET AMENDMENT TO BE FORWARDED TO THE FULL COUNTY BOARD

Motion by Gretzinger to increase the pay for the Trails Technician from \$10 to \$15 as the money can be adjusted for within the grants; the Forestry Assistant Administrator will be an .80 pay increase, which will increase the 2019 Forestry budget; approved pending budget amendment in resolution form to be forwarded to the full county board, second by Chaney. All present voting AYE. Motion carried.

#### ADJOURNMENT

There being no further business, motion by Berg to adjourn, second by Stamper. All present voting AYE. Motion carried. Meeting Adjourned at 6:38 p.m.