

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: TUESDAY, APRIL 30, 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, & Stamper

Absent:

Others Present: Nora Matuszewski, Lynne Black, Dorothy Kegley, Shannon Boney, Mark Rinehart, & Barry Black

APPROVE AGENDA

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

APPROVE MINUTES FROM THE MARCH 13, 2019 PERSONNEL COMMITTEE MEETING

Motion by Chaney to approve the minutes from the March 13, 2019 Personnel meeting, second by Goode. All present voting AYE. Motion carried.

PUBLIC COMMENT

Dorothy Kegley discussed her concern with a fire that she had recently and her thoughts on protecting and serving the citizens of the County.

DISCUSSION AND POSSIBLE ACTION ON INCREASING HOURS FOR COUNTY CLERK DEPARTMENT PAYROLL CLERK FROM 70 HOURS TO 75 HOURS

The Clerk explained the need for the department to increase the hours to 40 every other week and the possibility of 40 both weeks in 2020. The increase to the payroll clerk's hours will not increase the current budget as the office was without an employee for the first two months of 2019.

Motion by Gretzinger to approve the 40 hours every other week for the remainder of 2019, second by Chaney. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON LUNCH BREAKS FOR EMPLOYEES AND A POSSIBLE UPDATE TO THE HANDBOOK

Motion by Chaney to table the discussion until the next Personnel meeting, second by Berg. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Stamper 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,” and Wis. Stat. §19.85(1)(f) “Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.” This closed session relates to:

- Discussion on determining wage for new Child Support Receptionist position
- Discussion and review Paternity and Order Establishment Specialist Wage
- Discussion with Maintenance Supervisor on employee performance issues

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 to take action, if appropriate, on matters discussed in closed session, second by Houle. All present voting (AYE). Motion carried.

- Motion by Chaney to approve the wage for the Receptionist position of \$16.02-\$17.80, second Stamper. All present voting AYE. Motion carried.
- Motion by Gretzinger to approve the wage increase for the Paternity Order Establishment Specialist moving forward to \$16.27-\$18.11, second by Stamper. All present voting AYE. Motion carried.
- No Action

DISCUSSION AND POSSIBLE ACTION ON PATERNITY AND ORDER ESTABLISHMENT, CHILD SUPPORT LEAD WORKER, & CHILD SUPPORT DIRECTOR JOB DESCRIPTIONS

Motion by Chaney to approve all three job description updates, second by Gretzinger. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON VACATION CARRY-OVER FOR DANIELLE MCLAUGHLIN (HIGHWAY), AND MARK RINEHART (MAINTENANCE)

Motion by Gretzinger to approve the vacation carry-over of both employees to be used by the dates stated on the request sheets, second by Goode. All present voting AYE. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON POSTING THE CHILD SUPPORT RECEPTIONIST POSITION

Motion by Stamper to post the position, second by Chaney. All present voting AYE. Motion carried.

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Berg. All present voting AYE. Motion carried. Meeting Adjourned at 5:58 p.m.