

**FOREST COUNTY MEETING  
PERSONNEL**

COMMITTEE: JOINT PERSONNEL, HEALTH, & LAND CONSERVATION-GIS  
DATE: THURSDAY, OCTOBER 10, 2019  
TIME: 5:00 P.M.  
PLACE: COUNTY BOARD ROOM

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**CALL TO ORDER**

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

**ROLL CALL**

Members Present: Berg, Burl, Chaney, Goode, Gretzinger, Laabs, & Stamper

Absent: Gallion, Houle, Pether, & Tallier

Others present: Nora Matuszewski, Jacee Shepard, Jody Jensen, & Christy Conley

**APPROVE AMENDED AGENDA**

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

**APPROVE MINUTES OF THE SEPTEMBER 30, 2019 PERSONNEL AND LAND CONSERVATION-  
LAND INFORMATION COMMITTEE MEETING**

Motion by Chaney to approve the minutes, second by Laabs. All present voting (AYE). Motion  
carried.

**DISCUSSION AND POSSIBLE ACTION ON POSSIBLE HIRING OR POSTING THE LAND  
INFORMATION-GIS/LAND CONSERVATION TECH POSITION**

Motion by Stamper to post the position for one week, second by Goode. All present voting  
(AYE). Motion carried.

**PUBLIC COMMENT**

None

**CLOSED SESSION: THE COMMITTEE MAY CONSIDER A MOTION TO CONVENE IN 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:**

- **INTERVIEWS FOR THE PUBLIC HEALTH NURSE**

Motion by Chaney, second by Berg to convene into closed session. All present voting: Berg  
(AYE), Burl (AYE), Chaney (AYE), Goode (AYE), Gretzinger (AYE), Laabs (AYE), & Stamper (AYE.)  
Motion carried.

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

Motion by Berg to reconvene into open session, second by Chaney. All present voting (AYE.) Motion carried.

Motion by Stamper to offer the position to Kathryn Kincaid, alternate choice, Jessica Miller, with the probationary period for the wage to be 90-days; the wage will start at 10% less than full wage, then at 90-days the wage will increase to the full wage, second by Chaney. All present voting (AYE.) Motion carried.

### **DISCUSSION ON ALLOWING COURTHOUSE DEPARTMENT HEADS TO SET THEIR SCHEDULES AND FLEX TO COVER THEIR RESPECTIVE OFFICES, POSSIBLE ACTION IN RESOLUTION FORM**

Motion by Stamper to approve the resolution and forward to the October 15, 2019 full County Board for approval, second by Chaney. All present voting (AYE.) Motion carried.

### **DISCUSSION AND POSSIBLE ACTION ON THE SOCIAL SERVICES COMMITTEE RECOMMENDATION TO APPROVE A NEW POSITION IN THE SOCIAL SERVICES DEPARTMENT (SUPERVISOR) AND JOB DESCRIPTION TO BE FORWARDED TO FINANCE AND THE FULL COUNTY BOARD FOR APPROVAL**

Motion by Stamper to forward the Social Services resolution for the new position to the full County Board for approval, second by Goode. All present voting (AYE.) Motion carried.

### **DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATION FROM THE SOCIAL SERVICES COMMITTEE TO SEPARATE THE SOCIAL SERVICES JOB DUTIES AND RESPONSIBILITIES OF THE FISCAL WORKER. THE POSITION IS CURRENTLY SHARED BETWEEN TWO DEPARTMENTS – 71% SOCIAL SERVICES AND 29% COMMISSION ON AGING**

There was discussion that the position could not be separated, or another position could not be created, but there is a problem with the dual supervisory duties not working out well.

Motion by Goode to appoint Jensen (Social Services Director) as the sole supervisor of the Fiscal Worker, second by Burl. All present voting (AYE.) Motion carried.

Motion by Goode to recommend posting the Fiscal position to the Social Services committee, second by Burl. All present voting (AYE.) Motion carried.

### **DISCUSSION AND POSSIBLE ACTION AND TO FORWARD TO FINANCE FOR BUDGET APPROVAL:**

- **ELECTED OFFICIALS DEPUTY POSITIONS WAGES**
- **CVSO DIRECTOR WAGE**
- **REAL PROPERTY LISTER WAGE**
- **BUDGET COORDINATOR WAGE**
- **EMPLOYEE TIER SYSTEM**

Motion by Stamper to approve and move forward to Finance for consideration for the 2020 budget:

- Elected Officials Deputy Position wage – Increase .50
- CVSO Director Wage – Increase to base wage of salaried department heads - \$25.10
- Real Property Lister Wage – Increase by \$1,500

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- Budget Coordinator Wage – Increase by \$1,500
- Employee Tier System – a) Employment 5-years increase \$.30  
b) Employment 10 – years increase \$.60  
c) Employment 15- years increase \$.90  
d) Employment 20+ years increase \$1.20  
e) 2020 Employee increase – 1%

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

**ADJOURNMENT**

Motion by Berg to adjourn, second by Laabs. All present voting (AYE.) Motion carried.  
Meeting adjourned at 6:29 p.m.

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