

**FOREST COUNTY MEETING
PERSONNEL**

COMMITTEE: JOINT PERSONNEL, SOCIAL SERVICES, & FORESTRY
DATE: TUESDAY, NOVEMBER 26, 2019
TIME: 5:30 P.M.
PLACE: LARGE COURT ROOM

CALL TO ORDER

Chairperson Houle called the meeting to order at 5:30 p.m. and read the agenda.

ROLL CALL

Members Present: Berg, Bunda, Burl, Campbell, Chaney, Dehart, Gallion, Goode, Gretzinger, Houle, Karl, & Stamper

Absent: Miller & Shaffer

Others present: Nora Matuszewski, Jody Jensen, Joan Ginter, Tim Ginter, Tammy Queen, & Charles Simono

APPROVE AGENDA

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

APPROVE MINUTES FROM THE NOVEMBER 11, 2019 JOINT PERSONNEL AND SOCIAL SERVICES, AND THE OCTOBER 29, 2019 SOCIAL SERVICES COMMITTEE MEETINGS

Motion by Chaney to approve the minutes from the November 11, 2019 Joint Personnel and Social Services meeting, second by Goode. All present voting (AYE.) Motion carried. The Social Services from October 29, 2019 will have to be moved to the next Social Services meeting.

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION ON POSTING OF THE FORESTRY ADMINISTRATIVE ASSISTANT POSITION AND HIRING OF A TEMPORARY EMPLOYEE UNTIL THE FULL TIME POSITION IS FILLED

Discussion brought forth by Chaney involved M. Torgerson coming back temporarily for 25 hours a week to answer phones so there is a presence in the office at \$20.00 per hour. There was discussion that this would not be a good idea to pay someone more than the full-time employees are being paid. Gretzinger proposed that the current Administrative Assistant, J. Ginter work 10-hour split shifts between Forestry and Social Services for the month of December until the position is filled. The schedule for Forestry would be 3 hours a day from 7:00am to 10:00 am and then Social Services from 10:00 am to 5:30pm. Ginter asked if this was acceptable to Jensen, who indicated she had no objection to it. Ginter has also agreed that she would help train the new employee as long as it did not interfere with her work in the Social Services Department. Overtime for the position will be charged to the Forestry Departments account. The calls for the Forestry will be forwarded to the County Clerk's Office in the off

FOREST COUNTY MEETING PERSONNEL

hours that Ginter is not in the office. They will take messages and Ginter can take care of all calls the next day.

Motion by Gretzinger, second by Stamper to allow Ginter to follow the schedule as set as suggested, allow overtime to be charged to the Forestry, forward off schedule calls to the Clerk's Office, and Ginter to help train new employee when hired. All present voting (AYE.) Motion carried.

Motion by Chaney, second by Dehart to post the Forestry Administrative Assistant. All present voting (AYE.) Motion carried.

DEPARTMENT OF SOCIAL SERVICES UPDATES

Jensen had an update for the committee for the month of November. There are 105 active open cases and there are only 3 Foster homes in Forest County, so the rest of the children that need placement are sent out of county. She has turned in the Sparc reporting up to July and will be working on August-October.

DISCUSSION AND POSSIBLE ACTION ON CHANGING THE WORK HOURS OF THE SOCIAL SERVICES I.M. EMPLOYEE FROM 35 TO 40 HOURS PER WEEK

Motion by Gallion, second by Goode to allow the work hour change which is grant funded from 35 to 40 hours per week. All present voting (AYE.) Motion carried.

DISCUSSION ON RESIGNATION OF SOCIAL SERVICES I.M. EMPLOYEE (M. ROSIO) AND POSSIBLE ACTION OF THE POSITION

Motion by Goode, second by Gallion to accept the resignation of M. Rosio. All present voting (AYE.) Motion carried.

Motion by Gallion, second by Goode to post the I.M. position. All present voting (AYE.) Motion carried.

DISCUSSION ON RESIGNATION OF THE DSS/COA CLERK AND POSSIBLE ACTION ON POSTING OF THE POSITION

Motion by Stamper, second by Berg to accept the resignation of K. Jensen and post the position. All present voting (AYE.) Motion carried.

DISCUSSION WITH THE DISTRICT ATTORNEY ON THE HIRING OF AN EMPLOYEE WITHIN THE ORGANIZATION AND POSSIBLE ACTION ON THE WAGE FOR THE EMPLOYEE (K. JENSEN.)

The District Attorney would like K. Jensen to stay at the rate she is now as she is not finished with her probationary period, he told the committee that the positions in his office take about 1 to 2 years to get a full understanding.

Motion by Goode, second by Stamper to keep K. Jensen at \$16.91 until her probationary period is completed (January 7, 2020) and then go to the full wage for the position which is \$18.36. All present voting (AYE.) Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE STARTING WAGE FOR THE FISCAL EMPLOYEE (J. GINTER.)

**FOREST COUNTY MEETING
PERSONNEL**

Motion by Stamper, second by Gallion to keep Ginter at the same wage she currently is at which is the \$18.36. All present voting (AYE.) Motion carried.

ADJOURNMENT

Motion by Stamper to adjourn, second by Karl. All present voting (AYE.) Motion carried.
Meeting adjourned at 5:54 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Personnel, Social Services, & Forestry committee meetings.