

## PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL, FINANCE & BUILDING/PROPERTY  
DATE: WEDNESDAY, FEBRUARY 19, 2020  
TIME: 5:30 PM  
PLACE: COUNTY BOARD ROOM

### CALL TO ORDER

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

### ROLL CALL

Present: Berg (P), Bunda (B), Burl (P&F), Chaney (P&F), Goode (P), Gretzinger (P&F), Houle (P&F), Lukas (B&F), Shaffer (B), & Stamper (B&P) (Note: Stamper present after meeting started)

Absent: Laabs

Others Present: Nora Matuszewski, Josh Bradley (Jail Administrator), Christy Conley (Treasurer), Lynne Black & Barry Black

### APPROVE AGENDA

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

### APPROVE MINUTES FROM JANUARY 31, 2020 JOINT PERSONNEL AND FINANCE MEETING, AND THE FEBRUARY 11, 2020 BUILDING/PROPERTY MEETING

Motion by Chaney(P&F) to approve the Joint Personnel & Finance minutes from January 31, 2020, second by Lukas (Finance). All present voting (AYE). Motion carried.

Motion by Lukas (B) to approve the Building/Property minutes from February 11, 2020, second by Shaffer (B). All present voting (AYE). Motion carried.

### PUBLIC COMMENT ON AGENDA ITEMS

None

### DISCUSSION WITH JAIL ADMINISTRATOR ON REPAIRS TO THE CELL BLOCKS AND POSSIBLE ACTION ON USING CAPITAL PROJECT FUNDS FOR THE REPAIR

Bradley explained that they are going through everything in the Jail and there is some need to repair some cell blocks before state inmates are brought in. He wanted to get approval to use Capital Project funds because he felt his repair budget would not be sufficient for all of the repairs. The repair budget was looked at and it seemed the budget at this time could fund everything that he needed.

No Action

### DISCUSSION WITH THE TREASURER ON THE YEARLY REVIEW OF MONEY COMING IN TO THE COUNTY AND POSSIBLE ACTION ON MOVING THE MONEY INTO CD'S AND MONEY MARKET ACCOUNTS

Conley handed out a list of possibilities of investments. She explained that rates are down and she did not think it was a good idea to lock money into CD's far into the future because of the rates being so low. Motion by Gretzinger to move the money into accounts that Conley feels appropriate, second by Berg. All present voting (AYE). Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON THE DELEGATION OF FINANCIAL BUDGET AUTHORITY FOR THE UW-EXTENSION

Motion by Lukas to give Gretzinger the authority to sign the document giving the UW-Extension the Delegation of Financial Budget Authority, second by Houle. All present voting (AYE). Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON THE MAINTENANCE WORKER JOB DESCRIPTION UPDATES

The Job Description was updated by the Department Head and the changes would create a new position that is separate from the Lead, so it was brought up that it would need to go to County Board for approval. The funds for the position are available in the Maintenance budget but, creating a new position needs full county board approval.

Motion by Stamper to approve the Department Head changes, and add "maintain tax deed properties" remove "Lead" from the job description, and set the wage at what Cassidy was at with the low wage structure being \$18.50 and the high wage structure being \$20.56 per hour, forward to Personnel, second by Shaffer. All present voting (AYE). Motion carried.

There was discussion from Bunda about adding some things to the existing job description that Rinehart is currently working under. He would like the description to read (1) "Seek grants for Capital projects", and (2) "Manages the bidding process for outside services including remodeling and repairs". Motion by Shaffer to forward these updates to Personnel, second by Stamper. All present voting (AYE). Motion carried.

Motion by Chaney to approve updates and forward the new Maintenance Worker Job Description to full county board for approval, second by Lukas. All present voting (AYE). Motion carried.

Motion by Goode to update the Lead Maintenance Worker position forwarded from Building/Property with a few changes to read: (1) "Assist in locating potential grants", (2) "Manage the bidding process for outside services for remodeling and repairs", second by Stamper. All present voting (AYE). Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON ACCEPTING THE RESIGNATION OF MAINTENANCE EMPLOYEE (CASSIDY) AND POSTING THE POSITION

Motion by Berg to accept the resignation, second by Lukas. 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," This closed session relates to:

- Discussion on a letter received from the Jail Administrator about a security issue and Maintenance Employees

Second by Chaney. All present voting; Berg (AYE), Bunda (AYE), Burl (AYE), Chaney (AYE), Goode (AYE), Gretzinger (AYE), Houle (AYE), Lukas (AYE), Shaffer (AYE) & Stamper (AYE). Absent; Laabs. Motion carried.

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

Motion by Goode to suspend Black immediately until recommendation comes from Labor Attorneys, second by Chaney. All present voting (AYE). Motion carried.

#### POSSIBLE FUTURE AGENDA ITEMS

- Soundproofing of County Board Room

#### ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Gretzinger. All present voting AYE. Motion carried. Meeting Adjourned at 7:55 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Personnel, Finance & Building/Property meetings.