

COMMITTEE: PERSONNEL
DATE: TUESDAY, DECEMBER 8, 2020
TIME: 2:00 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Houle called the meeting to order at 2:00 p.m. and read the agenda. The meeting was moved from the County Board Chairman's Office to the County Board Room as the room opened up in the afternoon.

ROLL CALL

Present: Berg, Campbell, Chaney, Collins, Goode, Houle, & Stamper

Absent:

Others Present: Nora Matuszewski, Lynne Black, Tammy Queen, & Cindy Gretzinger

APPROVE AGENDA

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

APPROVE MINUTES FROM THE NOVEMBER 19, 2020 PERSONNEL MEETING

Motion by Chaney to approve the November 19, 2020 Personnel meeting minutes, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON REVISITING AND UPDATING THE EMERGENCY MANAGEMENT/911 DIRECTOR POSITION AND INTERIM PAY

Motion by Stamper to update the position with proposed changes, second by Collins. All present voting (AYE). Motion carried.

Changes:

- Reports to: Remove Chief Deputy and add County Board Chairperson
- Pay Grade Structure update to: Subject to various factors: (e.g. terms and conditions of various grants) Stipend of \$400 or \$20.00 per hour
- Remove from Position summary all I.T. reference beginning with "Directs" and ending with "Required", paragraph.
- Update bullet on fire numbers by removing it.
- Update GIS mapping bullet to read: Assist LCC with GIS mapping system for the 911 and maintain the CIS.

Motion by Campbell to update Interim Director pay to state that it is a stipend of \$400 per week, second by Stamper. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON POSTING THE EMERGENCY MANAGEMENT/911 DIRECTOR REVISED POSITION

Motion by Stamper to post the position for three (3) weeks, second by Collins. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON AN AGING MEAL SITE MANAGER
RESIGNATION AND POSTING THE POSITION

Motion by Collins to post the position for three (3) weeks, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION WITH THE I.T. DEPARTMENT ON SOCIAL
MEDIA ISSUES WITHIN THE COURTHOUSE; REVIEW OF HANDBOOK AND PROCESS
GOING FORWARD

Motion by Chaney to send a memo to all employees which includes, "The committee is aware of personnel using personal cellphones to access social media and if this continues phones will be banned from the offices and disciplinary action will be taken, along with other language presented in memo form which adds to social media: shopping and non-county business, second by Berg. All present voting (AYE). Motion carried.

POSSIBLE FUTURE AGENDA ITEMS

- Personnel/Forestry Interviews of Administrative Assistant
- Meeting set for December 29, 2020 at 4:30 p.m.

ADJOURNMENT

There being no further business, motion by Beg to adjourn, second by Stamper. All present voting (AYE). Motion carried. Meeting Adjourned at 2:41 p.m.

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