

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: SEPTEMBER 2, 2021
TIME: 4:30 P.M.
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairperson, Houle called the meeting to order at 4:30 p.m. and read the agenda.

ROLL CALL

Members Present: Berg, Campbell, Collins, Chaney, Goode, Houle

Absent: Stamper

Others Present: Nora Matuszewski, Shannon Boney, Lynne Black, Mike Miller, Tammy Queen, Jody Jensen, Tina Anderson, Alex Walrath

APPROVE AMENDED AGENDA

Motion by Gretzinger to approve the agenda as presented, seconded by Collins. All present voting (AYE). Motion carried.

APPROVE MINUTES FROM THE AUGUST 11, 2021 JOINT PERSONNEL/CHILD SUPPORT MEETING

Motion by Chaney to approve the minutes from the August 11, 2021 Personnel meeting, second by Campbell. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Gretzinger expressed her concern with departments and employees calling board members and not following the proper chain of command. She asked this to stop and for everyone to start following our manuals.

CLOSED SESSION: the committee may consider a motion to convene 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 19.85(1)(e) “deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session” and §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 specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data.” this closed session relates to:

- Chief Deputy compensation in the absence of the Sheriff
- Child Support Specialist starting wage
- Education credits for Jail employees
- Uniform Allowance for Dispatch Employees
- DSS/COA Department – Discussion of transferring of employees and potential impact on department and on wages of specific employees

Motion by Chaney to convene into closed session, second by Berg: Roll Call Vote: Berg (AYE), Campbell (AYE), Chaney (AYE), Collins (AYE), Goode (AYE), & Houle (AYE). Motion carried.

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

Motion by Goode to reconvene to open session, second by Collins. All present voting (AYE). Motion carried.

- Motion by Gretzinger to increase the Chief Deputy up to the Sheriff salary until a new sheriff is appointed, second by Campbell. All present voting (AYE). Motion carried.
- Motion by Collins to start Schmidt at the full wage of \$18.47, second by Berg. All present voting (AYE). Motion carried.
- Motion by Collins to eliminate the education pay for the Jail employees starting with the budget year 2022, second by Chaney. All present voting (AYE). Motion carried.
- Motion by Campbell to not allow a Uniform cleaning allowance for the dispatch employees, send to full county board in resolution form, second by Chaney. All present voting (AYE). Motion carried.
- Motion by Collins to separate the DSS/COA departments and employees, have the department heads bring in updated job descriptions for both, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON POSTING THE FORESTRY ADMINISTRATIVE ASSISTANT

Motion by Campbell to post the position, second by Collins. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE MAINTENANCE SUPERVISOR JOB DESCRIPTION

Motion by Collins to forward position job description on to the Building committee for updates, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON POSTING BUS DRIVER POSITION FOR AGING DEPARTMENT

Queen asked to revise the job description to add stand-by pay for the drivers. The committee suggested ½ pay for 8 hours at \$7.50 per hour but, could not make a decision until the job description is brought back her committee and updated, then it can be brought back for discussion and approval.

Motion by Goode to post the position as is for now, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON A FAMILY SUPPORT SPECIALIST POSITION WITHIN THE SOCIAL SERVICES

Jensen brought forth a new position that is being mandated either as a new employee or a contract worker. The position is mandated but not funded. Motion by Campbell to approve the position and move forward to full county board in resolution form, second by Collins. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON A LEAD SOCIAL WORKER POSITION WITHIN SOCIAL SERVICES

Motion by Gretzinger to approve the position, and bring back an updated job description from the Social Services committee for possible forwarding to full county board, second by Chaney. All present voting (AYE). Motion carried.

PERSONNEL COMMITTEE MINUTES

DISCUSSION AND POSSIBLE ACTION ON RESTRUCTURING OF DSS/COA DEPARTMENTS

No Action; discussed above.

POSSIBLE FUTURE AGENDA ITEMS

- Job Descriptions – DSS
- Job Interviews – Forestry Administrative Assistant,

ADJOURNMENT

There being no further business, motion by Goode to adjourn, second by Collins. All present voting (AYE). Motion carried. Meeting adjourned at 6:54 p.m.

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