

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: THURSDAY, OCTOBER 14, 2021
TIME: 4:30 P.M.
PLACE: FOREST COUNTY CHAMBER BUILDING

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, Houle, Stamper, Gretzinger

Absent: Goode, Chaney

Others Present: Nora Matuszewski, Tina Anderson, Lynne Black, Melissa Landenberger, Joan Ginter

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 SEPTEMBER 2, 2021 PERSONNEL MEETING

Motion by Campbell to approve the minutes from the September 2, 2021 Personnel meeting, second by Collins. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Joan Ginter was in to explain what difficulties she would encounter if she were to sit at the front desk in Social Services and be required to answer phones; one being trying to do fiscal work as well as position allocation related to time. She felt the way the positions were set up she would not have enough time to get her work done and answer phones.

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:

- Discussion of misuse of County’s Supplemental Sick Leave Policy by specific employees within the Jail and potential action to address the same.
- Discussion on letters received for Judicial Assistant and Register in Probate for wage increases.
- Discussion on Sheriff & Justice request for a part-time maintenance worker in the Jail and wage associated with it.
- Discussion on setting wage for Jensen in CPS Social Worker position.
- Discussion on candidate for CPS position in Social Services and Health Insurance costs.

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

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

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

- Motion by Stamper to approve the amendments to the SSL policy and forward on to full county board for approval, second by Campbell. All present voting (AYE). Motion carried.
- Motion by Stamper to deny the wage increase for the Judicial Assistant and Register in Probate, due to the tier system being implemented and the need to follow it, second by Collins. All present voting (AYE). Motion carried.
- No Action
- Motion by Collins to approve Jensen's wage to stay at her current wage, second by Berg. All present voting (AYE). Motion carried.
- No Action

DISCUSSION AND POSSIBLE ACTION ON APPROVING THE MAINTENANCE SUPERVISOR JOB DESCRIPTION AND FORWARDING TO FULL COUNTY BOARD FOR APPROVAL

Motion by Collins to approve the Maintenance Supervisor position and forward to full county board for approval, second by Stamper. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE CREATION OF A LEAD SOCIAL WORKER POSITION AND FORWARD TO FULL COUNTY BOARD FOR APPROVAL

Motion by Gretzinger to approve the creation of the position and forward to full county board with one update; remove the exempt status, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING VAN/BUS DRIVER JOB DESCRIPTION

Motion by Stamper to update the Van/Bus driver job position, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING SOCIAL SERVICES FISCAL POSITION JOB DESCRIPTION AND FORWARD TO FULL COUNTY BOARD FOR APPROVAL

Motion by Collins to table until more information is obtained, second by Stamper. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING AGING ADMINISTRATIVE ASSISTANT JOB DESCRIPTION AND FORWARDING TO FULL COUNTY BOARD FOR APPROVAL

Motion by Campbell to table Aging Administrative Assistant position until more information is obtained, second by Berg. All present voting (AYE). Motion carried.

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

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Motion by Stamper to approve posting of the bus driver position, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON CARRYING-OVER VACATION FOR J.JENSEN BECAUSE OF EXTENUATING CIRCUMSTANCES AND TIME FOR USE

Motion by Collins to allow the 52 hours of carry-over vacation time, second by Campbell. All present voting (AYE). Motion carried.

POSSIBLE FUTURE AGENDA ITEMS

- Job Descriptions – DSS
- Posting Maintenance Supervisor Position
- New Employee Health Insurance Wait Period (Define: Crisis Mode)

ADJOURNMENT

There being no further business, motion by Collins to adjourn, second by Campbell. All present voting (AYE). Motion carried. Meeting adjourned at 5:43 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.