

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: THURSDAY, DECEMBER 30, 2021
TIME: 4:30 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

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

ROLL CALL

Present: Campbell, Chaney, Collins (phone), Goode, Houle, Stamper

Absent: Berg

Others Present: Nora Matuszewski, Terry Lukas, Lynne Black, Leon Stenz, Pamela Britten, Ronald Skallerud, Tina Anderson, Tammy Queen, Melissa Landenberger, Joan Ginter, Mark Rinehart

APPROVE AMENDED AGENDA

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

APPROVE MINUTES FROM THE DECEMBER 2, 2021 PERSONNEL MEETING

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

PUBLIC COMMENT

The Judge (Leon Stenz) was in to ask for an increase in Britten's wage and possibly raise up Wendy Massey and ask her to come back. He explained the importance of the position and his opinion that wage is too low and asked to raise up both positions to at least \$20.00 per hour.

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:

- Clerk of Courts/Sheriff annual compensation 2023-2026
- Wage increase for P. Britten on recommendation of the Judge
- Social Services and Aging – Employee restructure
- Longevity – Highway complaint
- Maintenance worker resignation
- Maintenance worker sick leave request
- Lead Maintenance request
- Health Director resignation; posting of said position

- Family Support Specialist starting wage; on recommendation from the Social Services committee

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

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

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

- Clerk of Courts/Sheriff annual compensation 2023-2026

Motion by Collins to set the annual compensation for the 2023-2026 term as follows and send to county board in resolution form; Sheriff, 15%, 3%, 3%, 3%; Clerk of Courts, 6%, 3%, 3%, 3%, second by Chaney. All present voting (AYE). Motion carried.

- Wage increase for P. Britten on recommendation of the Judge

Motion by Stamper to increase Britten's hours to 40+ to get the job done and train the new employee, second by Collins. All present voting (AYE). Motion carried.

- Social Services and Aging – Employee Structure

Motion by Goode to leave the structure as is and post the Clerk position, second by Campbell. All present voting (AYE). Motion carried.

- Longevity – Highway employee complaint

Motion by Chaney to table until the next Personnel meeting, second by Stamper. All present voting (AYE). Motion carried.

- Maintenance worker resignation

Motion by Stamper to accept the resignation of C. Votis, second by Goode. All present voting (AYE). Motion carried.

- Maintenance worker sick leave request

Motion by Chaney to pay out the maintenance worker sick leave, second by Goode. All present voting (AYE). Motion carried.

- Lead Maintenance Vacation request

Motion by Campbell to allow three (3) weeks of vacation each year up to the five (5) years with a five (5) year employment agreement for the additional paid time off, second by Chaney. All present voting (AYE). Motion carried.

- Health Director resignation; posting of said position

Motion by Collins to accept the resignation of H. Denton and post the position, second by Stamper. All present voting (AYE). Motion carried.

- Family Support Specialist starting wage; on recommendation from the Social Services committee

Motion by Chaney to set the starting wage for the position at \$19.00 per hour, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON RETIREE PAY AT THE SHERIFF DEPARTMENT AND MAINTENANCE DEPARTMENT WHEN THEY RETURN TO HELP AFTER RETIREMENT

Motion by Stamper to set the retiree pay the same as the Highway, \$25.00 per hour, but, only on a temporary basis, second by Collins. All present voting (AYE). Motion carried.

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DISCUSSION AND POSSIBLE ACTION ON CARRY-OVER VACATION WITHIN THE HIGHWAY, SHERIFF AND JAIL DEPARTMENTS

Motion by Stamper to approve all carry-over vacation, with a use by date of July 1, 2022, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING THE PARK MANAGER POSITION; ON RECOMMENDATION FROM THE FORESTRY COMMITTEE

Motion by Collins to update the position with the removal of the bonus pay from the job description, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON ACCEPTING RESIGNATION OF ASSISTANT FOREST ADMINISTRATOR; FOLLOW-UP ON POSTING OF POSITION

Motion by Chaney to accept the resignation and follow-up posting of the position, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING MAINTENANCE WORKER JOB DESCRIPTION

Motion by Chaney to update the Maintenance worker job description increasing the wage pay grade to be between \$16.88-\$20.00, second by Stamper. All present voting (AYE). Motion carried.

POSSIBLE FUTURE AGENDA ITEMS

- Maintenance Worker – Interviews
- Assistant Forest Administrator – Interviews
- Longevity Pay
- Next meeting date set for Thursday, January 13th, 2022 at 4:30 p.m.

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Houle. All present voting (AYE). Motion carried. Meeting adjourned at 6:39 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.