

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: MARCH 23, 2022
TIME: 2:00 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Chairman Houle called the meeting to order at 2:00 p.m. and read the agenda.

ROLL CALL

Present: Berg, Campbell, Chaney, Collins (audio), Goode, Houle, Stamper

Absent:

Others Present: Nora Matuszewski, Amy Montgomery, Lynne Black, Cindy Gretzinger, Tina Anderson, Tammy Queen, Heidi Blaczyczk, Travis Wollenberg, Kathryn Kincaid, Stephanie Statezny, Christy Conley, Rob Koplien, Missy Landenberger, Penny Carter, Ron Skallerud & Shannon Boney

APPROVE AGENDA

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

APPROVE MINUTES FROM THE FEBRUARY 16, 2022 PERSONNEL MEETING

Motion by Chaney to approve the minutes from the February 16, 2022 Personnel meeting, second by Campbell. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Jeannie Fannin told the committee how long she worked at the county (22 years) and that she felt this board has been great to the employees, but, thought ten (10) minutes over a lunch hour was petty and felt like micro-managing. Cortney Cleereman told the committee that her employee had lunch at a time that was when she had a doctor appointment and wanted to know if the committee wanted her employee to go to her scheduled lunch and then take off again later in the day for an appointment. Tammy Queen told the committee she did not think she should have to punch out for lunch. Shannon asked for a 11-2 lunch period instead of a suggested 11-1.

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:

- Flex/O.T. Policy – Social Services Employees
- Remote Work/Overtime Policy – Income Maintenance Employees

- Lunch Break Schedules/Comp-Flex – Courthouse Employees

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

Motion by Chaney second by Goode:

- There will be no remote work from home policy for any courthouse employee;
- No flex-time except for salaried workers;
- All employees, hourly and salary are required to take a 30-minute lunch break and punch in and out for it;
- Hourly employee lunch breaks are to be taken anytime between the hours of 11:00 am and 2:00 pm;
- There will be coverage in all offices Monday-Friday between the hours of 8:30am – 4:30pm, all reception shall be here Monday-Friday;
 - Emergency Management Director - 8:00am-4:30pm – (Monday-Friday) ½ hour lunch
 - Health Department – Public Health Clerk - 8:30am – 4:30pm – (Monday-Friday)
 - Social Services Fiscal – 8:30am – 4:00pm - (Monday-Friday)
 - Reminder – No abusing 7 minute window

All departments with a change to hours beginning Monday; Personnel follow up in 90-days. All present voting (AYE). Motion carried.

MAINTENANCE SUPERVISOR RESIGNATION, STEPS MOVING FORWARD; POSSIBLE ACTION

Motion by Campbell to accept the resignation of the Maintenance Supervisor and offer the position to the second choice, Paul Eighmy; if he declines then post the position, second by Goode. All present voting (AYE). Motion carried.

UPDATE OF CPS-SOCIAL WORKER POSITION; POSSIBLE ACTION

Motion by Stamper to approve the updated CPS-Social Worker job description, second by Berg. All present voting (AYE). Motion carried.

UPDATE COUNTY PARK SEASONAL WORKER POSITION; POSSIBLE ACTION

Motion by Chaney to approve the updated County Park Seasonal Worker job description, second by Stamper. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON HOLLI DENTON STAYING ON AS PART-TIME COVID WORKER AT \$25.00 PER HOUR

Motion by Berg to approve Holli Denton staying on at \$25.00 per hour for 16 hours per pay period, second by Goode. All present voting (AYE) (6); (NAY) (1), Chaney. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON CAP PROGRAM

PERSONNEL COMMITTEE MINUTES

Motion by Stamper to approve participation in the CAP program and forward to the full county board for consideration, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON AFFIRMATIVE ACTION PLAN; POSSIBLE ACTION

No Action

DISCUSSION ON ADMINISTRATIVE MANUAL; POSSIBLE ACTION

No Action

POSSIBLE FUTURE AGENDA ITEMS

- Affirmative Action Plan
- Administrative Manual
- Shop Superintendent Salary

ADJOURNMENT

There being no further business, motion by Berg to adjourn, second by Stamper. All present voting (AYE). Motion carried. Meeting adjourned at 3:34 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.