

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: MAY 12, 2022
TIME: 4:30 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

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

ROLL CALL

Present: Anderson, Chaney, Dailey, Goode, Landru, Lukas

Absent: Berg

Others Present: Nora Matuszewski, Lynne Black, Cindy Gretzinger, Heidi Blaszczyk, Ron Skallerud, Bill Anderson, Mark Ferris, Mark Rinehart, Dave Wiebelhaus

APPROVE AGENDA

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

APPROVE MINUTES FROM THE APRIL 11, 2022 PERSONNEL MEETING

Motion by Chaney to approve the minutes from the April 11, 2022 Personnel meeting, second by Dailey. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION WITH THE PUBLIC HEALTH DIRECTOR ON A WORKFORCE DEVELOPMENT GRANT/PLAN: POSSIBLE ACTION

Public Health Director-Samantha Hoffman spoke to the committee about a grant that was obtained for employee retention. She explained the plan is a fluid document and can be changed. There were questions pertaining to the Telecommuting and quarterly stipends.

Motion by Chaney to hold over to the next meeting for further review, second by Landru. All present voting (AYE). Motion carried.

DISCUSSION WITH SOCIAL SERVICES DIRECTOR AND SHERIFF ON JAIL STAFF WORKING ON-CALL WITH SOCIAL SERVICES AND PAY STRUCTURE; POSSIBLE ACTION

The Social Services and Sheriff Department would like to work in collaboration with on-call pay by using Jail employees to help out with it. They are asking for five (5) employees that work for the County to help; this will help employee retention as on-call is difficult. It would not require an increase to the Social Services budget because the overtime for employees other than social workers will be considerably less and the \$30.00 on-call would be shared ½ by each department.

Motion by Dailey to allow five (5) Jail employees to be fully trained for on-call within the budget of Social Services, second by Goode. All present voting (AYE). Motion carried.

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 and possible action on Employee Personnel Issues within the Maintenance Department and steps moving forward
- Discussion and possible action on the Highway Shop Superintendent Salary
- Discussion and possible action on waiving the 10% wage reduction for Highway Employee
- Discussion and possible action on the Economic Development Director position and vision moving forward

Motion by Lukas to convene into closed session, second by Chaney: Roll Call Vote: Anderson (AYE), Chaney (AYE), Dailey (AYE), Goode (AYE), Landru (AYE), Lukas (AYE). Motion carried.

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

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

- Motion by Lukas to accept the resignation of P. Eighmy as Maintenance Supervisor, second by Dailey. All present voting (AYE). Motion carried.
Motion by Dailey to promote the current Maintenance Worker (D. Wiebelhaus) to the Maintenance Supervisor position, update the job description to be hourly at \$25.00 per hour, and start him on Monday, May 16, 2022 at the full wage, second by Goode. All present voting (AYE). Motion carried.
- Motion by Chaney to keep the Shop Superintendent salary the same as it is now, second by Dailey. All present voting (AYE). Motion carried.
- Motion by Lukas to waive the 10% reduction in wage for the new employee (J. Retzlaff), second by Dailey. All present voting (AYE) (5); (NAY) (1), Chaney. Motion carried.
- Motion by Landru to approve the Economic Director position, with an approved 3-year MOU from Corporation Counsel, and job description; increase of funding to the FCEDP by \$25,000 starting in 2023, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON THE HIGHWAY OFFICE MANAGER WORKING ADDITIONAL HOURS WITHIN THE COUNTY CLERK’S OFFICE TO ASSIST WITH FINANCES, PAY STRUCTURE; POSSIBLE ACTION AND FORWARDING TO FINANCE

Motion by Chaney to approve the Highway Office Manager working additional hours at her Highway overtime rate and forward on to Finance, second by Chaney. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- 10% wage reduction

PERSONNEL COMMITTEE MINUTES

- Health Department Workforce Development Plan
- Administrative Manual
- Next meeting: June 13th, 2022 at 4:30 p.m.

ADJOURNMENT

There being no further business, motion by Lukas to adjourn, second by Chaney. All present voting (AYE). Motion carried. Meeting adjourned at 6:56 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.