

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: JUNE 13, 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, Berg, Chaney, Goode, Landru, Lukas

Absent: Dailey

Others Present: Nora Matuszewski, Lynne Black, Ron Skallerud, Bill Anderson, Mark Ferris, Dave Wiebelhaus, Eric Lemaster, Michael Chrisman, Eric Anderson, Norman Braun, Dan Retzlaff, Jerod Littleton, Jassie Retzlaff, Gerald Glasl, Ben Rustick, Pat Pichotta, Ed Quade, Greg Brokmeier, Bill Anderson, Sami Hoffman

Motion by Lukas, second by Goode to forgo reading of the whole agenda, second by Goode. All present voting (AYE.) Motion carried.

APPROVE AGENDA

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

APPROVE MINUTES FROM THE MAY 12, 2022 PERSONNEL MEETING

Motion by Chaney to approve the minutes from the May 12, 2022 Personnel meeting, second by Lukas. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Greg Brokmeier spoke to the committee for the Highway employees. He told the committee the Highway employees are asking for a raise because the cost of living has gone through the roof and the gas prices have increased by 49%. He also said they have to obtain a CDL and they are on-call 24/7, 365 days per year. He told the committee the stress level is high in the department, during COVID they were deemed essential workers and they had no option but to come to work. They are looking for a 15% to 20% increase in wage.

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:

- Maintenance Worker Interviews
- Highway Department employees wage structure and concerns
- Public Health Director Workforce Development Grant/Plan
- Sheriff Department hiring of a Mental Health Screener at the Jail and compensation
- Dispatch Administrator – Job Change – update job description and steps moving forward in the 2023 budget year

Motion by Lukas to convene into closed session, second by Chaney: Roll Call Vote: Anderson (AYE), Chaney (AYE), Berg (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 Lukas to reconvene to open session, second by Goode. All present voting (AYE). Motion carried.

- Motion by Lukas to offer the position to M. Hasselkus at the rate of \$19.00 per hour with re-assessment in 30-days, second choice, Kevin Bouche in the event Hasselkus does not accept the position, if neither accepts, re-post, second by Chaney. All present voting (AYE). Motion carried.
- Motion by Goode to refer the Highway wages to the Finance for budget time, second by Chaney. All present voting (AYE). Motion carried.
- Motion by Goode to deny the bonus pay section of the Workforce Development Grant, and the telecommuting; if needed send back to Health committee for plan changes, second by Chaney. All present voting (AYE). Motion carried.
- Mental Health Screener will be tabled until the Sheriff comes back with a possible plan he is working on.
- Motion by Lukas to approve the Dispatch Administrator job change, bring back updated job descriptions to Personnel for approval and then forward to Finance for the 2023 budget year, second by Landru. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON INCREASING COMP EARNED FOR SOCIAL SERVICES EMPLOYEE – K. COLLINS DUE TO WORKLOAD

Motion by Lukas to increase K. Collins comp earned up to forty (40) hours and revisit in 90-days, second by Landru. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING THE COMMISSION ON AGING DIRECTOR POSITION AND POSTING OF THE POSITION

Motion by Goode to post the position with the appropriate changes to the job description, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON SUMMER INTERN AND CHS JOB DESCRIPTIONS AND POSTING OF POSITIONS

Motion by Landru to approve the job descriptions under grant funding and post both positions, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING JOB DESCRIPTION FOR THE JAIL CORPORAL

Sheriff Skallerud explained the update to the job description is to change the name to sergeant with no change in pay. This is a common practice in other counties, they do not have corporals they

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have sergeants and with the name corporal it is hard to get some people to talk to them, just because of the name.

Motion by Goode to approve the job description name change with no change in pay, second Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON PARTICIPATING IN THE UPPER IOWA UNIVERSITY EMPLOYEE PROGRAM; FORWARD ON TO FINANCE

Motion by Lukas to approve the participation and forward on to full county board in resolution form, second by Landru. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- Mental Health Screener
- Jail Job Description Updates
- Aging Director Interviews
- Administrative Manual

ADJOURNMENT

There being no further business, motion by Goode to adjourn, second by Chaney. All present voting (AYE). Motion carried. Meeting adjourned at 7:27 p.m.