

PERSONNEL COMMITTEE MINUTES

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

CALL TO ORDER

Chairperson Anderson called the meeting to order at 4:39 p.m. and read the agenda.

Motion by Goode to forego reading of the agenda, second by Chaney. All present voting (AYE).

Motion carried.

ROLL CALL

Present: Anderson, Berg, Chaney, Dailey (Teams), Goode, Landru

Absent: Lukas

Others Present: Nora Matuszewski, Lynne Black, Ron Skallerud, Kayla Littleton, Steve Kircher, Tiffany Wozniak, Kathryn Kincaid

APPROVE AMENDED AGENDA

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

Motion carried.

APPROVE MINUTES FROM THE JUNE 13, 2022 PERSONNEL MEETING

Motion by Chaney to approve the minutes from the June 13, 2022 Personnel meeting, second by Berg. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION ON AN UPDATED JOB DESCRIPTION FOR GIS/LAND CONSERVATION TECHNICIAN AND LIO DEPUTY COMPENSATIONS

K. Littleton explained to the committee that she had to assist on grants and will be working on all of the finances going forward. The department worked to clean up the grants from 2016 and K. Littleton did a huge majority of it and worked with the state to fix issues. The department and the committee is looking to increase the LIO salary from \$4,000 to \$6,000 and to add an additional duty to the Land Information/GIS Tech to be a deputy and get an additional salary/stipend of \$4,000 added to the position. When the department/committee hired a surveyor there is a lot more work that needs to be done and setting the corners has to get done. Motion by Chaney to update the Land Information/GIS/Land Conservation Technician to include (Deputy) add the \$4,000 stipend to it and forward on to Finance for possible approval, second by Berg. All present (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON LIO WAGE INCREASE

Motion by Goode to forward to finance the increase in pay for the LIO, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON RATIFYING FINANCE DECISION TO ALLOW ADDITIONAL HOURS FOR A. NELSON AT THE PARK, WITH WAGE INCREASE TO \$15.00, AND OVERTIME HOURS FOR J. OEMIG AT THE PARK

Motion by Chaney to ratify Finance's decision to increase A. Nelson's wage to \$15.00 and allow for extra hours; approve additional hours for J. Oemig in overtime for the park, second Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON INCREASING COMP EARNED FOR EMERGENCY MANAGEMENT DIRECTOR DUE TO WORKLOAD, ON RECOMMENDATION OF THE EMERGENCY GOVERNMENT/911 COMMITTEE

Motion by Dailey to increase the comp earned for emergency situations not to exceed 40-hours, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION WITH SOCIAL SERVICES LEAD ON CPS EMPLOYEE STRUCTURE; POSSIBLE ACTION ON JOB DESCRIPTION UPDATES

Landenberger was not completed with the updates.

Motion by Landru to table until the next scheduled Personnel meeting, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON ON-CALL PAY FOR THE EMERGENCY MANAGEMENT DIRECTOR RELATING TO EXTENUATING CIRCUMSTANCES

Motion by Chaney to approve 2 hours call-in time for extenuating circumstances for the Emergency Management Director, second by Landru. 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:

- Public Health Director Resignation/Job posting
- Interim Public Health Contact – Interim Compensation
- Social Services Lead Social Worker – Interim Compensation
- Sheriff Deputy – Discipline
- Employee request for additional funeral leave and agreement related to the same request

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

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

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

PERSONNEL COMMITTEE MINUTES

- Motion by Landru to accept the resignation of the Public Health Director and post the position, second by Berg. All present voting (AYE). Motion carried.
- Motion by Berg to move the Interim Public Health Contact- Interim compensation to Finance for possible approval, second by Goode. All present voting (AYE). Motion carried.
- Motion by Chaney to award the Social Services Lead – Interim compensation the difference between her current wage and the director wage, retroactive to the date the director was placed on administrative leave, second by Goode. All present voting (AYE). Motion carried.
- Motion by Berg to note the Personnel has received the Sheriff Deputy Discipline and that it is being placed on file, second by Chaney. All present voting (AYE). Motion carried.
- Motion by Landru to approve having Anderson sign the settled grievance over funeral leave, second by Dailey. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- Workforce Development Grant
- CPS Social Service Worker – Structure
- Administrative Manual

ADJOURNMENT

There being no further business, motion by Berg to adjourn, second by Chaney. All present voting (AYE). Motion carried. Meeting adjourned at 5:55 p.m.