

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL/AGING/SOCIAL SERVICES
DATE: JULY 25, 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.

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

Motion carried.

ROLL CALL

Present: Anderson, Berg, Black, Campbell, Chaney, Dailey, Dehart, Goode, Karl, Lukas & Miller

Absent: Landru

Others Present: Nora Matuszewski, Holly Shampo, Kathy Foreman & Karen McMillion, Tiffany Wozniak, Chris Slagowski

APPROVE AGENDA

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

Motion carried.

APPROVE MINUTES FROM THE JUNE 30, 2022 PERSONNEL MEETING

Motion by Lukas to approve the minutes from the June 30, 2022 Personnel meeting, second by Chaney. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION ON THE WORKFORCE DEVELOPMENT GRANT

There was a long discussion on what the grant could be used for other than bonuses which were discussed such as additional staff, contact tracers, training and core competencies. Wozniak explained the plan was set up to retain the staff and written in a way to make sure employees did not take the money and then go somewhere else; which has happened in other counties.

Chaney did not want any money going back to the state for any reason. Black had a quarterly breakdown sheet for all to examine and it had the stipends(bonuses) from the original plan. Goode explained in light of discussions his opinion has changed and thought the stipends(bonuses) should be paid according to the plan. Dailey suggested doubling the payments because there is money available for that, but not paying people that left, just double payment going forward.

Motion by Dailey to pay-out stipends to staff still in department according to Black's sheet, but double the payments, second by Berg. All present voting (AYE)(4); (NAY) (1) Lukas; (ABSTAIN)(1) Anderson. Motion carried.

DISCUSSION ON HEALTH DEPARTMENT STAFF WAGES AND POSSIBLE ACTION ON FORWARDING TO FINANCE

Motion by Chaney to forward to Finance, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON AGING DIRECTOR INTERIM PAY

Motion by Goode to approve backpay for K. Fohrman of \$1.27 per hour retroactive to when the previous director (Queen) left, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON PUBLIC HEALTH CLERK EMPLOYEE, C. SLAGOWSKI REQUEST TO WORK 10-HOUR SCHEDULE

Motion by Chaney to approve the 10-hour work schedule from 7:00am-5:30pm, as long as there is coverage in the office, revisit in 6-months; with one caveat to work 5-day schedule if there is less than two (2) staff in the office in a week, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION WITH SOCIAL SERVICES LEAD ON CPS EMPLOYEE STRUCTURE: POSSIBLE ACTION ON JOB DESCRIPTION FOR CASE MANAGER/LICENSED SOCIAL WORKER FORWARDED FROM THE SOCIAL SERVICES COMMITTEE

Motion by Campbell to approve the updated job description and employee wage structure; approve the starting wage for K Pierce as a licensed social worker \$25.00 per hour, per the Social Services committee recommendation on hire, 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:

- Commission on Aging Director – Job Interviews
- Social Services Employee Investigation Report

Motion by Berg to convene into closed session, second by Chaney: Roll Call Vote: Anderson (AYE), Chaney (AYE), Berg (AYE), Goode (AYE), Black (AYE), Dailey (AYE), Campbell (AYE), Karl (AYE), Lukas (AYE) Miller (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 Goode to offer the Aging Director position to K. Fohrman at the full salary, second choice, K. McMillion, second by Lukas. All present voting (AYE). Motion carried.
- Motion by Lukas to place the employee investigative report on file, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION ON SOCIAL SERVICES/AGING CLERK POSITION AND POSSIBLE ACTION ON OFFERING POSITON TO PREVIOUS APPLICANTS OR POSTING OF SAID POSITION

Motion by Chaney to post the position, second by Campbell. All present voting (AYE). Motion carried.

PERSONNEL COMMITTEE MINUTES

FUTURE AGENDA ITEMS

- Administrative Manual
- District Attorney -Records retention-costs/additional
- Pre-employment agreement with employees
- Next meeting – August 10th 2022 – 5:00pm

ADJOURNMENT

There being no further business, motion by Berg to adjourn, second by Goode. All present voting (AYE). Motion carried. Meeting adjourned at 7:19 p.m.