

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: AUGUST 10, 2022
TIME: 5:00 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Chairperson Anderson called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Anderson, Berg, Black, Chaney, Goode, Lukas

Absent: Dailey, Landru

Others Present: Nora Matuszewski, Cindy Gretzinger, Kathy Fohrman, Joan Ginter, Ron Skallerud

APPROVE AGENDA

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

Motion carried.

APPROVE MINUTES FROM THE AUGUST 4, 2022 PERSONNEL MEETING

Motion by Lukas to approve the minutes from the August 4, 2022 Personnel meeting, second by Chaney. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION ON UPDATING THE PUBLIC HEALTH NURSE JOB DESCRIPTION; POSSIBLE ACTION

Motion by Lukas to approve the Public Health Nurse position as is and post it; if not able to get a Bachelor degree nurse re-evaluate at that time, second by Chaney. All present voting (AYE).

Motion carried.

There was a discussion about the staff nurse and the Public Health Nurse wages being the same.

Motion by Lukas to amend the previous motion to include increasing the wage of the Public Health Nurse position by \$2.00; the wage tier to be \$25.21-\$27.79, second by Chaney, all present voting (AYE). Motion carried.

DISCUSSION ON UPDATING THE STAFF NURSE JOB DESCRIPTION; POSSIBLE ACTION

Motion by Chaney to approve the position to be a 40-hour per week position, with no recruitment at this time, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION ON CURRENT POSTING OF THE PUBLIC HEALTH NURSE POSITION; POSSIBLE ACTION

Motion by Chaney to ratify to posting of the Public Health Nurse position, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION ON A NEW POSITION WITHIN THE HEALTH DEPARTMENT (PUBLIC NURSE CONSULTANT); POSSIBLE ACTION ON APPROVING A JOB DESCRIPTION AND FORWARDING TO FINANCE/FULL COUNTY BOARD FOR POSSIBLE APPROVAL

Motion by Berg to approve the Public Health Nurse Consultant to include “dependent on grant funding,” and in the Licensing and Certifications, include “Bachelor Degree of Nursing/RN,” forward to Finance and then to the full County Board for possible approval, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION ON UPDATING THE COVID 19 COORDINATOR/PUBLIC HEALTH ASSISTANT JOB DESCRIPTION AND WAGE; POSSIBLE ACTION

Motion by Chaney, second by Goode to approve the updated job description and forward to full county board for approval. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON A NEW LTE POSITION WITHIN THE SOCIAL SERVICES DEPARTMENT AND FORWARDING TO FINANCE/FULL COUNTY BOARD FOR POSSIBLE APPROVAL

There was a long discussion on the LTE reception position and the need to fill positions as fast as possible and the problem with the process. It takes a long time to update positions, post them and then go through the hiring process. Ron Skallerud discussed with the committee the possibility of having a resolution which gives department heads the flexibility of hiring an LTE under a current job description during the hiring process or absent of an employee for an extended amount of time because of medical leave, without affecting the budget. Motion by Goode to have Paul Payant review an LTE position resolution and bring back to the committee, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING THE COORDINATED SERVICES TEAM COORDINATOR/ADULT PROTECTIVE SERVICES JOB DESCRIPTION; POSSIBLE ACTION

Motion by Berg to approve the updated job description and post the position, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON UPDATING THE SOCIAL SERVICES/AGING FISCAL AGENT JOB DESCRIPTION; POSSIBLE ACTION

Motion by Lukas to approve discussed changes to the job description and forward to finance for a possible 40-hour work week and possible wage increase, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION ON SPECIFIED TIME OF COMP USAGE FOR K. FOHRMAN; ACCUMULATED TIME FROM MOVING FROM NON-EXEMPT TO EXEMPT STATUS; POSSIBLE ACTION

Motion by Lukas to allow Fohrman to carry the comp until December 15, 2022, second by Goode. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- Job retention strategies
- Job Interviews: DSS/Aging Clerk
- Pre-employment agreements

PERSONNEL COMMITTEE MINUTES

- LTE-employee resolutions
- Next meeting dates: August 31, 2022 at 4:30 p.m. and September 22, 2022 at 4:30 p.m.

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Berg. All present voting (AYE). Motion carried. Meeting adjourned at 6:48 p.m.