

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: SEPTEMBER 22, 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.

ROLL CALL

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

Absent:

Others Present: Nora Matuszewski, Kathy Fohrman, Ron Skallerud, Bonnie Evans, Wendy Massey, Shannon Boney, Elisabeth Ferdon

APPROVE AGENDA

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

APPROVE MINUTES FROM THE AUGUST 18, 2022 PERSONNEL MEETING

Motion by Chaney to approve the minutes from the August 18, 2022 Personnel meeting, second by Dailey. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION ON EMPLOYEE SICK LEAVE DONATIONS IN THE CHILD SUPPORT AND HIGHWAY DEPARTMENTS

Shannon told the committee she and another employee would like to donate 40 hours each to an employee who is out on leave, but not until the employee returns from leave.

Motion by Dailey to approve the leave donation after the employee returns to work, second by Berg. All present voting (AYE). Motion carried.

The highway commissioner has asked for all new employees who do not have time available to them to be able to have other employees donate sick leave to them in the event they get Covid.

Motion by Chaney to move to the next Personnel meeting for policy change, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION WITH ON-CALL PAY WITHIN THE SOCIAL SERVICES DEPARTMENT AND MOU

Ferdon (Social Services Director) explained to the committee she is in the process of securing an MOU with Oneida and Langlade counties to help aid Forest County in Social Services and one of the items being discussed is the on-call pay. Langlade has one employee willing to help with on-call, but will only help if the employee gets paid the same amount for on-call as in Langlade.

Currently Langlade pays \$40 week day and \$60 weekend. Ferdon told the committee it would not be a good idea to pay someone helping out more money than the current employees already doing

on-call in Forest County. She would like to get committee approval to pay her employees the same rate while the MOU is in place.

Motion by Goode to approve the \$40 per week day and \$60 per weekend day for on-call for 90-days as long as the MOU is in effect with Langlade County, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON EMPLOYEE APPRECIATION ITEMS

There were many ideas for employee appreciation items, which included a pizza luncheon, subs, small items of appreciation and a ham or turkey during the holidays. The ideas will be researched and brought back to the next Personnel meeting for approval.

DISCUSSION AND POSSIBLE ACTION ON SUBMITTING A THANK YOU TO CHRIS QUADE FOR HIS GENEROUS DONATION OF A ROOM AT THE MOLE LAKE CONVENTION CENTER; TWO DAYS A WEEK FOR OUR SOCIAL SERVICES DIRECTOR

Motion by Lukas to send a letter of appreciation on County letterhead for the generous donation of the motel rooms and the great partnership between the county, tribe and casino, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON UPDATING THE PUBLIC HEALTH DIRECTOR JOB DESCRIPTION

The job description update was to remove the six (6) years of supervisory experience and Lynne pointed out it was asked for an increase of \$2 per hour also. Lukas made a comment about the budget and not knowing if the budget was going to be figured out and would this mean to increase it by \$2 per hour and possibly another increase for 2023; other committee members agreed this is what should happen.

Motion by Landru to approve the updated job description for the Public Health Director and update the job posting, second by Dailey. All present voting (AYE) (6); (NAY) (1), Lukas. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE STARTING WAGE FOR M. ROSIO (\$18.50) ON RECOMMENDATION FROM THE SOCIAL SERVICES COMMITTEE

Motion by Chaney to approve the starting wage at \$18.50 per hour, second by Dailey. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE STARTING WAGE FOR W. MASSEY (\$22.37) ON RECOMMENDATION FROM THE SOCIAL SERVICES COMMITTEE

Motion by Chaney to approve the starting wage at \$22.37 per hour, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON WAGE/HOUR INCREASES FOR THE AGING MEAL SITE MANAGERS (\$15.53) ON RECOMMENDATION FORM THE AGING COMMITTEE

Motion by Goode to approve the increase of \$15.53 contingent upon approval of the Finance committee and budget, second by Berg. All present voting (AYE). Motion carried.

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DISCUSSION AND POSSIBLE ACTION ON WAGE/HOUR INCREASE FOR AGING TRANSPORTATION DRIVER (\$16.50) ON RECOMMENDATION FROM THE AGING COMMITTEE

Motion by Landru to approve the increase and forward to Finance for approval, second by Berg. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON POSTING ALVIN MEAL SITE ASSISTANT

Motion by Dailey to re-post the position, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON POSTING OF AN ADDITIONAL BUS/VAN DRIVER ON RECOMMENDATION FROM THE AGING COMMITTEE

Motion by Goode to post for an additional(non-cdl) bus/van driver, second by Dailey. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON A NEW JOB DESCRIPTION WITHIN THE FORESTY DEPARTMENT; FORWARD TO FINANCE AND FULL COUNTY BOARD FOR APPROVAL

Motion by Dailey to approve the new job description for the 2023 budget and forward on to Finance and full County Board for approval, second by Lukas. 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,” this closed session relates to:

- New employee vacation request

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

Motion by Lukas, second by Chaney to approve advancing one (1) week vacation before 90-days, if the employee signs an agreement to pay back the vacation if she leaves before the 90-days are completed . All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- Job Descriptions for the Jail
- Employee appreciation
- Van/bus driver – meal site employee - Interviews

ADJOURNMENT

There being no further business, motion by Lukas to adjourn, second by Goode. All present voting (AYE). Motion carried. Meeting adjourned at 5:48 p.m.