

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: OCTOBER 6, 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, Ron Skallerud, Amber Rehberg, Michelle Gobert, Karen McMillion, Elisabeth Ferdon, Joshua Bradley

APPROVE AGENDA

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

APPROVE MINUTES FROM THE SEPTEMBER 22, 2022 PERSONNEL MEETING

Motion by Dailey to approve the minutes from the September 22, 2022 Personnel meeting, second by Berg. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Michelle Gobert spoke to the committee about an idea she has for employee appreciation. She told the committee to consider a program to allow employees to volunteer eight (8) hours a year during the work day. She would put together a proposal for the committee if they would consider it. She also said she would administer it with a pre-application and the employee would have to write a report on its impact. Ideas for volunteering were for 4-H, poll workers, chamber events and gun ranges.

DISCUSSION WITH SHERIFF AND JAIL ADMINISTRATOR ON DEPARTMENT CHANGES, INCLUDING NEW AND UPDATED JOB DESCRIPTIONS FOR 2023; POSSIBLE ACTION TO FORWARD TO THE FULL COUNTY BOARD FOR APPROVAL

The Sheriff told the committee he would not need to approve the court deputy or bailiffs, so remove them from their packet.

The Sheriff and Finance spoke to the Judge and he will not be enforcing the court order for the court deputy, which would free up \$10,000 he could use in overtime to put deputies in court to help with the situation. He would also work to get bailiffs for the Judge.

He explained all of the positions he hoped the committee would approve and move forward for county board approval. He is re-organizing the Jail and with the Youth Prevention deputy being continued on August 31, 2023 he had worked with Social Services to ensure that position as a deputy would work as the Juvenile Justice/intake social work position. There was discussion about all positions and there was savings with the re-organization and the social work position would be a plus for Forest County as well. All positions he was asking to update were for the 2023 budget year.

Sergeant of Youth Services: Motion by Landru to approve the position and move it forward for County Board with Tony's participation immediately, second by Dailey. All present voting (AYE). Motion carried.

Corrections Administrative Executive Assistant: Motion by Dailey, second by Goode to update the job description, which is only a title job change, second by Goode. All present voting (AYE). Motion carried.

Dispatch and Executive Administrative Assistant: Motion by Dailey, second by Lukas to approve the new position for 2023, forward to finance. All present voting (AYE). Motion carried.

Dispatch Sergeant: Motion by Lukas, second by Berg to approve the new position for 2023, forward to finance. All present voting (AYE). Motion carried.

Jail Sergeant; Motion by Goode, second by Dailey to approve the new position for 2023, forward to finance. All present voting (AYE). Motion carried.

Jail/Dispatch Captain: Motion by Dailey, second by Chaney to approve the new job description for 2023, forward to finance. All present voting (AYE). Motion carried.

DISCUSSION ON PUBLIC HEALTH DIRECTOR JOB DESCRIPTION UPDATE; POSSIBLE ACTION

Motion by Goode to approve the update to the Public Health Director job description, second by Dailey. All present voting (AYE). Motion carried.

DISCUSSION ON DIGITAL NAVIGATOR GRANT AND THREE JOB DESCRIPTIONS – DIGITAL NAVIGATOR, DATA MANAGER AND PROJECT MANAGER; POSSIBLE ACTION FORWARDING TO FULL COUNTY BOARD FOR APPROVAL

Motion by Dailey, second by Lukas to approve all three positions and forward on to full county board for approval. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON EMPLOYEE APPRECIATION ITEMS

The Clerk will check to see if a coupon is able to be attained without being taxable for the employees to purchase the hams.

Motion by Lukas to approve the hams or a coupon to purchase, second by Chaney. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- Volunteering
- Department Heads – Agenda Item

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Berg. All present voting (AYE). Motion carried. Meeting adjourned at 6:21 p.m.