

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: FEBRUARY 7, 2023
TIME: 4:30 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Gretzinger chaired the meeting in Anderson's absence.
Chairperson Gretzinger called the meeting to order at 4:30 p.m.

ROLL CALL

Present: Gretzinger, Chaney, Goode, Lukas, Landru,
Absent: Anderson, Dailey
Others Present: Nora Matuszewski, Bill Anderson, Alex Walrath, Jeffery Marvin, Stephanie Statezny, Lynne Black, Cortney Cleereman, Shannon Boney, Christy Conley

APPROVE AGENDA

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

APPROVE MINUTES FROM THE JANUARY 18, 2023 PERSONNEL MEETING

Motion by Lukas to approve the minutes from the January 18, 2023 Personnel meeting, second by Landru. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION ON VACATION CARRY-OVER FOR HIGHWAY EMPLOYEES

Anderson told the committee he and Statezny make up for each other when taking time off. With the weather being so bad in December it made it hard for Statezny to take off; another factor was Anderson had several days to take himself. The committee was concerned with there being hours that were not used, combined with this year's vacation, it may make it hard for him to use it, and they do not want this to happen again. Anderson told the committee he will make sure this does not happen again.

Motion by Lukas to approve all of the vacation carry-over for the Highway employees, using it by April 1, 2023, second by Landru. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON ACCEPTING RESIGNATION OF PH NURSE AND POSTING OF SAID POSITION; APPROVING \$1.00 INCREASE FOR THE POSITION BECAUSE OF THE BACHELOR REQUIREMENT

Motion by Goode to accept the resignation of the PH Nurse; increase the position by the \$1.00 because of the Bachelor requirement and post it, second by Landru. All present voting (AYE).
Motion carried.

DISCUSSION/ACTION ON HEALTH INFORMATION TECHNICIAN (LTE) AND NURSE CONSULTANT (LTE) NEW GRANT FUNDED POSITIONS AND FORWARDING TO FULL COUNTY BOARD FOR APPROVAL

Motion by Landru to approve the job descriptions, forward them to full county board in resolution form; approve Gatton to hire on approval of the full county board, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON AMENDING THE EMPLOYEE HANDBOOK BY RESOLUTION FOR SAFETY GEAR/BOOTS FOR THE EMERGENCY MANAGEMENT DIRECTOR

There was discussion about how much Statezny would need for boots and what kind of gear she would need. She told the committee she would not need the boots and possibly jacket every year, so it could be something only budgeted for when needed.

Motion by Landru to approve an amount not to exceed \$300.00 for boot allowance/safety gear allowance, with receipt of purchase, upon budget year request; update handbook by sending resolution to full county board, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION/POSSIBLE ACTION ON PART-TIME DEPUTY INCREASE IN PAY (\$25.70), FORWARDED FROM SHERIFF & JUSTICE

Sheriff Marvin explained that with an increase in pay for the part-time deputies equaling 1st year full-time deputies he thought he would be able to attract more part-time deputies. With more part-time deputies he could save money in overtime costs by having them fill shifts.

Motion by Lukas to increase the part-time deputies wage to \$25.00 per hour, second by Chaney. All present voting (AYE). Motion carried. (Forward to Finance)

DISCUSSION/ACTION ON DRUG TASK FORCE POSITION INCREASE IN PAY .26 PER HOUR AND POSSIBLE TITLE CHANGE TO THE POSITION

Sheriff Marvin explained the need to increase the Drug Task Supervisor wage by .26 to fall in line with other Lieutenants in the union contract. He explained that Robinson has been supervising the drug task force and adding Lieutenant to the title would ensure he was compensated correctly. The committee asked Marvin if he had a new job description and if this was a change to the union contract, they currently have in force. Marvin explained that this would be a change to the union contract and if approved he would get the amendment to the county; he would get an updated job description to the clerk when he has it complete.

Motion by Landru to approve the updates to the job description, wage and union contract and send it to the full county board for approval, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON UPDATE TO THE HANDBOOK PERTAINING TO THE USE OF SOCIAL MEDIA BY RESOLUTION FORM TO FULL COUNTY BOARD

The committee had several questions about what all could be in the policy and asked the clerk to send it to Payant with the questions and bring it back to the next meeting.

DISCUSSION/ACTION – DEPARTMENT HEADS CONCERNS PERTAINING TO THE EMPLOYEE WAGE SCALE, NEW EMPLOYEE TRAINING, HIRING PROCESS AND JOB DESCRIPTIONS

C. Cleereman was in as the spokesperson for the Departments and explained concerns and requests as follows:

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- To allow department heads to set the wage for a new employee coming into their office if within the 10% wage scale

No Action

- To allow department heads to bring in a person between vacancies for two (2) weeks to train using a contingency fund

No Action

- To allow the department heads to post positions without waiting for a committee meeting

Motion by Landru to allow the department heads to post positions ahead of meetings to make the process move faster, second by Goode. All present voting (AYE). Motion carried.

- To allow department heads to approve job description updates with the Administrative Coordinator/Clerk if there is no wage changes to the descriptions

Motion by Landru to allow department heads to approve the job description updates with the Administrative/Coordinator if there are not wage changes to the descriptions, second by Chaney. 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:

- Social Service Employees – Temporary pay increase for Point of Contact
- IM Worker Employee – Increase in pay for consortium employee promotion
- Treasurer – Clerk – Child Support – Temporary pay increase for added Fiscal responsibilities for Social Services Department

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

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

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

- Motion by Lukas to have S. Boney log hours and come back in 30-days; increase B. Evans and E. Mayer \$2.50 an hour for added Fiscal responsibilities while working on the Social Services Fiscal, back-pay to the beginning of 2023, second by Goode. All present voting (AYE). Motion carried.
- Motion by Goode to increase wage of K. Bantle and K. Collins by \$2.50 for being the Points of Contact until a Lead Social Worker or Director is hired, second by Lukas. All present voting (AYE). Motion carried.
- Motion by Chaney to increase J. Boss wage by \$1.00 an hour because of security clearance promotion within the consortium, based on grant funding. If not grant funded and increases

budget levy; forward to Finance for consideration, second by Landru. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Goode. All present voting (AYE). Motion carried. Meeting adjourned at 5:54 p.m.