

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL/SOCIAL SERVICES/AGING
DATE: MARCH 14, 2023
TIME: 2:30 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Chairperson Gretzinger called the meeting to order at 4:30 p.m.

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

Motion carried.

ROLL CALL

Present: Anderson, Black, Campbell, Chaney, Goode, Gretzinger, Karl, Lukas, Miller

Absent: Dailey, Landru

Others Present: Nora Matuszewski, Dave Wiebelhaus, Kathy Fohrman, Josh Bradley

APPROVE AGENDA

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

Motion carried.

APPROVE MINUTES FROM THE FEBRUARY 7, 2023 PERSONNEL MEETING

Motion by Chaney to approve the minutes from the February 7, 2023 Personnel meeting, second by Goode. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Gretzinger told the committee there are ongoing issues with Social Services struggling to replace employees. She put together a summary of the problems and requested assistance from the State. They are working diligently with the State and all the State is set up to do is help with suggestions. She also wanted everyone to know that Forest County is not alone in this struggle. Sawyer County has lost all of their social workers and the Human Service Center has pulled a few of our workers and they just got raises. She read the letter to the committee that she is having hand delivered to Governor Evers today. She wants everyone to know so, if God forbid something happens here, everyone knows how the County is struggling. Forest County should not bare this alone because the State puts out all of these services, they need to help.

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:

- Maintenance Employees – duties, responsibilities, structure, supplies, inventory and management of tools within the Law Enforcement facility and the Courthouse facility

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

The committee discussed how long Rinehart would be here; the need for Wiebelhaus being made aware of what tools and supplies were being borrowed or used. They questioned how long it would take Wiebelhaus to learn to PM the doors; there was no guestimate. The committee will review this position at the next Personnel meeting as to how long Rinehart would be here. There are three (3) people working in the Maintenance Department now, so they should be able to schedule cleaning for the Law Enforcement center. He will be here for a month for sure and if the maintenance is doing the cleaning, he should be able to focus on the PM of the Jail doors.

Motion by Chaney to have Rinehart work consistently on the doors; have the Maintenance department clean over there three (3) days a week; have Rinehart work with Wiebelhaus on the doors and look at this matter in one (1) month, second by Campbell. All present voting (AYE).

Motion carried.

DISCUSSION/ACTION ON SENDING MAINTENANCE SUPERVISOR TO JAIL DOOR TRAINING

No Action

Motion by Karl to allow the chair of the committee to move items around on the agenda, 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:

- Interview – Commission on Aging Dietician

Motion by Goode to convene into closed session, second by Black: Roll Call Vote: Anderson (AYE), Black (AYE), Campbell (AYE), Chaney (AYE), Goode (AYE), Gretzinger (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 Chaney to reconvene to open session, second by Goode. All present voting (AYE).

Motion carried.

Motion by Chaney to offer the position to K. Harrison, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVING SUBSTITUTE MEALS ON WHEELS DRIVER – J. RENKAS

The discussion was for a substitute meal site worker, she is already a substitute meals driver.

Motion by Campbell to approve J. Renkas as a substitute meal site worker, second by Goode. All present voting (AYE). Motion carried.

PERSONNEL COMMITTEE MINUTES

DISCUSSION/ACTION ON ACCEPTING RESIGNATION OF K. COLLINS (FAMILY SUPPORT SPECIALIST) WITHIN THE SOCIAL SERVICES DEPARTMENT AND POSTING OF SAID POSITION

Motion by Karl to accept the resignation and post the position, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVING THE LTE POSITION WITHIN UW-EXTENSION AND FORWARDING TO FULL COUNTY BOARD FOR APPROVAL; AND ADDITIONAL FUNDING FOR THE POSITION FROM THE COMMUNITY COALITION

Motion by Chaney to approve the position and the additional funding from Community Coalition for the additional hours and forward to full County Board for approval, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVING UPDATED YOUTH JUSTICE WORKER JOB DESCRIPTION

Motion by Goode to update the description with the amendment to the requirements, then forward to full County Board for approval, if approved then post the position, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVING NEW CHILD SERVICES SUPPORT WORKER LTE POSITION WITHIN SOCIAL SERVICES; FORWARD TO FULL COUNTY BOARD FOR APPROVAL

Motion by Black to approve the position with the addition of the position titles of; Social Worker Technician, Access Screener, Youth Justice Worker, Initial Assessment, Supervised Visit, forward to full County Board for approval, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVING UPDATED JOB DESCRIPTION FOR NURSE CONSULTANT I; PERTAINING TO HOURS ONLY

Motion by Goode to approve the position with the corrected hours of (8-16), second by Lukas. All present voting. (AYE). Motion carried.

DISCUSSION/ACTION ON UPDATING PUBLIC HEALTH NURSE JOB DESCRIPTION FROM FULL-TIME TO PART-TIME

Motion by Black to approve leaving the position as full-time and allowing Gatton to hire a part-time person for the position, 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,” this closed session relates to:

- Interview – Public Health Nurse

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

Motion by Goode to offer the position to J. Dailey at the full wage, second by Campbell. 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 Services Employee (I.M.) – Possible disciplinary action

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

Motion by Goode to put a letter of reprimand in J. Boss file, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON ADA REQUEST FOR ACCOMMODATION FORM, MOVE TO FULL COUNTY BOARD FOR APPROVAL

No Action

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:

- Supervisory position within Sheriff Department and union contract

Motion by Chaney to convene into closed session, second by Black: Roll Call Vote: Anderson (AYE), Black (AYE), Campbell (AYE), Chaney (AYE), Goode (AYE), Gretzinger (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 Chaney. All present voting (AYE). Motion carried.

Motion by Chaney to remove supervisor from the title and forward to full County Board for approval, second by Campbell. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

Interview

Meeting – April 13, 2023 at 4:30 p.m.

ADJOURNMENT

PERSONNEL COMMITTEE MINUTES

There being no further business, motion by Chaney to adjourn, second by Lukas. All present voting (AYE). Motion carried. Meeting adjourned at 6:00 p.m.