

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: JULY 17, 2023
TIME: 10:00 A.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Anderson called the meeting to order at 10:00 a.m. and read the agenda.

ROLL CALL

Present: Anderson, Chaney, Goode, Lukas, Skallerud

Absent: Landru & Dailey

Others Present: Nora Matuszewski, Tracy Schumacher, Jeff Marvin, Amanda Herman, Penny Carter,

APPROVE AGENDA

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

APPROVE PERSONNEL MINUTES FROM THE JUNE 14, 2023 MEETING

Motion by Goode, second by Lukas to approve the minutes from the Personnel meeting from June 14, 2023. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

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:

- Discussion on Social Services Director request to keep previous years of service from prior employment with County; forwarded from Social Services committee; possible action
- Discussion on new Highway employee starting wage; possible action
- Discussion on Wage compensation for Highway workers due to employee shortage; possible action

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

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

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

- Motion by Skallerud to approve the four (4) years of previous service from past employment to current service, non-precedented, with vacation to accrue (2 weeks) all other benefits to remain the same as new employee, second by Goode. All present voting (AYE). Motion carried.

- Motion by Lukas, to approve the 5% at start and full wage at six (6) months as advertised, second by Chaney. All present voting (AYE). Motion carried.
- No Action

DISCUSSION/ACTION ON HIRING KATHLEEN DILLEY AS A MEAL SITE SUBSTITUTE ON RECOMMENDATION OF THE AGING COMMITTEE

Motion by Goode to approve the hiring of Kathleen Dilley as a substitute meal site worker on recommendation of the Aging committee, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON INCREASED PAY FOR WENDY MASSEY IN THE AMOUNT OF \$2.50 AN HOUR FOR DAY-TO-DAY OPERATIONS IN THE ABSENCE OF THE DIRECTOR FROM APRIL 26TH – JUNE 12TH 2023; FORWARDED ON RECOMMENDATION OF THE SOCIAL SERVICES COMMITTEE

Motion by Goode to approve the \$2.50 increase from April 26th – June 12th for Wendy Massey, second by Skallerud. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVING A NEW JOB DESCRIPTION FOR THE JAIL, REVERTING THE JAIL CAPTAIN BACK TO A JAIL ADMINISTRATOR; POSSIBLE FORWARDING TO FULL COUNTY BOARD FOR APPROVAL

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

DISCUSSION/ACTION ON APPROVAL OF UPDATES TO THE PUBLIC HEALTH ASSISTANT JOB DESCRIPTION

Motion by Goode to approve the updated Public Health Assistant job description, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVAL OF UPDATES TO THE PUBLIC HEALTH CLERK JOB DESCRIPTION

Motion by Goode to approve the updated Public Health Clerk job description, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON APPROVAL OF CHANGING LEAD SOCIAL WORKER TO A LEAD CASE MANAGER; FORWARD TO FULL COUNTY BOARD FOR APPROVAL

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

DISCUSSION/ACTION TO CONTINUE WITH 10-HOUR SHIFTS FOR TRACY SCHUMACHER – SOCIAL SERVICES DIRECTOR

Motion by Skallerud to approve continuing with the 10-hours shifts as it is working out well for Tracy, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION ON THE SOCIAL SERVICES CLERK LUNCH BREAK REDUCTION TO ½ HOUR AND BUDGET; POSSIBLE ACTION

The change in the lunch break would increase the budget for the clerk by 2 ½ hours a week and change the position from a 35-hour per week position to a 37.50 per week position.

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Motion by Skallerud to forward to Finance for current year budget and for 2024 budget change job description hours to the 37.50, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION WITH CLERK OF COURTS ON OVERTIME PAY FOR EMPLOYEE TO FILL IN WHILE THE JUDICIAL ASSISTANT POSITION IS VACANT

Motion by Skallerud to approve overtime for the Clerk of Courts if needed while doing Judicial Assistant duties while the position is vacant, to come out of the Judge's budget, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON PAYING A. HERMAN AN ADDITIONAL \$2.50 AN HOUR FOR ADMINISTRATIVE DUTIES WHILE JAIL ADMINISTRATOR POSITION IS VACANT

Motion by Skallerud to pay Amanda Herman an additional \$2.50 per hour while the Jail Administrator position is vacant; amend back to June 29th when the position became vacant and she took on the duties, second by Chaney. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- Carlson Dettmann Wage Study
- Reduction in wage scale (%) for new employees

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Skallerud. All present voting (AYE). Motion carried. Meeting adjourned at 11:24 a.m.