

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL/SOCIAL SERVICES
DATE: AUGUST 8, 2023
TIME: 4:30 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Anderson called the meeting to order at 4:30 p.m. and read the agenda.

ROLL CALL

Present: Anderson, Chaney, Lukas, Skallerud, Miller, Karl, Black

Absent: Dailey, Goode, Landru

Others Present: Nora Matuszewski, Tracy Schumacher, Jeff Marvin, Amanda Herman, Alex Walrath, Chelsea Payant

APPROVE AGENDA

Motion by Skallerud, second by Lukas to amend the agenda to change the approval of the June 14, 2023 to July 17, 2023 minutes. All present voting (AYE). Motion carried.

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

APPROVE PERSONNEL MINUTES FROM THE JULY 17, 2023 MEETING AND SOCIAL SERVICES MINUTES FROM JULY 11, 2023

Motion by Lukas, second by Chaney to approve the minutes from the Personnel meeting from July 17, 2023. All present voting (AYE). Motion carried.

Motion by Black, second by Skallerud to approve the minutes from the Social Services July 11, 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 remote hours for grant writing for Aging Director; possible action
- Discussion on remote hours for online training for Social Services Director; possible action
- Discussion on Fiscal worker review, work duties; possible action
- Discussion on employee exit letter received; possible action
- Discussion on additional pay for Amanda Herman while performing Jail Administrator duties
- Discussion with Social Services Director on personal attacks on social media; possible action

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

- Motion by Skallerud to allow one (1) day of off campus work for the Aging Director for grant writing, on a case-by-case basis, non-precedence setting, second by Lukas. All present voting (AYE). Motion carried.
- Motion by Skallerud to allow one (1) day of off campus work for the Social Services Director for online training, on a case-by-case basis, non-precedence setting, second by Chaney. All present voting (AYE). Motion carried.
- Motion by Skallerud to move forward with termination of the employment during the probationary period of the Social Services fiscal worker, second by Chaney. All present voting (AYE). Motion carried.
- Motion by Lukas to place the exit letter on file, second by Skallerud. All present voting (AYE). Motion carried.
- Motion by Skallerud from this pay period forward to pay an additional \$2.50 per hour for all hours worked until the last pay period of September; after that time Amanda Herman will begin the exempt Jail Administrator position if position is adopted at full county board, second by Chaney. All present voting (AYE). Motion carried.
- No Action

DISCUSSION ON RESIGNATION OF THE PUBLIC HEALTH DIRECTOR AND POSTING OF SAID POSITION; POSSIBLE ACTION

Motion by Skallerud to post the Public Health Director position, second by Black. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON KEEPING AMY GATTON ON AS A PART-TIME NURSE CONSULTANT; FORWARDED FROM BOARD OF HEALTH COMMITTEE

Motion by Skallerud to hire Amy Gatton as an LTE under the Nurse Consultant I at pay stated on the job description, not to exceed 16 hours per week, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON MOU APPROVAL FOR THE INTERIM PUBLIC HEALTH DIRECTOR; FORWARDED FROM BOARD OF HEALTH COMMITTEE

Motion by Skallerud to approve the MOU and hire Annette Seibold for the Interim Director, second by Black. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON HIRING SIDNEY RHODY AS AN LTE UNDER THE WFD GRANT; FORWARDED FROM BOARD OF HEALTH COMMITTEE

Motion by Black to approve the hiring of Sidney Rhody as the LTE Technician under the WFD grant, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION/ACTION OF DEPARTMENT'S ONGOING CASES

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Schumacher updated the committee on the number of CPS cases within the Social Services department that she is currently working on. She told the committee there are fifty (50) children in out of home care; which is twenty-eight (28) more than last month. It has been very stressful the past month. The committee asked why the cases are so high and Schumacher explained the past couple years the department had been closing cases without really checking into them which is the reason for the uptick in cases.

UPDATE AND REVIEW OF THE PERMANENCY PANEL; POSSIBLE ACTION

Jane Wilson has indicated she will join the permanency panel. Chelsea Payant will meet with the Social Services staff to teach them on the cases so they can start working on them; taking some of the burden off Schumacher giving her a chance to get some administrative work done. Schumacher is working on the DEC program with Officer Crum and is hoping to get it up and running soon.

DISCUSSION/ACTION ON CHANGING THE FOSTER CLOSET INTO A COMMUNITY CLOSET

Schumacher explained the VFW building holds a foster closet that is used to give out things like diapers, etc. for the foster parents in need; she is seeing a lot more need in the community than just foster parents and would like to include all families in need. Schumacher would like to get approval to change the closet as she has many ideas for future drives.

Motion by Black to change the Foster Closet to a Community Closet, second by Lukas. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- Carlson Dettmann Wage Study
- Reduction in wage scale (%) for new employees
- Shared positions with other counties

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, second by Skallerud. All present voting (AYE). Motion carried. Meeting adjourned at 7:14 p.m.