

## PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL  
DATE: OCTOBER 24, 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.

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

Motion carried.

### ROLL CALL

Present: Anderson, Chaney, Goode, Lukas, Skallerud

Absent: Dailey, Landru

Others Present: Nora Matuszewski, Cindy Gretzinger, Lynne Black, Jeff Marvin, Alex Walrath, Mark Chrisman, Travis Wollenberg, Penny Carter, Christy Doane

### APPROVE AGENDA

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

### APPROVE MINUTES FROM THE PERSONNEL MEETING FROM THE SEPTEMBER 25, 2023 MEETING

Motion by Lukas, to approve the minutes from the Personnel meeting from September 25, 2023, second by Chaney. 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, and pursuant to Wis. Stat. § 19.85(1)(f)” considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data,” this closed session relates to:

- Interim Highway Commissioner - Wage

Motion by Skallerud to convene into closed session, second by Goode: 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 to take action if appropriate, on matters discussed in closed session, second by Chaney. All present voting (AYE). Motion carried.

Motion by Skallerud to continue with the Interim Commissioner's current wage, which is beyond the normal interim amount of \$2.50, until the position is elected full-time on January 1, 2024, second by Chaney. All present voting (AYE). Motion carried.

**DISCUSSION ON THE HEALTH DEPARTMENT – PUBLIC HEALTH ASSISTANT AND PUBLIC HEALTH CLERK INCREASE SICK/VACATION CONTRARY TO THE JOB DESCRIPTION**

Skallerud explained the positions are not changing or the job descriptions – and upon further review the increased hours were based on grant funding. The use of grant funding for benefits without a change to the job description changes the request.

No Action

**DISCUSSION ON A REQUEST FOR AT-HOME WORK FOR THE I.M. DEPARTMENT; POSSIBLE ACTION**

Anderson explained that the handbook is clear that the County does not have a work-from-home policy. Any work-from-home granted would have to be an extreme extenuating circumstance.

No Action

**DISCUSSION FOR OFF-SITE WORK FOR LEAD SOCIAL WORKER/DIRECTOR; POSSIBLE ACTION**

Massey had a letter of work offsite for her and the director of Social Services. The committee again repeated that there is not a work-from-home policy and suggested that the two meet in another office or room in the building such as the jury room.

No Action

**DISCUSSION ON PARK SEASONAL WORKER PAY INCREASE FOR 2024 BUDGET YEAR BY .25; POSSIBLE ACTION**

This request was forwarded from Forestry; the department had already accounted for it in the 2024 budget, which would not increase what was budgeted for in 2023.

Motion by Skallerud to approve a .25 increase for a three-year period, then remain that rate at that time, second by Chaney. All present voting (AYE). Motion carried.

**DISCUSSION ON AND POSSIBLE APPROVAL OF A NEW POSITION AND JOB DESCRIPTION FOR AN ADDED PART-TIME MAINTENANCE EMPLOYEE TO THE MAINTENANCE DEPARTMENT; POSSIBLE ACTION AND FORWARDING TO FULL COUNTY BOARD FOR APPROVAL**

Motion by Lukas to approve the job description/position for 8 hours a week and forward to full county board for approval, second by Chaney. All present voting (AYE). Motion carried.

**DISCUSSION ON AND POSSIBLE APPROVAL OF A NEW POSITION AND JOB DESCRIPTION FOR A GRANT FUNDED POSITION IN THE SHERIFF DEPARTMENT- RURAL VIOLENT CRIME PREVENTION DEPUTY; POSSIBLE ACTION AND FORWARDING TO FULL COUNTY BOARD FOR APPROVAL**

The committee spoke to Marvin and Walrath about the position and it being grant funded. They asked them if there would be any chance this position would be extended after the three-year period with grant funding. Marvin told the committee that does not typically happen and any new deputy employee coming in they would inform them that their position could possibly be eliminated in three years as the person holding the position would hold seniority over them.

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Motion by Skallerud to move forward to the full county board as a three-year grant funded position, second by Goode. All present voting (AYE). Motion carried.

### DISCUSSION ON AND POSSIBLE APPROVAL OF A NEW PART-TIME POSITION AND JOB DESCRIPTION FOR THE ZONING OFFICE DURING SUMMER HOURS; POSSIBLE ACTION AND FORWARDING TO FULL COUTNY BOARD FOR APPROVAL

Motion by Skallerud to approve the job description/position presented (16 hours per week @ \$15.00 per hour) and forward to full county board for approval, second by Goode. All present voting (AYE). Motion carried.

### UPDATE ON THE COURT OFFICER FROM THE SHERIFF DEPARTMENT

Marvin is currently looking at the schedule and the only difficulty he can see would be when there is Jury. The deputies he has now are all working on regular shift because he is using his investigators. Doane (Clerk of Courts Office) makes the Sheriff Department aware of when there is or is not an officer needed in court.

### FUTURE AGENDA ITEMS

- Meeting with Judge
- Next Meeting – December 7<sup>th</sup>, 2023 at 4:30 p.m.

### ADJOURNMENT

There being no further business, motion by Skallerud to adjourn, second by Chaney. All present voting (AYE). Motion carried. Meeting adjourned at 5:35 p.m.