

## PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL  
DATE: FEBRUARY 8, 2024  
TIME: 4:00 P.M.  
PLACE: FOREST COUNTY BOARDROOM

### CALL TO ORDER

Skallerud called the meeting to order at 4:00 p.m. and read the agenda

### ROLL CALL

Present: Chaney, Goode, Lukas, Skallerud

Absent: Dailey, Landru

Others Present: Nora Matuszewski, Cindy Gretzinger, Penny Carter, Mark Chrisman, Amy Gatton

### APPROVE AGENDA

Motion by Goode to amend the agenda to move item #11 (Highway) up to #8 after closed session, second by Marvin. All present voting (AYE). Motion carried.

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

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

### APPROVE PERSONNEL MINUTES FROM THE JANUARY 17, 2024 MEETING

Motion by Chaney, to approve the minutes from the Personnel meeting from January 17, 2024, second by Lukas. 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 responsibility, and Wis. Stat. § Sec.19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session,” this closed session relates to:

- 1) Deputy Union – Agreement to modify current contract based on referendum passage

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

- 1) No Action – The union submitted in writing they would be staying with their current contract

#### DISCUSSION ON POTENTIAL UPDATED JOB DESCRIPTIONS FOR THE HIGHWAY DEPARTMENT; POSSIBLE ACTION

The committee asked Chrisman to take his job descriptions to his committee first for approval and discuss with them if they wish to have the positions re-evaluated by Dettmann and how it would be funded; then bring back to Personnel and Finance for approval.

#### 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 responsibility, and Wis. Stat. § Sec.19.85.” this closed session relates to:

- 1) Interviews – PH Health Director
- 2) Department Heads – Vacation schedule
- 3) Clerk of Courts – Additional duties/compensation

Motion by Chaney to convene to closed session, second by Marvin. All present voting, Marvin (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 Chaney to reconvene to open session to take action, if appropriate on matters discussed in closed session, second by Marvin. All present voting (AYE). Motion carried.

- 1) Motion by Chaney to offer the Public Health Director (Officer) position to Amy Gatton at a salary of \$80,000 per year with four (4) weeks of vacation every year until she reaches the next level of vacation, based on years of experience; offer her the interim position until she is able to start full-time at a rate of \$35.00 per hour, second by Marvin. All present voting (AYE) (4); Abstain (1), Goode. Motion carried.
- 2) No Action
- 3) Motion by Goode to approve creating a contract with additional duties offered to the current Clerk of Courts and forward to finance for a salary, second by Chaney. All present voting (AYE). Motion carried.

#### DISCUSSION ON THE PUBLIC HEALTH INTERIM OFFICER; POSSIBLE ACTION

Addressed in the above motion for the Public Health Officer.

#### FUTURE AGENDA ITEMS

- Highway Department – Wage study discussion
- Communications director – Job description update
- Part-time court officer – Job description approval

#### ADJOURNMENT

There being no further business, motion by Goode to adjourn, second by Chaney. All present voting (AYE). Motion carried. Meeting adjourned at 6:29 p.m.