

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL/AGING
DATE: MAY 15, 2024
TIME: 4:30 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Skallerud called the meeting to order at 4:30 p.m. and read the agenda. He will be filling in so there is a quorum for the

ROLL CALL

Present: Dailey, Landru, Lukas, Marvin, Skallerud,

Absent: Goode, Gretzinger, Miller

Others Present: Shannon Boney, Amy Gatton, Jessica Wilson, Eddie Quade, Mark Chrisman, Heather Flannery, Tracy Ferraro, Nora Matuszewski

APPROVE AGENDA

Motion by Lukas to approve the agenda as presented, forego reading of it and allow the Chair to move items as necessary, second by Dailey. All present voting (AYE). Motion carried.

APPROVE PERSONNEL MINUTES FROM THE APRIL 12, 2024, MEETING

Motion by Dailey to approve the minutes from the Personnel meeting from April 12, 2024, seconded by Marvin. 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)(g) Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved,” this closed session relates to:

- Staff Nurse – Interview; promotion from within the department
- Child Support – Interview; promotion from within the department
- Social Services/Aging Fiscal position – structure, wage; forwarded from Social Services

Motion by Lukas to convene to closed session, second by Marvin. All present voting: Dailey (AYE), Landru (AYE), Lukas (AYE), Marvin (AYE), Skallerud (AYE). Motion carried.

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

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

Motion by Lukas to approve Jessica Wilson for the staff nurse position as a department promotion, second by Marvin. All present voting (AYE). Motion carried.

Motion by Marvin to promote Heather Flannery to the Child Support Specialist position, second by Landru. All present voting (AYE). Motion carried.

Motion by Marvin to approve the Fiscal (Finance) job description that was prepared and forward to Finance for approval and wage range; possible forwarding to full County Board for approval, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON POSTING CHILD SUPPORT RECEPTION POSITION

Motion by Dailey to approve the updated job description and wage range of \$18.00-\$20.02; forward to Finance for approval and possible forwarding to full County Board for approval, second by Lukas. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON POSTING MEAL SITE MANAGER POSITIONS AT ALVIN AND CRANDON MEAL SITES

Motion by Landru to post position as approved with mileage at the Alvin meal site, second by Dailey. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON HIRING OF OPEN POSITIONS

There was discussion about the crisis they are having at the Highway Department being down one mechanic and within the next two months another retiring. They have only had one applicant in the last year apply and the person did not come to the interview because of the wage. The Commissioner will take a look at the job description and bring it to the Highway Committee for discussion before bringing it back to the next Personnel/Finance meeting.

UPDATE OF DEPARTMENT OF LABOR OVERTIME EXEMPTION RULE FOR SALARIED WORKERS

The Clerk wanted to update the committee on the updated exempt salary range for 2024 and 2025.

FUTURE AGENDA ITEMS

- PHN Health Nurse
- Highway Job Description

ADJOURNMENT

There being no further business, motion by Marvin to adjourn, seconded by Landru. All present voting (AYE). Motion carried. The meeting adjourned at 6:24 p.m.