

## PERSONNEL COMMITTEE MINUTES

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COMMITTEE:	PERSONNEL
DATE:	JULY 23, 2024
TIME:	9:00 A.M.
PLACE:	FOREST COUNTY BOARDROOM

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### CALL TO ORDER

Skallerud called the meeting to order at 9:00 a.m. and read the agenda.

### ROLL CALL

Present: Gretzinger, Landru, Lukas, Marvin, Skallerud

Absent: Dailey, Goode

Others Present: Nora Matuszewski, Tracy Ferraro, Kathy Fohrman, Shannon Boney, Amy Gatton, Kayla Littleton

Motion by Marvin to add approving the May 15<sup>th</sup> Personnel/Aging minutes to the agenda, second by Lukas. All present voting (AYE). Motion carried.

### APPROVE AGENDA

Motion by Lukas to approve the agenda as presented allowing the chairman to adjust the items to fit the committee needs, second by Marvin. All present voting (AYE). Motion carried.

### APPROVE MINUTES FROM THE MAY 15, 2024 PERSONNEL/AGING AND THE MAY 21, 2024 PERSONNEL/FINANCE COMMITTEE MEETINGS

Motion by Gretzinger to approve the May 15, 2024 Personnel/Aging and May 21, 2024 Personnel/Finance minutes, second by Marvin. All present voting (AYE). Motion carried.

### PUBLIC COMMENT

Gretzinger thanked the committee and Ron for taking her place while she was sick and for supporting her. She told the committee she did not realize how sick she was and she is feeling better and getting back to where she is able to get back to meetings.

### 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, this closed session relates to:

- Multiple department employee interviews (Health, Child Support, Social Services, Aging)
- Finance Administrator interview: possible promotion from within the County
- ADRC- Job Descriptions and classifications for positions
- Compensation request – Social Services Fiscal aid employee
- Land Conservation Director- Retirement
- Land Conservation Director; possible promotion from within the County

Motion by Gretzinger to convene to closed session, second by Lukas. All present voting: Gretzinger(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 Lukas 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.

Motion by Lukas to offer the Alvin Meal Site Manager position to Dale Reetz, contingent on successful drug and background screenings, second by Marvin. All present voting (AYE). Motion carried.

Motion by Marvin to offer the Economic Support Worker position to Faith Becker, contingent on successful drug and background screenings, second by Lukas. All present voting (AYE). Motion carried.

Motion by Lukas to offer the Child Support Administrative Assistant to Theresa Faucher, second choice Christine Bieszk, with a starting wage of \$19.75 based on education and experience, contingent on successful drug and background screenings, second by Gretzinger. All present voting (AYE). Motion carried.

Motion by Lukas to offer the staff nurse position to Morgan Seidl, contingent on successful drug and background screenings, second by Marvin. All present voting (AYE). Motion carried.

Motion by Marvin to promote Danielle McLaughlin to the Finance Administrator, at a salary of \$70,000, with a 6-month review and possible wage adjustment at that time, second by Gretzinger. All present voting (AYE). Motion carried.

Motion by Marvin to approve all ADRC job descriptions and forward to Finance for approval, second by Lukas. All present voting (AYE). Motion carried.

Compensation request – Social Services Fiscal Aid employee – No Action

Land Conservation Director Retirement – No Action

Motion by Gretzinger to promote Kayla Littleton to the Land Conservation Director and Land Information Director, with wages set at \$58,472.00 for LCC and \$6,000 for Land Information, starting at beginning of payroll, second by Lukas. All present voting (AYE). Motion carried.

**DISCUSSION ON A NEW JOB DESCRIPTION IN THE HEALTH DEPARTMENT;  
POSSIBLE ACTION AND FORWARDING TO FULL COUNTY BOARD FOR APPROVAL**  
Motion by Lukas to approve the new job description with one change to add the requirement of earning a bachelor in the field of Nursing within three years of beginning full-time employment; forward to full County Board for approval in resolution form, second by Marvin. All present voting (AYE). Motion carried.

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### DISCUSSION ON AN UPDATED JOB DESCRIPTION FOR THE LAND CONSERVATION- LAND INFORMATION DIRECTOR; POSSIBLE ACTION

Motion by Marvin to approve the updated job description , second by Gretzinger. All present voting (AYE). Motion carried.

### FUTURE AGENDA ITEMS

- Position vacancies – Interviews
- HSC – Job Descriptions

### ADJOURNMENT

Motion by Marvin to adjourn, second by Gretzinger. All present voting (AYE). Motion carried.  
Meeting adjourned at 2:39 p.m.