

PERSONNEL COMMITTEE MINUTES

COMMITTEE:	PERSONNEL/FINANCE
DATE:	AUGUST 6, 2024
TIME:	9:00 A.M.
PLACE:	FOREST COUNTY BOARDROOM

CALL TO ORDER

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

ROLL CALL

Present:

Finance: Chaney, Decorah, Gretzinger, Lukas, Marvin

Personnel: Chaney (fill) Gretzinger, Landru, Lukas, Marvin, Skallerud

Absent: Dailey, Goode

Others Present: Nora Matuszewski, Mark Chrisman

APPROVE AGENDA

Motion by Chaney to approve the agenda with one addition to add the AES invoice at the end of the items for the agenda, second by Marvin. All present voting (AYE). Motion carried.

APPROVE MINUTES FROM THE JULY 23, 2024 PERSONNEL AND THE JULY 30, 2024 FINANCE COMMITTEE MEETINGS

Motion by Skallerud to approve the July 23, 2024 Personnel minutes, second by Marvin. All present voting (AYE). Motion carried.

Motion by Chaney to approve the July 30, 2024 Finance minutes, second by Gretzinger. 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 Sec. 19.85(1)(f) 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:

- ADRC- Job Descriptions -Wage
- HSC Director Job Descriptions
- Highway Officer Manager Job Description
- Administrative Assistant Job Description
- DHS – HSD Crisis Intervention plan

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

Motion by Marvin to approve the ADRC job descriptions; forward to full County Board in resolution form for approval, second by Lukas. All present voting (AYE). Motion carried.

Motion by Marvin to approve the HSD job description and forward to full County Board for approval in resolution form, second by Landru. All present voting (AYE). Motion carried.

Motion by Skallerud to update the Highway Officer position with wage of \$17.88-\$25.41, second by Landru. All present voting (AYE). Motion carried.

Motion by Landru to approve the Administrative Assistant II job description and forward to full County Board in resolution form for approval, second by Marvin. All present voting (AYE). Motion carried.

DHS -HSD Crisis intervention plan – No Action

DISCUSSION/ACTION ON THE ADRC BUDGET FOR 2025

Motion by Marvin to approve the ADRC budget for 2025 and forward to full County Board with the budget process for approval, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON THE 2025 BUDGET

The two committees will meet jointly for the rest of the budget cycle and have set up the first meeting for:

August 15, 2024 at 9:00 a.m.

August 26, 2024 at 9:00 a.m.

September 4, 2024 at 9:00 a.m.

DISCUSSION/ACTION ON A PIP FORM AND PROCESS

Motion by Lukas to approve the PIP process and form to be approved by the Administrative Coordinator and board member Marvin, second by Marvin. All present voting (AYE). Motion carried.

DISCUSSION ON THE PURCHASE OF TWO (2) 18 TERABYTE DRIVES (\$740) AND ONLINE BACKUP 600GB FOR 6 TERABYTE (\$1,500), USE OF LATCF FUNDS; POSSIBLE ACTION

Motion by Gretzinger to approve the purchases using LATCF funds and if possibly it is covered by insurance reimburse the fund, second by Chaney. All present voting (AYE). Motion carried.

UPDATE OF LATCF FUNDS

The Clerk updated the committee on the balance left in the LATCF funding

PERSONNEL COMMITTEE MINUTES

UPDATE OF SALES TAX

The Clerk updated the committee on the latest Sales Tax

DISCUSSION/ACTION ON THE AES INVOICE FOR LIGHTNING DAMAGE

Motion by Chaney to approve the AES invoice out of LATCF funding, second by Marvin. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS

- 2025 Budget

ADJOURNMENT

Motion by Chaney to adjourn, second by Landru. All present voting (AYE). Motion carried.

Meeting adjourned at 11:40 a.m.