

PERSONNEL COMMITTEE MINUTES

COMMITTEE:	PERSONNEL/FINANCE
DATE:	AUGUST 26, 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: Chaney, Decorah, Gretzinger, Lukas, Marvin, Skallerud, Weber

Absent: Dailey, Goode, Landru, Moravec

Others Present: Nora Matuszewski, Danielle McLaughlin, Sandra Beauchaine, Erin Lane, Mark Chrisman, Travis Wollenberg

APPROVE AGENDA

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

APPROVE MINUTES FROM THE AUGUST 15, 2024 PERSONNEL/FINANCE COMMITTEE MEETING

Motion by Chaney to approve the August 15, 2024 Personnel/Finance minutes, second by Marvin. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Skallerud wanted to comment as this being the first meeting where all members would be able to vote on all items and a quorum of total members for the committees meeting would meet the requirement for voting purposes.

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:

- Interviews - Highway Office Manager

Motion by Marvin to convene to closed session, second by Chaney. All present voting: Chaney (AYE) Gretzinger (AYE), Decorah (AYE), Lukas (AYE), Marvin (AYE), Skallerud (AYE), Weber (AYE). Motion carried.

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

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

Motion by Marvin to approve the starting wage for the Highway Office Manager to be \$21.28 + Tier if applicable, with a 90-day performance review; further evaluation of the Highway Committee after testing has been performed, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION WITH COTTINGHAM AND BUTLER ON HEALTH INSURANCE OPTIONS FOR 2025
No Action

DISCUSSION/ACTION ON THE HUMAN SERVICE DEPARTMENT CONSULTANT AND FEES FOR ORGANIZATION, USING LATCF FUNDING
Skallerud explained the current consultant (Patrick Cork), who has been helping with the Human Service Center and now ADRC is very close to the \$5,000 already approved and there have been some additional things needed from him that would be helpful to finishing up.
Motion by Marvin to approve to raise the \$5,000 to not exceed \$7,500 for Patrick Cork Consulting, using LATCF, second by Weber. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON ADDITIONAL FEES FOR CONSULTANT FOR THE SOCIAL SERVICES/AGING; USING LATCF
No Action

DISCUSSION ON COUNTY RE-EVALUATION PER INSURANCE COMPANY
No Action

DISCUSSION/ACTION ON THE HEALTH DEPARTMENT DONATING ARPA FUNDS (\$10,000) FOR A HANDICAP ACCESSIBLE OUTDOOR BATHROOM FOR THE TOWN OF CASWELL AND (\$4,000) FOR AN EXAMING TABLE FOR THE HEALTH DEPARTMENT

The committee made one motion for items #12 and #15 because they both pertain to the Health Department spending ARPA funding.
Motion by Skallerud to approve the purchases for the handicap accessible outdoor bathroom for the Town of Caswell (\$10,000) and the examining table for the Health Department (\$4,000) using ARPA funding, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON A NEW INTERGOVERNMENTAL AGREEMENT FOR THE MEDICAL CORONER FOR 2025-2027
Motion by Gretzinger to approve the new intergovernmental agreement for the medical coroner agreement for the calendar years of 2025-2027, second by Weber. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON THE PURCHASE OF A NEW TRUCK FOR FORESTRY FROM THE PARK EXCESS REVENUES FROM 2024 BUDGET
Motion by Skallerud to approve purchasing the new truck out of the Variable Acreage reserve account and excess park funds if available; then research leased vehicles, second by Chaney. All present voting (AYE). Motion carried.

PERSONNEL COMMITTEE MINUTES

DISCUSSION/ACTION ON DHS 34 EMERGENCY MENTAL HEALTH SERVICES PROGRAM CERTIFICATION FEES FOR THE 2025 FOREST COUNTY DEPARTMENT OF HUMAN SERVICES, USING LATCF FUNDING

Skallerud explained this is something the department will need to have and it should not be more than \$4,000.

Motion by Gretzinger to approve the use of LATCF funding up to \$4,000 for the Emergency Mental Health Services Program Certification Fees for 2025, second by Weber. All present voting (AYE). Motion carried.

DISCUSSION ON THE 2025 BUDGET

Work Comp rates are not in and the Health Insurance is not finalized yet. The Clerk will work on an 8% increase for the Health Insurance and is still waiting for several departments to turn in budget worksheets. Those being the biggest not yet available are the Law Enforcement Center and Social Services. McLaughlin will be working with the Social Services Director on that departments budget tomorrow morning. The Clerk asked the committee for some direction on the wages for 2025.

Motion by Marvin to have the Clerk work on increases for the employees based on the Carlson Dettmann study along with the tier created for the study completed by the Clerk and Skallerud, as well as \$.50 and \$1.00 increase for employees for comparison, second by Skallerud. All present voting (AYE). Motion carried. The three different increases will show the committee the cost for each separately.

FUTURE AGENDA

- Cottingham and Butler Insurance options for 2025
- ARPA Funding for Handicap Ramp on Sheriff Residence building
- 2025 Budget
- Department Head Meetings – LCC, Sheriff & Jail, UW Extension, Veterans
- HR Attorney – Staffing and Budget

ADJOURNMENT

Motion by Skallerud to adjourn, second by Chaney. All present voting (AYE). Motion carried. Meeting adjourned at 11:34 a.m.