

## PERSONNEL COMMITTEE MINUTES

---

|            |                         |
|------------|-------------------------|
| COMMITTEE: | PERSONNEL/FINANCE       |
| DATE:      | SEPTEMBER 17, 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: Landru

Others Present: Nora Matuszewski, Danielle McLaughlin, Christy Conley

### APPROVE AGENDA

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

### APPROVE MINUTES FROM THE SEPTEMBER 4, 2024 PERSONNEL/FINANCE COMMITTEE MEETING

Motion by Chaney to approve the September 4, 2024 Personnel/Finance minutes, second by Skallerud. 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)(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 and 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:

1. Interview -Aging meal site manager
2. ADRC – Employee request for benefit carry-over
3. ADRC – Staffing
4. HSC – Staffing
5. Health Insurance – Broker’s and steps moving forward for benefits
6. Tower Attorney – Verizon tower Contract

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

1. Motion by Skallerud to offer the position to T. Collins the Crandon meal site manager, contingent on back ground check and drug test, second by Marvin. All present voting (AYE). Motion carried.

2. Motion by Gretzinger to allow current employees working at the ADRC, to carry prior years of service, including years of service of prior employees with Forest County over to Forest County when the transition is complete on January 1, 2025, non-precedent setting based on the transition of the ADRC to Forest County, second by Weber. All present voting (AYE). Motion carried.

3. No action

4. Motion by Gretzinger to approve the Organizational chart of the HSC as presented with one alteration; move the IM over to the ADRC side of the structure, second by Weber. All present voting (AYE). Motion carried.

Motion by Skallerud to subcontract a licensed clinical social worker to serve as the Clinical supervisor over a county employee, while they are working toward their licensure, second by Marvin. All present voting (AYE). Motion carried.

Motion by Gretzinger to appoint Tracy Ferraro as the Human Service Department Director on January 1, 2025, with the assistance of a subcontracted Clinical Supervisor; 1 year probation, second by Weber. All present voting (AYE). Motion carried.

5. Motion by Weber to change broker for the County Health Insurance; the new broker will be Cottingham and Butler, second by Chaney. All present voting (AYE). Motion carried.

6. Motion by Skallerud to leave the clause in the contract and check out the feasibility of insuring through the County, second by Chaney. All present voting (AYE). Motion carried.

## DISCUSSION/ACTION ON BUG TUSSEL DUE DILIGENCE QUESTIONNAIRE

The Personnel and Finance walked through the questions on the Due Diligence for the Clerk to return to answers to questions as follows.

### **I. Preliminary Limited Offering Memorandum**

1. Forest County Personnel and Finance Committee's – Ron Skallerud (Chair), Terry Lukas (Vice Chair), William Chaney (2<sup>nd</sup> Vice Chair), Bruce Decorah, Alan Marvin, & Anthony Weber.
2. None of the information is inaccurate
3. Nothing was omitted

### **II. Legal Matters**

1. N/A -None

## PERSONNEL COMMITTEE MINUTES

2. None
3. None
4. None

### **III. General**

1. Yes
2. Forest County has struggled with keeping a finance employee in the Social Services/Aging departments and the Social Services department has undergone a complete turnover, which included the Director, in the past few years. Forest County has worked to hire consultants, which did complete the needed corrections, so, the County has hired a Financial Administrator, who is working on getting the department where it needs to be to clean up any issues. It is going very well thus far.
3. None
4. Forest County recently had a Cyber Attack, but, it did not affect any of the finances and to the County knowledge, nothing has been leaked to the Dark Web or breached, other than the GIS and possibly some papervision (not sure of name). The attack was caught before they were able to breach any of our employee programs, etc.

### **IV. Financial; Debt; Liabilities**

1. Yes.
2. No
3. No
4. No – The County would use unrestricted funds in the General Fund to satisfy the replenishment if needed the first year of a default and the next year the County would have to bond out or assess on the levy the next year.

### **DISCUSSION/ACTION ON LABOR DAY EVENTS AND POLICY FOR EVENTS IN THE COUNTY WHICH REQUIRE PULIC SAFETY COVERAGE**

There was discussion about a policy for events that covered only Forest County Land with an ordinance to back it up for enforcement.

### **DISCUSSION/ACTION ON SGT'S WORK AT THE JAIL AND ADDITIONAL DOORS THAT NEED TO BE DONE; POSSIBLE FUNDING**

Walrath asked the committee to hold off because they finally were able to get a return call from SGT's and the management is not happy with their staff at all. The company was not aware the project was not completed or that there were issues. The Technician that came was working on finishing the installation job and he did not know about the additional doors or that the card access was not working for all doors. Skallerud requested Walrath get a copy of the proposal because the doors in question, he thinks, three of them were in the original proposal. Walrath will check into that and get back to the committee.

### **DISCUSSION/ACTION ON COURTHOUSE TREE REMOVAL**

Motion by Skallerud to approve the quote for the tree removal from Votis Tree Removal in the amount of \$1,700 and to take the cost out of the Capital Repair Account, second by Marvin. All present voting (AYE). Motion carried.

#### DISCUSSION/ACTION ON MAPS

No action

#### UPDATE: TREASURER'S REPORT

The Treasurer had the updated investment report and talked to the committee about interest rates not being as high as they have been.

#### DISCUSSION/ACTION ON THE 2025 BUDGET

Motion by Weber to institute the Carlson Dettmann wage study and put it into the budget at the midpoint, second by Decorah. All present voting (AYE). Motion carried.

#### FUTURE AGENDA ITEMS

- 2025 Budget
- Next meetings September 25<sup>th</sup> (8:00 a.m.) and October 7<sup>th</sup> (9:00 a.m.)

#### ADJOURNMENT

Motion by Skallerud to adjourn, second by Chaney. All present voting (AYE). Motion carried.  
Meeting adjourned at 1:45 p.m.