

## PERSONNEL COMMITTEE MINUTES

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COMMITTEE:	PERSONNEL/FINANCE
DATE:	NOVEMBER 20, 2024
TIME:	9:00 A.M.
PLACE:	FOREST COUNTY BOARDROOM

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### CALL TO ORDER

Lukas called the meeting to order at 9:00 a.m. and read the agenda. Skallerud removed Landru and Dailey from the committee.

### ROLL CALL

Present: Chaney, Goode(9:20a.m.), Gretzinger (11:20a.m.) Lukas, Marvin, Skallerud, Weber

Absent: Decorah

Others Present: Nora Matuszewski, Danielle McLaughlin, Jeannie Fannin, Sandra Beauchaine

### APPROVE AGENDA

Motion by Weber to amend the agenda to add under closed session: Register of Deeds request for employee benefits, Health Insurance benefits change, Aging Director request of 10-hour shifts, second by Marvin. All present voting AYE. Motion carried.

### APPROVE MINUTES FROM THE OCTOBER 18, 2024 PERSONNEL/FINANCE COMMITTEE MEETING

Motion by Skallerud to approve the October 18, 2024 Personnel/Finance minutes, second by Marvin. All present voting (AYE). Motion carried.

### PUBLIC COMMENT ON AGENDA ITEMS

None

### DISCUSSION/ACTION ON MEMO FOR THE PAPER ON THE 2025 BUDGET

The committee discussed the memo for the paper and added the % reduction for the Lake Metonga Association donation and a few other minor items.

Motion by Skallerud to approve the memo with additions and send to the local paper for publishing, second by Chaney. All present voting AYE. Motion carried.

### DISCUSSION/ACTION ON APPROVAL OF UPDATED JOB DESCRIPTIONS OF PATROLMAN I AND PATROLMAN II; WAGE INCREASE PER WAGE STUDY

Motion by Marvin to approve the updated job descriptions, category and wage increase because it will have no impact on the Highway budget; as of January 1, 2025, second by Weber. All present voting AYE. Motion carried.

### DISCUSSION/ACTION ON APPROVAL OF UPDATED JOB DESCRIPTION OF ASSISTANT ZONING/RECYCLING ADMINISTRATOR/LAND CONSERVATION ADMIN ASSISTANT; WAGE INCREASE PER WAGE STUDY

Motion by Marvin to approve the updated job description and category change; remove the 2025 part-time summer help to cover the increased wage and implement on January 1, 2025, second by Chaney. All present voting AYE. Motion carried.

**DISCUSSION/ACTION ON APPROVAL OF UPDATED JOB DESCRIPTION OF LAND CONSERVATION TECHNICIAN AND POSTING OF SAID POSITION AND LAND CONSERVATION/LAND INFORMATION DIRECTOR**

Motion by Skallerud to approve the updated job descriptions of the Land Conservation Technician and the Land Conservation/Land Information Director and post Land Conservation Technician position, second by Goode. All present voting AYE. Motion carried.

**DISCUSSION/ACTION ON EMPLOYEE BENEFIT PACKAGE MEMO**

The Clerk presented an updated employee benefit package memo to be approved.

Motion by Skallerud to approve the updated benefit summary sheet, second by Weber. All present voting AYE. Motion carried.

**DISCUSSION/ACTION ON VACATION CARRY-OVER FOR HIGHWAY SHOP SUPERINTENDENT**

E. Quade requested 40-hours of vacation carry-over because he has not been able to use the vacation because they are short-staffed.

Motion by Skallerud to approve 40-hours of vacation carry-over for E. Quade to be used by March 30<sup>th</sup>, 2025, second by Goode. All present voting AYE. Motion carried.

**DISCUSSION/ACTION OF VACATION CARRY-OVER HOURS FOR SOCIAL SERVICES LEAD BECAUSE OF EXTENUATING CIRCUMSTANCES**

Ferraro has requested that M. Ison be allowed to carry-over 40-hours of vacation because of the short-staffing situation they have been in.

Motion by Chaney to allow 40-hours of vacation carry-over until March 30<sup>th</sup>, 2025, second by Goode. All present voting AYE. Motion carried.

**DISCUSSION/ACTION ON THE CHRISTMAS EVE PAYROLL- OPTIONS FOR ADDITIONAL HOURS REQUESTED FOR PAYROLL CLERK**

The Clerk explained that this year Christmas and Christmas Eve fall on a Tuesday and Wednesday. This creates an issue because it is a payroll week and the payroll may not be able to be completed in one day. The Clerk will help with the payroll to try to complete it by Monday night, but there are no guarantees, especially if departments do not turn in their timecards by Monday morning; this is already been somewhat of an issue. The Clerk does not want the payroll running into Christmas Eve, so, she is requesting overtime hours for the additional hours worked if they are forced to work on Christmas Eve.

There was discussion on the payroll portal and interfacing with the other departments to make this a more streamlined process. The Clerk will reach out to Workhorse again.

Motion by Weber to approve the overtime hours, second by Marvin. All present voting AYE. Motion carried.

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### DISCUSSION/ACTION ON BRINGING THE ADRC STAFF ONTO PAYROLL BEFORE THE END OF 2024 AND INVOICING FOR THEIR SERVICES THROUGH THE CONSORTIUM FOR THAT TIME PERIOD

Motion by Weber to approve bringing them on to payroll and invoice for services beginning on December 8<sup>th</sup>, 2024, pending the ADRC Board decision to approve, second by Marvin. All present voting AYE. Motion carried.

### 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 considering financial, medical, social, personal histories or disciplinary persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely to have an adverse effect on the reputation of the person referred Wis. Stat. § Sec. 19.85(1)(f),” this closed session relates to:

1. Register of Deeds – Request for employee benefits
2. Aging Director – Work hours
3. Health Insurance Plan – Benefits for employees
4. Highway salaried staff – Compensation for additional duties
5. Policy – Employee work accommodation stemming from injuries happening outside of the workplace
6. Policy – Employee conflict of interest employment policy/form for all staff

Motion by Weber to convene to closed session, second by Goode. All present voting: Chaney (AYE), Goode (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 Marvin. (11.15 a.m.)

1. Motion by Weber to deny the request based on violation of handbook policy for resignations in good standing, second by Marvin. All present voting AYE. Motion carried.
2. Motion by Skallerud to deny the 10-hour shifts at this time, the Human Services Director can address the request for 2025, if appropriate, second by Weber. All present voting AYE. Motion carried.
3. Motion by Skallerud to open up, if possible, a two-tier policy option to the General staff which would be the HSA for the HDHP, or the HRA with the lower deductible, second by Chaney. All present voting AYE. Motion carried.
4. Motion by Marvin to leave up to the Highway management team, to use discretion of work schedule for the Highway Commissioner and the Patrol Superintendent within each pay period, until the Highway staff can be brought up to normal and to the Highway committee satisfaction, second by Goode. All present voting AYE. Motion carried.
5. Motion by Skallerud to work with Clerk on a policy for off work injuries and working on County time policy for all employees; bring back to the next committee for approval, second by Marvin. All present voting AYE. Motion carried.

6. Motion by Skallerud to work with the Clerk to come up with a policy for conflict of interest and form that will be presented to all employees, second by Weber. All present voting AYE. Motion carried.

#### DISCUSSION/ACTION ON THE COUNTY CLERK ATTENDING A BADGER BOOKS PRESENTATION ON DECEMBER 12, 2024 IN WESTON FOR ELECTION STREAMLINING

Motion by Goode to approve the request to travel to the presentation, second by Chaney. All present voting AYE. Motion carried.

#### UPDATE: SALES TAX

The Clerk presented the Sales tax update for the year. She explained that beginning this year the Sales Tax will be backed up two months to get it in the correct year. This was an auditor suggestion moving forward.

#### FUTURE AGENDA ITEMS

- Policy – Injured, off-duty
- Newspaper subscriptions
- Republic – Garbage contract renewal
- Drug testing consortium and future of program
- Bug Tussel – County Guarantee fee
- Policy – Conflict of Interest
- Personnel Policy – Discussion/Action item

#### ADJOURNMENT

Motion by Chaney to adjourn, second by Goode. All present voting (AYE). Motion carried. Meeting adjourned at 11:39 a.m.