



MEETING MINUTES

Committee: Personnel
Date: Thursday, August 3, 2017
Time: 9:00 a.m.
Location: Courthouse-Room 203

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 9:00 a.m.
2. Roll call was conducted.

PERSONNEL COMMITTEE			
Name	Role	Status	
Doug Nonnenmacher	Chair	Present	
Pete Pennington	Member	Present	
Dick Hurlbert	Member	Present	
Jim Jansen	Member	Present	
Arlene Bonacci	Member	Present	

Non- Committee Members Present			
Name	Interest	Name	Interest
Robin Stowe	Corp. Counsel	Marilyn Baraniak	Clerk of Court
Alisha Resch	HR Director	Elizabeth Constable	District Attorney
Sheriff Westen	Sheriff Department	Carlene Nagel	Finance Director
Becky Rank	Deputy Clerk	Chet Haatvedt	Register of Deeds
Brenda Mayr	Register of Probate/Juvenile	Judge Rhode	Judge
Brian Braun	Highway Commissioner	John Schunke	Sheriff Department

3. **Approve previous meeting minute of July 6, 2017 Personnel Committee Meeting.** Motion by Pennington, second by Jansen to approve the minutes for July 6, 2017. All ayes, motion carried.
4. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** None
5. **Meet with Department Heads for which the Committee maintains oversight: Probate/Juvenile, Register of Deeds, Human Resource Director, Clerk of Courts and District Attorney regarding review and approval of 2018 and 2019 departmental budgets.**

Register of Deed's Budget: Budget presented by Chet Haatvedt. Motion by Hurlbert, second by Pennington to approve the Register of Deeds budget. All ayes, motion carried.

Register of Probate/Circuit Court: Budget presented by Judge Rhode and Brenda Mayr. Motion by Hurlbert, second by Bonacci to approve the Register of Probate/Circuit Court budget. All ayes, motion carried.

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District Attorney's Budget: Budget presented by Elizabeth Constable. Motion by Hurlbert, second by Pennington to approve the District Attorney budget. All ayes, motion, carried.

Clerk of Court's Budget: Budget presented by Marilyn Baraniak. Motion by Pennington, second by Bonacci to approve the Clerk of Court budget. All ayes, motion carried.

Human Resources' Budget: Budget presented by Alisha Resch. Motion by Hurlbert, second by Bonacci to approve the budget and send it on to the Finance Committee with the recommendation that the training budget is sufficient to support two full-time positions and the monies budgeted to retain outside labor / employment legal counsel be moved into the Human Resource budget. All ayes, motion carried.

Recess was taken at 10:07 a.m. to 10:15 a.m.

6. **Discuss Corrections/Dispatch Training Officer incentive pay.** Sheriff Westen and Chief Deputy Sheriff John Schunke asked the Committee to approve an incentive pay of \$1.00 per hour for Corrections/Dispatch employees that train new hires. Incentive pay would only be approved for active training hours. This incentive would have a minimal impact on the Sheriff's budget.

Motion by Pennington, second by Bonacci to approve the incentive pay of \$1.00 per hour for employees in the Corrections/Dispatch Department for active training hours, effective immediately. All ayes, motion carried.

7. **Consider request from Ron Barger, Health and Social Services Director, to refill Office Assistant.** Alisha Resch asked the Committee to approve the refill of the budgeted vacant Office Assistant position in the Health and Social Services Department, as this vacancy needs approval of Oversight Committee and Personnel Committee.

Motion by Hurlbert, second by Jansen to approve the refill of the vacant Office Assistant position in the Health and Social Services Department. All ayes, motion carried.

8. **Review and revise Personnel Policies, if any.**

- a. **Reconsider policy for one-time payment for temporary work assignments.** The Handbook was changed to eliminate the potential for one-time payments to hourly employees in favor of allowing hourly employees to simply work more hours. However, when an hourly employee is assigned higher compensable work, then the Committee may need to consider adopting a policy that allows a one-time payment in certain circumstances in which the hourly rate no longer serves as a reasonable basis for comparison.

Discussion was held on if an employee is assigned higher compensable work; a policy should be made before an employee is assigned higher compensable work. For example, the Department Head needs approval from the Oversight Committee and Personnel Committee and compensation would be considered and determined at that time. The Committee asked that Alisha Resch and Robin Stowe work together to create a policy to reflect this. Information only.

Motion by Pennington, second by Jansen to excuse Bonacci at 10:25 a.m., All ayes, motion carried.

- b. **Reconsider policy for new hire placement on Compensation Matrix while on probationary period.** Resch suggested the wording be adjusted on the policy that would allow for an adjustment of

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compensation during the probationary period, adding with wording new employees (or employee who are promoted/transferred to another position) are eligible to advance to the next compensation step in the following instances: Policy attached below.

Motion by Pennington, second by Hurlbert to approve the wording change for new hire placement on Compensation Matrix while on probationary period. All ayes, one absent, motion carried.

9. Human Resources Director's Report. (Explanatory Note: Given the nature of the personnel matters contained within the Director's report, it may be necessary to discuss certain parts of the Director's report in closed session.) Resch updated the Committee on recruitments.

- 2-Social Workers have been hired, on-boarding is in process
- 1-Health/Social Office Assistant- Recruitment is in process
- 1-Economic Support Specialist will be starting on August 8, 2017
- 1- Sheriff's Deputy is being on-boarded and the second Sheriff's Deputy is finishing training then will begin the process of on-boarding
- Correction Officer, on-boarding new employee
- 1- Emergency Management- Recruitment is in process
- 1-Staff Accountant will be starting on August 14, 2017
- 1-Assistant HR Director will be starting on August 7, 2017

10. At approximately 10:15 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; continuation of Human Resources Director's report.

Motion by Pennington, second by Hurlbert to move into closed session. Chairman Nonnenmacher, aye; Hurlbert, aye; Jansen, aye; Pennington, aye; Bonacci absent. The Committee commenced to closed session at 11:00 a.m.

Chairman Nonnenmacher asked Alisha Resch and Robin Stowe to remain in closed session.

11. At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed in closed session.

Motion by Pennington, second by Hurlbert to return to open session. All ayes, one absent, motion carried. The Committee returned to open session at 11:15 a.m. No action taken during closed session.

12. Set date for next meeting: Thursday, September 7, 2017 at 8:30 a.m., Courthouse Room 203

13. Adjourn the Meeting. Motion by Pennington, second by Jansen to adjourn the meeting at 11:17 a.m. All ayes, one absent, motion carried.

Minutes transcribed and submittedⁱ by:

Becky Rank,
Recording Secretary

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A Department Head is authorized to refill a vacant position with the Human Resources Director negotiating the wage up to the control point, e.g., Step 5 and an additional step on the Compensation Matrix with the exception of Department Head positions. If additional funds are required for the hire, then the Oversight Committee and the Finance Committee will need to determine the funding source. New employees (or employee who are promoted/transferred to another position) are eligible to advance to the next compensation step in the following instances:

- 1 One step after 12 months (with approval of Department Head)
- 2 One-time adjustment during the probationary period, with the approval of the Department Head and Oversight Committee, movement up to Step 5.