



MEETING MINUTES

Committee: Personnel
Date: Thursday, July 6, 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	Ron Barger	Health & DSS
Sheriff Westen	Sheriff	Carlene Nagel	Finance Director
Becky Rank	Deputy Clerk	Crystal Wells	Hwy Department

3. **Approve previous meeting minute of June 8, 2017 Personnel Committee Meeting.** Motion by Pennington, second by Jansen to approve the minutes for June 8, 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. **Review Personnel Committee Minutes of July 7, 2016, regarding Employee Recognition (years of service and retirements) per minutes and no action is taken to complete this.** Alisha Resch, Human Resources Director gave an overview of previous Personnel minutes regarding Employee Recognition for years of service. Carlene Nagel, Finance Director stated that to hold the Employee Recognition for years of service going retroactive would cost the County approximately \$19,000-\$20,000. Discussion was held on what incentives are already being offered to each employee.

Motion by Pennington, second by Jansen to postpone any additional Employee Recognition for years of service until a sustainable funding source is established. Committee will review at a later date. All ayes, motion carried.
6. **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,

Meeting Minutes (Continued)

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 legitimate or reasonable basis for comparison. Resch has reached out to other area counties on the one-time payment for temporary work assignments for comparables. Resch stated that in some cases they do compensation payouts, other Counties give recognitions rewards for exemplary employees. Resch recommends the oversight committee look into having an interim wage set for the employee assigned the extra job duties and bring the proposal back to the Personnel Committee for review

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 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:

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.

Chairman Nonnenmacher would like to table this agenda item until the August Personnel Committee meeting to further review the needs of the Departments.

7. 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
- 1-Health/Social Office Assistant
- 1-Economic Support Specialist
- 2-Deputies and an eligibility list
- Correction Officer, On-boarding new employee and eligibility list
- On-boarding new hire for Maintenance Worker
- 1-Staff Accountant
- 1-Assistant HR Director (Interview process starting)

8. Consider fees for the Clerk of Courts regarding warrants. Robin Stowe, Corporation Counsel, gave a brief overview of how the Warrant Fee was established in the Clerk of Court's Office. Stowe is asking for the support of the Personnel Committee to reaffirm the warrant fee of \$30.00 imposed pursuant to Section 814.70. Wis. States., with said fees collected by the Clerk of Circuit Court on behalf of the Sheriff; and with said fees being accounted for in the Clerk of Court's budget. Discussion held.

Motion by Pennington, second by Hurlbert to approve the Resolution to Reaffirm Warrant Fee and forward this to the July County Board. All ayes, motion carried.

9. Approve refilling vacant Social Worker position. Ron Barger, Health and Social Services Director requesting to refill a vacant budgeted Social Worker position.

Motion by Jansen, second by Hurlbert to approve the refill of the vacant Social Worker position. All ayes, motion carried.

Meeting Minutes (Continued)

10. Consider adopting a Personnel Policy regarding restraining orders for threats against County Employees.

Robin Stowe presented the Personnel Committee with proposed wording to add to the Employee Hand Book for the Request for Reimbursement of Legal Expenses or Services "An employee may submit a request for reimbursement of legal expenses associated in defending or responding to any claim or controversy arising out of his/her scope of employment as a County employee. Prior approval of the Personnel Committee is required in order to receive reimbursement of an employee's legal expenses. Employees are advised to submit a request to the Personnel Committee prior to contacting legal counsel. If time is of the essences (i.e., request for temporary restraining order as a protection against harm within the workplace), than the request for reimbursement of legal expenses or for legal services may be approved by the Chairman of the Personnel Committee in consultation with the Corporation Counsel and Human Resources Director with the decision subsequently reported to the Personnel Committee. If an employee obtains a restraining order, then a copy of the restraining order shall be provided to the Human Resources Director to determine if measures need to be taken within the workplace in order to address the terms and conditions of the Court order.

Motion by Pennington, second by Jansen to approve the addition to the Employee Handbook Requests for Reimbursement of Legal Expenses or Services. All ayes, motion carried.

Committee took a 5 minute recess at 10:32 a.m.

11. At approximately 10:25 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 Bonacci to move into closed session. Chairman Nonnenmacher, aye; Bonacci, aye; Hurlbert, aye; Jansen, aye; Pennington, aye. The Committee commenced to closed session at 10:37 a.m.

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

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

Motion by Hurlbert, second by Nonnenmacher to return to open session. All ayes, motion carried. The Committee returned to open session at 11:03 a.m. Not action taken during closed session.

13. Set date for next meeting: Thursday, August 3, 207 at 9:00 a.m., Courthouse Room 203

14. Adjourn the Meeting. Motion by Hurlbert, second by Nonnenmacher to adjourn the meeting at 11:05 a.m. All ayes, motion carried.

Minutes transcribed and submittedⁱ by:

Becky Rank,
Recording Secretary
