

## PERSONNEL COMMITTEE MEETING MINUTES

September 11, 2017

9:00 A.M.

County Board Room

*Present: Bev Larson, Mike Kelley, James Koca, Ed Wafle, Terry Kleifgen, Scott Ethun and Dave Donnell. Portion of the meeting was in combination with the Finance Committee to include Jerry Niles, Roy Granger, Tim Cottingham, Lori Chipman and Katie Steinke as well as County Board Chairperson Alan Peterson.*

1. The meeting was called to order by Chair Bev Larson.
2. Motion by Wafle, second by Koca to approve August 7, 2017 minutes as written. Motion Carried.
3. Dave Donnelly met with the Personnel Committee to request approval to fill a Zonings Administrative Assistant position due to a retirement without the requirement of the POTWS credentialing. Motion by Kelley, second by Koca to approve taking the position to County Board to be refilled without the credentialing pending Zoning Committee approval. Motion Carried
4. Scott Ethun met with the Personnel Committee to discuss refilling the Behavioral Health and Clinic Supervisor position due to a resignation. Motion by Koca, second by Wafle to approve taking the position to County Board to refill the position. Motion Carried
5. Update on employee extended leave will no longer be necessary as the employee is back to work.
6. Motion by Koca, second by Wafle to table discussion with regards to Section 5.1b in the Personnel Policy until the September meeting when the Public Works Commissioner can attend. Motion Carried
7. Request for Legal Secretary to go from 60% to full time be tabled until the District Attorney is able to attend the meeting.
8. Reviewed 2018 Personnel and Insurance Budget for 2018. Motion by Koca, second by Kelley to approve submitting 2018 budget for Finance approval. Motion Carried
9. Motion by Koca, second by Wafle to approve the voucher as presented. Motion Carried.
10. H.R. Director informed Committee of the following: \* upcoming Workers Compensation Seminar to be held in Stevens Point October 11, 2017 \*about a new Deputy Coroner that was hired \*recent Workers Compensation claims, \*information about employee attending a Civil trial - suggestion was to check with WCA in regards \*Workers Compensation settlements \*Job Description for ADRC employee to be added to October agenda \*Opt out incentive was discussed as well for a future agenda and indication was not necessary.
11. Lori Chipman met with the Personnel Committee to request approval to fill the Payroll Data Entry Clerk Position internally for the full time position due to resignation and fill the 85% position at 60%. Motion by Kelley, second by Koca to approve taking to County Board filling the position to be vacated at 60%. Motion Carried
12. Joint Finance and Personnel Meeting to review a combined wage scale. The Combined Scale was presented to all Committee members, employees moved from one grade to another in order to reduce grades were pointed out. Motion by Cottingham, second by Wafle to approve taking to County Board the Wage Scale presented with a couple of changes effective January 1, 2018 and to be incorporated if approved in the 2018 budget. Motion Carried

13. Next month agenda to include the possibility of time off without pay without having to use up all vacation. Job Description for ADRC, D.A. Hamm position change request and any other items brought to the Committee.
14. Next meeting is October 9, 2017 immediately following Executive Committee meeting.
15. Motion to adjourn at 11:00 a.m. by Koca, second by Wafle. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director