

PERSONNEL COMMITTEE MEETING MINUTES

October 12, 2020

9:10 A.M.

County Board Room/Room1

Present: Ray Zipperer, Mike Kelley, Jim Parrett, Ed Wafle, Tim Cottingham, Jerry Niles, Roy Granger Alan Peterson, Lynn Willard, Chris Zindorf, John Wenum, Lori Chipman, Katie Steinke and Terry Kleifgen. Ryczek absent. Also Dawn Buchholz, Sheriff Oleson, Travis Schultz, Amanda Dederich, Gervase Thompson and Julie Pogantsch-Dean

1. Meeting called to order by Chair Zipperer and Chair Cottingham at 9:10 a.m.
2. Motion by Kelley, second by Parrett to go into closed session pursuant to Wis. Stat. 19.85(1)(c) to discuss Personnel matters. Zipperer-Yes, Cottingham-Yes, Kelley-Yes, Wafle-Yes, Parrett-Yes, Niles-Yes, Granger-Yes. Ryczek absent
3. Motion by Granger, second by Niles to go into open session. Zipperer-Yes, Cottingham-Yes, Kelley-Yes, Wafle-Yes, Parrett-Yes, Niles-Yes, Granger-Yes. Ryczek absent
4. D. Buchholz met with the Personnel and Computer Finance Committees to request that the committees approve a reorganization for the Mental Health units of the Department of Human Services. Motion by Parrett, second by Wafle to approve the reorganization based on funding/budget for 2021. Motion Carried.
5. D. Buchholz requested the Personnel and Computer Finance Committees approve refilling the Behavioral Health Manager position due to current Manager wishing to return to Clinician position at a grade 24/12 or with reorganization 26/8. Motion by Kelley, second by Wafle to approve refilling the Behavioral Health Manager position and moving the employee to the Clinician/Therapist position grade 24/12 or 26/8 (with reorganization). Motion Carried.
6. A. Dederich met with the Personnel and Computer Finance Committees to request that the committees approve a full time COVID Response Coordinator (RN) for the Public Health Department indicating that the position is fully funded for 2021/2022. Motion by Niles, second by Parrett to approve the position provided the position contains a sunset clause indicating it's only sustainable with the funding. Motion Carried.
7. A. Dederich indicated she is no longer requesting the full time Disease Investigator position. Joint Meeting concluded
8. A. Dederich requested the Committee approve up to four LTE's as needed for COVID Response, indicating they are funded positions. Motion by Parrett, second by Wafle to approve up to 4 LTE's as needed provided the positions are fully funded. 3 yes, 1 no, Motion Carried.
9. Motion by Kelley, second by Parrett to approve September 8, 2020 minutes as written. Motion Carried.
10. A. Dederich requested the Personnel Committee approve refilling the fully funded Community Educator and Public Health Technician positions that were vacated due to promotions. Motion by Kelley to deny refilling the positions, motion died for lack of second. Motion by Parrett, second by Wafle to approve refilling both grant funded positions. 3 yes, 1 no, Motion Carried.
11. T. Schultz met with the Committee to discuss refilling a Highway Maintenance Worker position due to a resignation. Request is tabled for one month. Motion by Kelley, second by Parrett to advertise for winter LTE's with a class A CDL to assist with plowing. Motion Carried.
12. T. Schultz requested for C. Bezemek an extension of his vacation since his anniversary is approaching and because of circumstance he was unable to use his time. Motion by

- Parrett, second by Kelley to approve extending the vacation indicating that by his next anniversary date he will need to be at the normal 40 hour carry over. Motion Carried.
13. Motion by Parrett, second by Wafle to go into closed session pursuant to 19.85(1)(c) Wis. Stats Zipperer–Yes, Kelley-Yes, Wafle-Yes, Parrett-Yes. Ryczek absent. Motion by Kelley, second by Parrett to go into open session. Zipperer–Yes, Kelley-Yes, Wafle-Yes, Parrett-Yes. Ryczek absent. Committee indicated to Julie Pogantsch-Dean that her time off is extended until October 26, 2020 meeting.
 14. G. Thompson met with the Committee to request refilling the sixty percent Program Assistant position in Emergency Management. The Committee indicated that perhaps something could be worked out between the Sheriff’s department and Emergency Management to fill the position with current staff. Motion by Kelley, second by Parrett to table the position for one month so the Sheriff and Emergency Management can discuss the needs for the position and determine if the position job duties can be completed with current staffing. Motion Carried.
 15. T. Kleifgen discussed with the Personnel Committee the need to refill the Aging Programs Director position and shared the updated job description/grade 27. Motion by Kelley, second by Parrett to approve refilling the position with the updated job description. Motion Carried
 16. Reopening the Work Place guide was discussed in great deal with regards to discontinue, the Committee determined that at this time the Guide will continue.
 17. Changes to the Personnel Policy, Chapter 6 (6.2 and 6.3) was given to the Committee. Motion by Parrett, second by Wafle to table until October 26, 2020 to give the Committee opportunity to review. Motion Carried.
 18. Other matters D. Buchholz spoke with the Committee with regards to a letter from Judge Smith with allowing flexibility in the work week for the Drug Court Coordinator position indicating that since was in the best interest of the position she would be allowing this flexibility and wanted the Committee to be aware that this would be taking place.
 19. Next meeting October 26, 2020 immediately following County Board.
 20. Motion to adjourn by Parrett, second by Kelley. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director