

PERSONNEL COMMITTEE MEETING MINUTES

December 9, 2019

8:59 A.M.

County Board Room

*Present: Jim Koca, Ray Zipperer, Ed Wafle, Mike Kelley, Jerry Niles, Tim Cottingham, Roy Granger, Alan Peterson, Lynn Willard, David Lasker, and Terry Kleifgen. Also Dawn Buchholz, Char Norberg and Steve Thomas (ADRC Chair).*

1. The joint meeting between Executive and Personnel was called to order by Personnel Chair Koca, Executive meeting already in session 8:59 a.m.
2. Motion by Kelley, second by Zipperer to go into closed session pursuant to Wisconsin Stat 19.85(1),(c) Koca-Yes, Peterson-Yes, Willard-Yes, Kelley-Yes, Zipperer-Yes, Wafle-Yes. Motion Carried.
3. Motion by Zipperer, second by Wafle to go into open session Koca-Yes, Peterson-Yes, Willard-Yes, Kelley-Yes, Zipperer-Yes, Wafle-Yes. Motion Carried.
4. Motion by Zipperer, second by Kelley to approve utilizing D. Priest to work in the Mauston meal site for the next couple of months to determine if combining the two positions will work on a permanent basis. Motion Carried.
5. Personnel and Executive discussed office closings, tobacco use on County property and fire drills. Language needs to be drafted and reviewed to update language in the Personnel Policy with regards to office closings and fire drills. Regarding tobacco use on County property that would entail updating an ordinance. **Executive adjourned.**
6. The joint meeting between Finance/Computer Committee was called to order by Chair Cottingham, Personnel Committee already in session.
7. Motion by Granger, second by Zipperer to go into closed session pursuant to Wisconsin Stat 19.85(1),(c) Koca-Yes, Granger-Yes, Niles-Yes, Cottingham-Yes, Zipperer-Yes, Wafle-Yes and Kelley-Yes. Motion Carried.
8. Motion by Granger, second by Wafle to go into open session Koca-Yes, Granger-Yes, Niles-Yes, Cottingham-Yes, Zipperer-Yes, Wafle-Yes and Kelley-Yes. Motion Carried.
9. Motion by Koca, second Cottingham to approve when replacing the currently vacant Clinician I/II position if qualifications are met for the position to hire up to a Clinician III. Motion Carried.  
**Finance/Computer and Personnel Committee's went on to their individual meetings at this time. Present for Personnel: Jim Koca, Ray Zipperer, Ed Wafle and Mike Kelley. Also present Terry Kleifgen, Becky Dahl, Travis Schultz, Char Norberg, Dawn Buchholz, Amanda Dederich and Brent Oleson.**
10. Motion by Zipperer, second by Wafle to approve October 28, 2019 minutes as written. Motion Carried.
11. Amanda Dederich, Health Officer met with Personnel to approve changing the job description all positions in the health department to include mandated updates. Motion by Kelley, second by Wafle to approve adding the mandated language at the end of each job description above the EEOC language. Motion Carried.
12. Char Norberg met with the Personnel Committee to request refilling the Mauston Meal Site Manager position due to resignation. Motion by Koca, second by Zipperer to approve refilling the position with the stipulation that it not be advertised for a couple of months. Motion Carried.
13. Becky Dahl met with the Personnel Committee request approval of an updated job description for the ADRC Regional Director position and refilling the position due to her

- retirement in May of 2020. Motion by Kelley, second by Wafle to approve the updated job description and taking the position to County Board to be refilled. Motion Carried.
14. Dawn Buchholz met with the Personnel Committee to request refilling the Day Time Crisis/Chapter 51 Coordinator position due to internal transfer. Motion by Zipperer, second by Wafle to approve taking the position County Board to be refilled. Motion Carried.
  15. Dawn Buchholz also requested permission of the Personnel Committee to advertise and hire for the two new positions that were added to the DHS 2020 budget. Motion by Wafle, second by Koca to approve hiring the two new positions in Children, Youth and Families. Motion Carried.
  16. Travis Schultz, Highway Commissioner met with the Personnel Committee to request refilling a Highway Maintenance Worker position due to a resignation. Motion by Kelley, second by Koca to approve taking the position to County Board to be refilled. Motion Carried.
  17. Sheriff Oleson met with the Personnel Committee to discuss the two part-time Telecommunicator positions in Dispatch, when recruiting for personnel the Sheriff would like the option to hire either one full-time or two part-time employees based on the availability at the time. Motion by Kelley, second by Wafle to approve allowing the Sheriff flexibility with the hiring of either one full time or two part time employees. Motion Carried.
  18. Motion by Wafle, second by Zipperer to approve vouchers presented. Motion Carried. H.R. Director also informed the Committee that in the future vouchers will not need individual Committee approval according to the Finance Department.
  19. Updated the Personnel Committee on recent insurance claims and reimbursements.
  20. Next meeting will be January 13, 2020 after Executive Committee.
  21. Motion to adjourn by Zipperer, second by Wafle. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director