

PERSONNEL COMMITTEE MEETING MINUTES

March 9, 2020

8:50 A.M.

County Board Room

Present: Ray Zipperer, Mike Kelley, Jerry Niles, Tim Cottingham, Roy Granger, Alan Peterson, Lynn Willard, David Lasker, Terri Treptow, Lori Chipman, Katie Steinke and Terry Kleifgen. Also Char Norberg, Dawn Buchholz, Amanda Dederich. Ed Wafle arrived at 9:00 a.m. Jim Koca absent

1. The joint meeting between Executive, Finance/Computer and Personnel was called to order for Personnel by Acting Chair Kelley and Finance Chair Cottingham, Executive meeting already in session 8:50 a.m.
2. Motion by Kelley, second by Peterson to go into closed session pursuant to Wisconsin Stat 19.85(1) (c) Peterson-Yes, Willard-Yes, Kelley-Yes, Zipperer-Yes, Granger-Yes, Niles-Yes Cottingham-Yes. Wafle/Koca absent. Motion Carried
3. Motion by Willard, second by Granger to go into open session Wafle-Yes, Peterson-Yes, Willard-Yes, Kelley-Yes, Zipperer-Yes, Granger-Yes, Niles-Yes Cottingham-Yes. Koca absent. Motion Carried.
4. Motion by Willard, second by Granger to advertise for the Aging Mauston Site Manager position leaving the position as a split position between the ADRC/Aging and County Clerk for one more month at which time the position should be filled at the Mauston Site. Motion Carried.
5. Motion by Kelley, second by Granger to take the recommendation for the upcoming four year increases for the County Clerk, Treasurer and Register of Deeds from the Negotiating Committee to County Board for approval. Motion Carried.

Executive adjourned, Personnel meeting continued present: *Kelley, Wafle, Zipperer, Lasker, Kleifgen, Giebel, Treptow, Dederich, Buchholz, Norberg*

6. Motion by Zipperer, second by Wafle to approve February 10, 2020 minutes as written. Motion Carried.
7. Motion by Zipperer, second by Kelley to go into closed session pursuant to Wisconsin Stat 19.85(1) (c) Kelley-Yes, Zipperer-Yes, Wafle-Yes, Koca absent. Motion Carried
8. Motion by Zipperer, second by Kelley to go into open session Kelley-Yes, Zipperer-Yes, Wafle-Yes, Koca absent. Motion Carried
9. Motion by Kelley, second by Zipperer to send letter upholding the denial of the grievance and indicating that the Personnel Committee will review the Personnel Policy as it deems necessary. Kelley-Yes, Wafle-Yes, Zipperer-Yes. Koca absent.
10. Motion by Wafle, second by Zipperer to approve taking the filling of an Out Patient Clinician position to County Board for approval due to resignation. Motion Carried.
11. Employee Classifications for DHS staff at a grade 18 to 25 from non-exempt to exempt was discussed, Public Health Officer also indicated that addressing some of her staff within these grades may also be beneficial. Motion by Zipperer, second by Wafle to table the discussion until the April meeting giving the Health Officer time to discuss changes for her staff as well. Motion Carried.
12. C. Norberg met with Personnel Committee to discuss hiring an additional LTE Bus Driver, currently rides are being declined due to lack of volunteers. Motion by Zipperer, second by Wafle to with County Board Chair approval to hire an additional LTE Bus Driver.
13. Evaluation form changes were discussed further with the Personnel Committee. Motion by Kelley, second by Zipperer to review changes with some of the Department Heads for comment and bring back to the Personnel in April for approval. Motion Carried.

14. Further discussion with regards to the dress code and input from Department Heads the Personnel Committee indicated that if there are complaints with regards to how an individual is dressed a complaint form should be completed and once completed sent to the appropriate Department Head so the issue is addressed.
15. The Committee was updated on Workers Compensation/Accident claims.
16. Next meeting will be April 13, 2020 after Executive Committee.
17. Motion to adjourn by Zipperer, second by Wafle. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director