

PERSONNEL COMMITTEE MEETING MINUTES

June 8, 2020

9:40 A.M.

County Board Room

Present: Ray Zipperer, Mike Kelley, Jim Parrett, Jim Ryczek, Ed Wafle, Tim Cottingham, Jerry Niles, Roy Granger, Alan Peterson, Lynn Willard and Terry Kleifgen. Also Dawn Buchholz, Tina Sullivan, Travis Schultz, Lori Chipman and Katie Steinke.

1. Meeting called to order by Chair Zipperer and Chair Cottingham at 8:52 a.m. for joint meeting with Finance. Discussion around the language in the Personnel Policy as it relates to exempt employees and the need to clarify the language so all departments will be handling exempt employees in the same manner. After a much discussion and possible ideas the committees agreed that language should be updated and reviewed by Department Heads at the next meeting to be brought back to Personnel in July. Finance and Personnel joint meeting concluded.

Present for Personnel: Zipperer, Kelley, Parrett, Ryczek, Wafle and Kleifgen. Also Buchholz.

2. Motion by Ryczek, second by Parrett to approve May 11, 2020 minutes as written. Motion Carried.
3. D. Buchholz met with the Personnel Committee to request that C. Plantz be approved to carryover 48 hours of vacation above the normal approval of 40 hours. Motion by Kelley, second by Ryczek to approve the one time carryover of the additional 48 hours to be used within 6 months of this date and to utilize vacation more effectively in the future. Motion Carried.
4. D. Buchholz, DHS Director met with the committee to discuss refilling two Human Service Worker positions in Children, Youth and Families Unit and one Economic Support Specialist position all due to resignations. Motion by Kelley, second by Parrett to take the three positions to County Board for approval to refill. Motion Carried.
5. Personnel Director asked if the Committee had any questions or updates for the Reopening the Work Place guide that was sent to them with the agenda to be reviewed. The Committee concurred with the guide and requested that it be revisited monthly at meetings until further notice.
6. The Committee was updated on Workers Compensation/Accident claims, unemployment claims, questioned about their thoughts on one Department Heads request to be on the agenda to change grades for positions in her department. The committee indicated with regards to the change in grades that it would be considered a reclass and for 2020 are frozen.
7. Motion by Kelley, second by Parrett to go into closed session pursuant to 19.85(1)(c) Wis. Stats. for annual evaluation. Zipperer Y, Kelley Y, Wafle, Y, Parrett Y, Ryczek Y. Motion Carried. Motion by Kelley, second by Parrett to go into open session. Zipperer Y, Kelley Y, Wafle, Y, Parrett Y, Ryczek Y. Motion Carried.
8. Next meeting will be July 13, 2020 after Executive Committee.
9. Motion to adjourn by Parrett, second by Ryczek. Adjourned at 10:40 a.m.

Respectfully submitted,
Terry Kleifgen, H. R. Director