

PERSONNEL COMMITTEE MEETING MINUTES

September 8, 2020

8:54 A.M.

County Board Room

Present: Ray Zipperer, Mike Kelley, Jim Parrett, Ed Wafle, Jim Ryczek and Terry Kleifgen. Also Dawn Buchholz, Sheriff Oleson, Travis Schultz and Julie Pogantsch-Dean

1. Meeting called to order by Chair Zipperer and Chair Cottingham at 8:54 a.m.
2. Motion by Parrett, second by Ryczek to approve August 10, 2020 minutes as written. Motion Carried.
3. Julie Pogantsch-Dean met with the Personnel Committee to share that she will need additional time past the approved September 19, 2020 date due to complications. Motion by Kelley, second by Parrett to approve time until the next Committee meeting when it will be added as a closed session item. Motion Carried.
4. T. Schultz Public Works Director met with the Personnel Committee to request that the 4/10 work week continue for the Highway Department instead of just for the summer months. Discussion with regards to advantages and disadvantages. Motion by Kelley, second by Wafle track during the current winter season what the costs or savings may be during the current winter season and relook at extending it in 2021. Motion Carried.
5. D. Buchholz met with the Personnel Committee to request that she be able to add an additional CLTS Waiver Worker into the DHS 2021 budget, due to the waiting list currently in this area. Motion by Parrett, second by Ryczek to approve the position be added to the 2021 budget for DHS. Motion Carried
6. D. Buchholz also requested that the Clinician grades as well as the grade for the Behavioral Health Supervisor each be increased by one grade in the 2021 budget. Motion by Kelley, second by Zipperer to deny the request indicating that this type of grade change is a reclassification and should be done during that process. Motion Carried but not unanimously.
7. D. Buchholz requested that three positions (Deputy Director, CCS Facilitator, and Clinician) in DHS be refilled due to resignations. Motion by Kelley, second by Parrett to approve taking the three positions to County Board to be refilled. Motion Carried
8. Sheriff Oleson met with the Personnel Committee to request refilling the full-time and part-time Jail Nurse positions in the Sheriff's department due to retirement. Motion by Parrett, second by Ryczek to approve refilling the positions.
9. Human Resource Director for M. Nuttall explained that due to the pandemic as well as the fact that she thought vacation was to be utilized by year end and not anniversary date she requesting to be allowed to carry over until the end of the year an additional time over her 40 hour carryover. Motion by Parrett, second by Wafle to approve the one time extension for her 2019 vacation. Motion Carried.
10. Reopening the Work Place guide was discussed with regards to discontinue, to listed on agenda next month as Review/Approve discontinuing the Reopening the Work Place Guide for Departments
11. Personnel Committee reviewed the Personnel/Insurance budget for 2021 with discussion. Motion by Ryczek, second by Kelley to approve the 2021 budget.
12. Next meeting October 12, 2020 immediately following County Board.
13. Motion to adjourn by Kelley, second by Parrett. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director