

## PERSONNEL COMMITTEE MEETING MINUTES

December 13, 2021

County Board Room and Room 1

*Present: Ray Zipperer, Jim Ryczek, Ken Schneider, and Terry Kleifgen. M. Onsager, K. Wolfe, Denise Giebel  
Gina Laack, Kelly Firlus, Travis Schultz and Gary Pedersen also present.*

1. Meeting called to order by Zipperer at 8:54 a.m.  
Meeting jointly with the Finance Committee present Tim Cottingham, Jerry Niles and Steve Thomas, Roy Granger and Lori Chipman present. James Parrett absent.
2. Mary Jo Onsager Deputy Director for DHS discussed eliminating a CCS Facilitator that was approved but not filled in a previous budget to a CCS Therapist, indicating that the change would not add to the tax levy. Motion by Ryczek, second by Cottingham to approve sending a resolution to County Board eliminating a CCS Facilitator and creating a CCS Therapist in 2022. Motion Carried, Zipperer voting No.  
**Committees went on to their separate meetings, Personnel to Room 1**
3. Motion by Ryczek, second by Schneider to approve the October 25, 2021 minutes as written. Motion Carried.
4. H.R. Director requested in A. Boards absence approval for her to carry over 20.25 hours of vacation over the normal 40 hours that is allowed due to training new staff. Motion by Schneider, second by Ryczek to approve the one time carryover. Motion Carried.
5. K. Wolfe requested an extension to carryover 25.2 hours above what is allowed indicating that she would be able to use the time by the end of the month. Motion by Schneider, second by Ryczek to approve the one time carryover. Motion Carried.
6. K. Firlus met with the Committee to request filling a Human Services Worker position due to resignation in February of 2022. Motion by Schneider, second by Ryczek to approve taking the position to County Board to be filled. Motion Carried.
7. T. Schultz met with the Committee to request filling a Mechanic position as G. Hanson will be retiring in January of 2022. Motion by Schneider, second by Ryczek to take the position to County Board to be filled. Motion Carried.
8. G. Laack met with the Committee to request filling the Mauston Meal Site position due to a resignation and the Elder Benefit Specialist position due to a promotion. Motion by Ryczek, second by Schneider to approve taking the positions to County Board to be filled. Motion Carried.
9. Captain Pedersen met with the Committee to request filling the 3 Deputy positions and the Jail Nurse position due to resignations. Motion by Schneider, second by Ryczek to approve taking the positions to County Board to be filled pending approval of the Sheriff's Committee. Motion Carried.
10. H.R. Director discussed with the Committee about hiring individuals that don't have the required basic education, the Committee concurred that a High school education or GED equivalent required in the Job Description should be adhered to.
11. Fob and Key access was discussed for individuals in the Courthouse, Department Heads are being asked to collect the door key from employees because they now can use their fob at the La Crosse St. Entrance to enter.
12. Discussed positions within the County should be reviewed to determine necessity.
13. Next meeting January 10, 2022 at 8:30 a.m.
14. Motion to adjourn by Zipperer, second by Schneider. Adjourned

Respectfully submitted, Terry Kleifgen, H. R. Director