



MEETING MINUTES

Committee: Matrix Committee
Date: Wednesday, January 23, 2019
Time: 4:15 PM
Location: County Board Room, Lower Level of the Safety Building, 840 Clermont Street

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 4:20 PM
2. Roll call was conducted.

MATRIX COMMITTEE:

Name	Role	Status
David J. Solin	Chairman	Present
Douglas Nonnenmacher	Member	Present
Vern Cahak	Member	Present
Donald Scupien	Member	Present
Sandy Fischer	Member	Present

Non-Committee Members Present

Name	Interest	Name	Interest
Patrick Glynn	Carlson Dettmann	Pam Resch	Finance Director
Robin Stowe	Corporation Counsel	Tina Ver Hagen	Human Resources
Don Bergbower	Jail Administrator	Rebecca McPhail	Child Support Director
Judy Nagel	County Clerk		

3. Pledge of Allegiance.

4. Approve previous meeting minutes of November 16, 2018 Matrix Committee Meeting: Motion by Scupien, second by Nonnenmacher to approve the November 16, 2018 minutes. All ayes, motion carried.

5. Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.
No public comment

6 Discuss and set wages for Financial/Program Assistant in the Child Support Department. Corporation Counsel Robin Stowe discussed the current vacancy, the approved Financial/Program Assistant job description and the possible wage rates. Stowe stated that this will be an external recruitment, to create an eligibility list. The Committee reviewed the current Matrix. Discussion on the financial impact of the created position, discussing the funding source. McPhail stated that the money for 2019 is within the Child Support Budget. Motion by Scupien, second by Cahak to advertise for the Financial/Program Assistant in the Child Support Department, setting Step 1 at \$16.02 to Step 5 at \$18.27 All ayes, motion carried.

7 Discuss compensation plan review process with Patrick Glynn, Carlson Dettmann Consulting: Corporation Counsel Robin Stowe informed the Matrix Committee that this Committee will be the Committee of jurisdiction for the compensation plan review. After the presentations to the Board, Department Heads and Employees, the Job Description Questionnaires will be due to Carlson Dettmann by March 8, 2019 along with job documentation. The final product is scheduled to be the County Board by June, 2019 to be adopted into the 2020 budget. Patrick Glynn reviewed the Supervisor expectations/comments prior to meeting Department Heads, as Glynn will work collaborative with departments, employees, Board to meet the client demand. Discussion held on staffing analysis and lean government principles. Information only

Meeting Minutes (Continued)

- 8** **Adjourn the Meeting.** Motion by Scupien, second by Nonnenmacher to adjourn the meeting at 5:07 p.m. All ayes, motion carried.

Minutes transcribed and submittedⁱ by:

Judy Nagel

County Clerk, Recording Secretary
