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## MEETING MINUTES

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**Committee:** PERSONNEL COMMITTEE  
**Date:** Wednesday, February 22, 2023  
**Time:** 3:30 PM  
**Location:** County Board Room, Lower Level of the Safety Building

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

As a courtesy to other, please silence cell phones and please notify the Chairman if you intend to record this meeting.

1. Meeting called to order at 3:30 PM
2. Conduct Roll Call by Chairman McDougal

PERSONNEL COMMITTEE			
Bruce McDougal	Chairman		Present
Ben Pierce	Member		Present
John Medo	Member		Present
Carol Bardo	Member		Present
Todd Mayr	Member		Present
Others Present			
Name	Interest	Name	Interest
Reinhardt Balcerzak	Supervisor	Jason Hilger	County Administrator
Robin Stowe	Corporation Counsel		
Judy Nagel	County Clerk, Recording Secretary		

3. Please silence all cell phones.
4. Recite the Pledge of Allegiance.
5. **Approve previous meeting minutes of December 7, 2022:** Motion by Medo, second by Pierce to approve the meeting minutes of December 7, 2022. All ayes, motion carried.
6. **Public comment on agenda items and consideration of requests for items to be added to future meeting agendas:** No public comment.
7. **Update on Targeted Case Manager Position and AODA Counselors, NCHC Employees, County Funded:** County Administrator Hilger stated these positions, County funded, remain vacant. NCHC has recently hired Managing Director of Community Programs Tylka to provide oversight and leadership of the behavioral health programs, including the Targeted Case Manager and AODA Counselor. Information only.
8. **Report from Human Resources Generalist:** County Administrator Hilger stated he recently met with the Health Insurance Consultants, reviewing last year numbers and discussing projections and costs for 2023. Discussion on RX costs, UMR, incentives, and Anovia Clinic. Information only.
9. **Policy Development: Discuss Policy updates for Employee Handbook:** County Administrator Hilger discussed the proposed specified changes to the Employee Handbook, attached to these minutes. No formal action taken, as the County Administrator has the authority to make changes to the Employee Handbook. County Administrator Hilger also discussed the recent meeting with the Sheriff's Office, discussing Dispatchers, as the County is working to keep 9 full-time Dispatchers. Hilger discussed some of the issues facing the County, with a few possible suggestions to help with retaining/retention: stipend, sign on bonus, advertising, marketing the positions, retention bonuses, staffing levels and moving employees to the mid-point. Corporation Counsel discussed the position, dispatching, as a vital function of the County.

Motion by Bardo, second by Medo to approve:

The following additional policies apply to Dispatching Staff and the Dispatching Supervisor and will be revisited when dispatching staffing is at full staff:

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1. If dispatching staff falls below 7 employees, employees who volunteer for an available overtime shift will be paid a \$60 stipend per 12-hour shift, in addition to their normal overtime pay.
2. Sign-on Bonus: discussed increasing the \$5,000 sign-on bonus for new dispatching employees with 3 years or more experience, with structured payment increments. No changes approved to the current \$5000 sign-on bonus.
3. Retention Bonus: \$3,000 bonus paid upon completion of 3 years (eligible only for those dispatch employees who currently do not exceed 3 years of employment); \$5000 bonus paid upon completion of 6 years (eligible only for those dispatch employees who currently do not exceed 6 years of employment). Effective February 22, 2023 (not retroactively).
4. County Administrator has the authority to utilize sign-on bonuses to attract employees when necessary with the approval of the County Board Chair, Personnel Committee Chair, or Administrative Committee Chair.

**10. Update or Report on Activities/Grants from County Administrator:** County Administrator Hilger stated he will be meeting with Highway Department to re-interview staff, in a one-on-one situation.

**11. Next meeting date.** March 29, 2023 at 3:30 p.m. in the County Board Room

**12. Adjourn the meeting.** Motion by Bardo, second by Mayr to adjourn the meeting at 5:20 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:

Judy Nagel, County Clerk, Recording Secretary

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Note: Bold means a new change to the policy. Cross outs removes the language from the policy.

Old Policy: Page 34 C. Reimbursement of Meal Expenses.

1. When attending a training session or other approved business activities, employees may be reimbursed for meals. Effective January 1, 2008, the County will reimburse employees the IRS daily rate for meal reimbursements, with a not to exceed amount of \$20 per meal. (Alcohol will NOT be reimbursed). As a reminder: consuming or being under the influence of alcoholic beverages during work time is prohibited. Reimbursement requests must include an itemized receipt.

New Policy page 34/35

C. Reimbursement of Meal Expenses.

**1. Meals are allowed when you are on County business. Meals will be reimbursed at the IRS M&IE allowed rates. IRS M&IE allowed rates can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Original receipts are required for all meals. It is not the intent that employees should always spend the maximum allowed.**

**2. Maximum meal reimbursements include tips. Tips shall not exceed 20% of the total cost of the meal and non-alcoholic drink. Tips exceeding the 20% maximum shall be at the employee's expense.**

**3. Only employee meals are reimbursable.**

**4. No reimbursement shall be authorized for alcoholic beverages. As a reminder: consuming or being under the influence of alcoholic beverages during work time is prohibited.**

**5. Meals that are covered by a conference, training or other event will not be reimbursed. Department heads/supervisors that approve the employee's travel voucher are certifying that reimbursement for covered meals are not included in the employee's reimbursement request.**

**6. Travel expenses are reimbursed through the County payroll system and must be submitted on proper forms with original receipts attached.**

Old Policy: Page 34 Termination, Discipline, and Rules of Conduct I. Termination

A. Voluntary Termination:

The County will consider an employee to have voluntarily terminated their employment if an employee does any of the following. **The last day worked is considered the last day of employment:**

- 1) Elects to resign from the County, whether verbally or in writing to their supervisor, Human Resources Generalist or County Administrator.
- 2) Fails to return from an approved leave of absence on the date specified by the County; or
- 3) Fails to report for work without notice to the County for three (3) consecutive days.

B. Involuntary Termination An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the County's rules of conduct as set forth below. Notwithstanding this list of rules, the County reserves the right to discharge or demote any employee with or without cause and with or without prior notice. **Before any termination occurs, you must contact the Human Resources Generalist with a written statement with reasoning on why the termination will occur, who will then notify the County Administrator.**

Old Policy: Page 39 D. Discipline Procedure

To the greatest extent practicable, the supervisor should meet with the employee in a "closed door" setting to discuss the employee's substandard performance or work behavior and the nature of the disciplinary action that will be taken against the employee. It is recommended that a witness be present and if the disciplinary action involves a union employee, that a union representative also be present at the meeting. A disciplinary meeting is not required before disciplinary action can be taken. Such disciplinary meeting may not occur before disciplinary action is taken if in the opinion of the supervisor such meeting is impracticable under the circumstances or would otherwise unduly interfere or interrupt the natural course of business within the department.

Any disciplinary action will be reduced to writing and placed in the employee's personnel file.

Supervisors shall have the independent authority to discipline employees progressively, from an oral reprimand to suspension without pay for up to three (3) workdays. If the supervisor recommends discipline exceeding three (3) working days, then the recommendation must be reported to and approved by the Human Resources Generalist.

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Supervisors also have the independent authority to terminate the employment for any introductory period or casual employee. **Before any termination occurs, you must contact the Human Resources Generalist with a written statement with reasoning on why the termination will occur, who will then notify the County Administrator.**

The Administrator shall have the authority to discipline department heads. Any decision or recommendation for disciplinary action that would result in a leave of absence without pay for more than three (3) workdays may be subject to review pursuant to the County's Grievance Procedure.

Old Policy: Page 66 (Referring to Holidays)

I. Eligibility Unless otherwise provided in this policy, immediately upon hire, all full-time employees will receive time off with pay at their normal base rate for each county-observed holiday. ~~Part-time and temporary~~ **Casual** employees are not eligible for paid holiday benefits. The County reserves the right to determine how many and which holidays will be paid per year. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence. Non-exempt employees must work their scheduled workday before and after the holiday in order to be eligible for holiday pay, unless the employee is absent with prior permission from their supervisor.

Old Policy: Page 67 IV. Rate of Pay

Any employee who performs work on an observed holiday will receive their regular rate of pay for all time worked in addition to the Holiday Pay. ~~Sheriff's Office employees will receive eight hours of pay for observed holidays in addition to hours worked. Any Sheriff Office and Highway Department non-supervisory, hourly employee who works on an actual holiday shall receive time and one-half pay for all time worked, unless otherwise dictated by union contracts. For the Sheriff's Office, the work shifts beginning at 6:00 a.m. or later are considered the actual holiday and will be effective for the entire shift. All other County employees who work on an actual holiday shall receive their regular rate of pay for all time worked.~~ **Any hourly employee who works on an actual holiday shall receive time and one-half pay for all time worked, unless otherwise dictated by union contracts. The work shifts beginning at 6:00 a.m. or later are considered the actual holiday and will be effective for the entire shift.**

Old Policy: Page 68 III. Accrual

Each employee earns PTO hours twice a month, based upon years of service, see chart below. ~~New full-time employees will be given 40 hours of PTO upon hire.~~ **New full-time employees will be pre-loaded with 40 hours of PTO, Part-Time employees will be pre-loaded with one weeks' worth of hours based on their regular work schedule.**

Old Policy: Page 71 VIII. Termination of Employment

Employees are expected to provide the following notice of separation of employment in order to qualify for a pay-out of certain benefit accruals:

- two weeks for non-department heads
- four weeks for department heads and supervisory positions. Employees are eligible to receive a payout of PTO hours remaining in their PTO bank at the time of termination. **Provided they give proper notice, an employee in their introductory period will receive a pro-rated amount based on how long they were employed.**

No pay-out of Extended leave bank funds occurs at termination of employment, except retirement

Old Policy: Page 82 Jury and Witness Duty

Employees called for jury duty shall be entitled to receive their normal pay from the County for the actual period of such duty, provided they remit the jury compensation to the County, **and notify Human Resources.** Benefit accruals continue while on a paid leave status. If the employee is required to serve as a juror on a day that he/she is not scheduled to work or that while on approved PTO, then such employee shall be entitled to retain the juror fees. The County may not discharge, threaten, coerce or penalize an employee for complying with a jury summons or serving on a jury.

Additionally, employees who have been subpoenaed to testify in an action or proceeding as a result of a crime against them or an incident involving them during the course of their employment must be paid for the time lost from work. The County will not discharge an employee because the employee has been subpoenaed to testify in a criminal case or

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a proceeding brought before the Children's or Juvenile Code of the Wisconsin statutes. The employee will notify the County the first business day after receipt of a subpoena regarding testifying obligations.

Old Policy: Page 86 D. Life Insurance

The State Group Life Insurance Program will be available for all eligible employees. Part-time employees working more than an average of ~~seventeen and one-half (17 1/2)~~ **twenty-three (23)** hours per week are also eligible. The County will pay 40% of Basic Coverage, employees will pay the difference for Basic Coverage and the employee will pay the full amount for any other elected coverage options. The amount will be deducted from their pay, and the County will make such contributions as may be allowed for participation in the program