



**MEETING MINUTES**

**Committee:** Personnel  
**Date:** Wednesday, March 10, 2021  
**Time:** 3:00 PM  
**Location:** County Board Room, lower level of the Safety Building.

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

1. Meeting called to order at approximately 3:00 PM by Chairman Scupien.
2. Roll call was conducted.
3. Pledge of Allegiance.

**PERSONNEL COMMITTEE**

Name	Role	Status
Don Scupien	Chair	Present
Sandy Fischer	Member	Present
Carol Feller Gottard	Member	Present
Doug Curler	Vice Chair	Present
Arlene Bonacci	Member	Present, by phone

**Non-Committee Members Present**

Name	Interest	Name	Interest
Robin Stowe	Corporation Counsel	Reinhardt Balcerzak	Supervisor
Jason Hilger	County Manager	Chris Dulmes	HR Generalist
Marilyn Baraniak	Clerk of Court	Suzanne Jimenez	Deputy Clerk of Court
Erik Rantala	Forest Administrator	Ron Barger	DSS/Health Director
Judy Nagel	County Clerk/Recording Sec.		

4. **Approve previous meeting minutes of February 3, 2021 Personnel Committee Meeting.** Motion by Fischer, second by Curler to approve the previous meeting minutes of February 3, 2021. All ayes, motion carried.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Introduction of HR Generalist Dulmes.
6. **Clerk of Court Baraniak: Introduction of Deputy Suzanne Jimenez:** Baraniak stated that Jimenez started on February 15, 2021, training as deputy Clerk of Court in various case types.
7. **Discuss proposed job description: Maintenance/Forestry Office Assistant:** Rantala handed out a copy of the proposed job description, discussing the duties, funding for the proposed position is an estimated cost of \$14,500 up to \$18,000. Hilger advises not to advertise this position until approved and funding is found, possibly within the Departmental Budgets of Maintenance and Forestry, along with County Board Approval of the proposed position. Motion by Fischer, second by Bonacci to approve the job description, determine funding source, and forwarding this to the County Board. All ayes, motion carried.
8. **Discuss options for changes in wages, if the new hire opts not to enroll in the County Health Insurance:** Stowe stated that this issue of new hires not enrolling in the County Health Insurance continues to surface, as this would require a change to our health insurance plan. Plan Administrator would like to review the numbers and look at possibly doing this option at the open enrollment period. Stowe discussed the option of a legally defined class option. No action taken, will be back on next month's agenda.

## Meeting Minutes (Continued)

9. **Policy Development: Employee Leave Sharing Policy:** Dulmes discussed the current Employee Leave Sharing Policy, noting that this policy is not a straight one to one sharing, making this a difficult policy to administer. Hilger discussed Rules on Constructive Receipt regarding leave sharing. No action, this will be on the April agenda.
10. **Proposed Employee Handbook Changes:** Stowe discussed the issue of retaining and retention for employees, discussing the need of a funding source for the bonuses. No action taken.
11. **Update on the Director of the Department of Administration:** County Manager Hilger is now the Director of the Department of Administration, focusing on finances and human resources. The Personnel Committee thanked Stowe and his staff for assistance during the vacancy of Human Resources position.
12. **Update on Current Recruitment(s), If any.** Dulmes updated the Committee: Building Maintenance Lead Worker, Highway Mechanic. Barger stated that Economic Support will be having an upcoming vacancy and a Contract Tracer has given notice.
13. **Human Resources Report. (Explanatory Note: Given the nature of the personnel matters contained within the Director's report, it may be necessary to discuss certain parts of the Director's report in closed session.)** Stowe discussed the information sharing in open session, avoiding detail, unless necessary.
  - A. **Review status of personnel investigation, in any.**
  - B. **Review status of changes in employment status (new hires, promotions, resignation, etc.), if any.**
  - C. **Review status of employment claims (Unemployment, Worker's Compensation, FMLA, etc.) in any.** Stowe discussed changes in Human Resources and Finance Staff, which created issues with unemployment claims and the ability to understand and challenge claims.
14. **At approximately 4:00 p.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; continuation of Human Resource's report, to review staff management planning discussions:** Motion by Curler, second by Fischer to move into closed session at 3:51 p.m. Voice vote to move into closed session: Scupien, aye; Feller Gottard, aye; Bonacci (by phone), aye; Curler, aye; Fischer, aye. The Committee commenced into closed session. Those remaining in closed session: Balcerzak, Stowe, Hilger, Dulmes and Nagel.
15. **At approximately 4:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Bonacci, second by Fischer to move into open session at 4:10 p.m. All ayes, motion carried. Action taken: Motion by Curler, second by Fischer to approve County Manager the latitude to work the full matrix when hiring new employees. All ayes, motion carried.
16. **Set date for next meeting:** April 7, 2021 at 3:00 p.m. in the County Board Room.
17. **Adjourn the Meeting.** Motion by Curler, second by Fischer to adjourn the meeting at 4:15 p.m. All ayes, motion carried.

Minutes transcribed and submitted<sup>1</sup> by:  
Judy Nagel  
County Clerk/Recording Secretary

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