



MEETING MINUTES

Committee: Matrix Committee
Date: Friday, August 17, 2018
Time: 9:00 AM
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 9:00 a.m.
2. Roll call was conducted.

MATRIX COMMITTEE:

Name	Role	Status
David J. Solin	Chairman	Present
Douglas Nonnenmacher	Member	Present
Ron Nye	Member	Absent
Donald Scupien	Member	Present
Sandy Fischer	Member	Present
Pete Pennington	For Ron Nye	Present

Non-Committee Members Present

Name	Interest	Name	Interest
Mark Westen	Sheriff	Pam Resch	Finance Director
Reinhardt Balcerzak	Supervisor	Don Bergbower	Jail Administrator
Tammy Wilhelm	Treasurer	Chet Haatvedt	Register of Deeds
Judy Nagel	County Clerk	Tina Verhagen	Interim Human Resources

3. Pledge of Allegiance.
4. Approve previous meeting minutes of March 9, 2018 Matrix Committee Meeting: Motion by Scupien, second by Nonnenmacher to approve the March 9, 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. Amend the Agenda to add Item #11, Return to Open Session, per Chairman Solin.
6. Set wages for Assistant Finance Director: Pam Resch, Finance Director, discussed the positions in the Finance Department, discussing the position on the Matrix. Currently the wage for Assistant Finance Director on the 2017 Matrix is \$24.44 to \$29.40. Discussion on applications for Assistant Finance Director and Senior Accountant. Motion by Pennington, second by Nonnenmacher to offer the Assistant Finance Director \$24.68 to \$28.15, up to Step 5. Voice vote: Solin, aye; Nonnenmacher, aye; Pennington, aye; Scupien, nay; Fischer, nay. 3/2, motion passed.
7. Discuss and set wages for Senior Accountant Position on the Matrix: Finance Director Resch is requesting the same rate of pay that is on the Matrix for Senior Accountant, starting at \$22.25. Motion by Scupien, second by Fischer to set wages at \$22.25 to \$25.39 for the Senior Accountant Position. All ayes, except Solin, nay. 4/1, motion carried.
8. Discuss and set wages for IT Coordinator: Discussion on the title, possibly IT Technician. Human Resources Ver Hagen reviewed the possible job duties and position description with the Committee. The prior Accounts Payable/Web Design position, which will be transferred to IT, is currently vacant. Due to the changes to the position, this IT Technician position will need approval of Personnel, Executive and Full County Board. Discussion on wages. Motion by Pennington, second by Scupien to set Step 1 at 17.98 to Step 5 at \$20.51. All ayes, except Fischer, nay. 4/1, motion carried.

Meeting Minutes (Continued)

9. **Review status of the 5-year Compensation Matrix review process:** Chairman Solin is requesting the Finance Director, Stowe and Human Resources to be in contact with an outside firm to review the current Matrix. Discussion on the possible costs and follow through of a matrix review. Motion by Fischer, second by Scupien to request an outside firm to review the current matrix. All ayes, motion carried.
10. **At approximately 10:15 a.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; discuss wages for Sheriff's Office Employee.** Motion by Nonnenmacher, second by Pennington to go into closed session at 9:52 a.m. Voice vote: Nonnenmacher, aye; Pennington, aye; Fischer, aye; Scupien, aye; and Solin, aye. Those remaining in closed session: Ver Hagen, Balcerzak, Westen, Resch and Nagel. The Committee commenced into closed session.
11. **At approximately 10:30 a.m., return to open session with possible action taken on any matters discussed in closed session:** Motion by Pennington, second by Scupien to return to open session at 10:34 a.m. Motion by Scupien, second by Pennington to proceed with the action taken in closed session. All ayes, motion carried.

Next meeting will be set when Human Resource has information to present to the Committee.

12. **Adjourn the Meeting.** Motion by Scupien, second by Pennington to adjourn the meeting at 10:35 a.m. All ayes, motion carried.

Minutes transcribed and submittedⁱ by:

Judy Nagel

County Clerk, Recording Secretary
