

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
THURSDAY, OCTOBER 17, 2024
County Board Room
Black River Falls, WI 54615

In Attendance: J. Amo, E. Chamberlain, M. Kunes, S. Peloquin, J. McDonald, B. Cobb, T. Handly, E. Hynek, J. Marsolek, T. Deerpalsing, R. Poff, T. Cooper, C. Altman, G. Rolbiecki

OPEN SESSION

- A. Call to Order - by J. Amo at 08:32 a.m. All in attendance with the exception of Supervisor Rolbiecki who joined at 08:45
- B. Motion to approve minutes from previous meeting by Supervisor Peloquin, seconded by Supervisor Higgins. All voted aye, motion carried.
- C. Next Meeting Date and Time: November 14, 2024 @ 09:00
- D. Resolution to Reclass the Full-Time Receptionist position to a Part-Time District Attorney's Office Investigator position – Discussion/Action. E. Hynek explained changes in the office and the need for the position change and how the position will be funded with a fiscal impact of approximately \$27,000 in 2025. The position will not be a sworn deputy or have the power to arrest. Motion to approve the resolution by Supervisor Higgins, seconded by Supervisor Chamberlain. All voted aye, motion carried.
- E. Job description for District Attorney's Office Investigator – Discussion/Action. Motion to approve by Supervisor Peloquin, seconded by Supervisor Higgins.
- F. Agreement for non-certified deputy Sheriff – Discussion/Action. Motion to approve made by Supervisor Higgins, seconded by Supervisor Peloquin.
- G. Nepotism Action Plan Template – Discussion.
- H. Review of Leadership Needs Assessment Survey Results – Discussion. J. McDonald presented an overview of key takeaways from survey responses. Supervisor Carney asked how HR will prioritize changes/projects, with McDonald responding that the projects will need to be accomplished with the collaboration of focus groups and teams. Much of the work will need to overlap as changes in one area often tend to impact other areas.
- I. Revisions to Jackson County Code of Ordinance, Chapter 4 - Discussion/ Action
J. McDonald shared that the revisions to Chapter 4 are quite extensive. HR is working with Corporation Counsel and outside legal counsel to review the changes and make a recommendation for the committee to consider at their next regular meeting. J. McDonald will provide the Committee with documents that more clearly highlight the changes and provide explicit detail on the continued oversight and authority that will remain with the Board and oversight committees in the updated ordinance. In addition to this, the current Chapter 4 will be used as

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an employee handbook which will be more fluid and have those policies approved by the Personnel & Bargaining Committee, as opposed to having to go through multiple committees and ultimately the full County Board for action.

Committee signatures on ratified WPPA contract – Discussion/Action. All present committee members signed.

- J. CPI Rates - Discuss
The latest CPI rate was 2.4%
- K. Expense Vouchers and Budget was presented by J. McDonald. Motion to approve expense vouchers as presented by Supervisor Chamberlain, seconded by Supervisor Peloquin. All voted aye, motion carried.
- L. Recruitment Report – Discuss
The updated recruitment report with vacancies and new hires was provided to the Committee.
- M. Future Agenda Items – Discuss
Chapter 4 Revisions and Job Description review/reclass process
- N. Adjournment of Meeting. Motion to adjourn at 09:30 by Supervisor Peloquin, seconded by Supervisor Higgins. All voted aye, motion carried.