

**PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES**  
**TUESDAY, APRIL 25, 2023**  
**County Board Room**  
Black River Falls, WI 54615

In Attendance: J. Amo, E. Chamberlain, J. Higgins, A. Staff,  
R. Carney, G. Rolbiecki, S. Meinerz, G. Konze, C. Altman, C.  
Hovell, Chief Deputy Olson

Absent: C. Jensen

OPEN SESSION

- A. Call to Order- by J. Amo at 9:00 a.m. All in attendance with the exception of C. Jensen.
- B. Motion to approve minutes from previous meeting by G. Rolbiecki, seconded by A. Staff. All voted aye, motion carried.
- C. Next Meeting Date and Time: May 16, 2023 @ 9:00 am.
- D. Next Meeting Host: C. Jensen
- E. Approve job description update for County Surveyor  
C. Brommerich shared with the committee the updates of the County Surveyor job description. The changes made are statutory updates. The language presented reflects those changes. The official title has been updated as well. Motion to approve the County Surveyor job description updates by R. Carney, seconded by J. Higgins. All voted aye, motion carried.
- F. Resolution – Creation of Correctional Behavioral Health Coordinator  
Chief Deputy Olson shared with the committee that in the past the Sheriff's Office has contracted services with Behavioral Health through the prison, however they have lost one of their providers. The position would perform assessments, counseling for substance abuse in a one-on-one or group setting. The opioid work group has met and agree this position is needed. DHHS is able to assist in funding the position with 100K and the opioid settlement would supplement for the next several years. C. Hovell shared that DHHS Behavioral Health can't support the jail needs at this time. This is a setting that is very different from the services they currently provide to clients. The position would be at the Clinical Therapist level, and it has been sent to Carlson Dettman yet for review. Motion to approve the Correctional Behavioral Health Coordinator position by E. Chamberlain, and seconded by J. Higgins. All voted aye, motion carried.
- G. Approve job description for Correctional Behavioral Health Coordinator  
Motion to approve the Correctional Behavioral Health Coordinator job description by R. Carney, seconded by G. Rolbiecki. All voted aye, motion carried.
- H. EAP Utilization report for 2022  
S. Meinerz shared that our employees are utilizing EAP as it was intended for. ReaLiving does provide all employee great services. We have also been invited to their annual conference in May as they provided four free tickets to the event.

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The event will provide a full-day of sessions, lunch, and a performance by Chris Kroeze.

- I. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by E. Chamberlain, seconded by A. Staff. All voted aye, motion carried.
- J. Personnel Report
  - Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.

**CLOSED SESSION**

- K. Motion to convene into closed session at 9:33 a.m. pursuant to Section 10.85 (1) (c) *Wis. Stats.*, for the purpose of: (i) considering employment, promotion, compensation or performance evaluation data of a specific public employee over which the County has jurisdiction and exercises responsibility. All voted yes in roll call.

Motion to reconvene into open session at 9:43 a.m. and approve compensation increase as presented by A. Staff and seconded by J. Higgins. Roll call taken, all voted yes.

- L. Adjournment of Meeting. Motion to adjourn at 9:44 a.m. by G. Rolbiecki, seconded by E. Chamberlain. All voted aye, motion carried.