

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
TUESDAY, AUGUST 18, 2020
County Board Room
Black River Falls, WI 54615

In Attendance: R. Ransom, J. Amo, R. Carney, C. Jensen, K. Thayer, R. Stevens,
S. Meinerz, A. Staff, G. Konze, Chief Deputy Olson

OPEN SESSION

- A. Call to Order- by R. Ransom at 8:30 a.m. All in attendance.
- B. Motion to approve minutes from previous meeting by R. Stevens, seconded by A. Staff. All voted aye, motion carried.
- C. Next Meeting Date and Time: September 22, 2020 @ 8:30 a.m.
- D. Approve new job description format
S. Meinerz shares with Committee a simplified cleaner version of the County job descriptions. In the event a specific position has significant changes it will then come to the committee for approval. Motion by R. Stevens to proceed with the new format for the job descriptions, seconded by R. Carney. All voted aye, motion carried.
- E. Approve Chief Deputy job description
No changes to the Chief Deputy job description, just the format. R. Carney made the motion to approve the Chief Deputy job description, seconded by C. Jensen. All voted aye, motion carried.
- F. Approve Emergency Management Coordinator job description
S. Meinerz explains to the committee the slight changes made to the Emergency Management Coordinator job description, in which included percentage changes, and a correction to a State Statute. Motion by J. Amo to approve the Emergency Management Coordinator job description, seconded by K. Thayer. All voted aye, motion carried.
- G. Resolution – Reclassification of Corrections Lieutenant
S. Meinerz explains the restructuring of the Sheriff’s Office Command Staff that is being made. The proposed Lieutenant position will oversee all Sergeants within the Sheriff’s Office. The proposed position change would move up 2 pay groups to keep separation between the Lieutenant and the current Sergeants. Chief Deputy shared with the committee that there has been some confusion within the Office as to who reports to whom. This will eliminate the confusion. After some discussion and concern with current budget situation, a motion was made by R. Carney to approve the reclassification of the Corrections Lieutenant to Lieutenant and move to pay group 7, pending approval of the Law Enforcement committee, seconded by R. Stevens. A vote of 6 yes and 1 no, motion carried.
- H. Approve Corrections Lieutenant job description
Motion by R. Stevens and seconded by A. Staff to approve the Lieutenant job description with a couple minor corrections. All voted aye, motion carried.
- I. Resolution – Reclassification of Secretary (LE)

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- S. Meinerz explains to the committee the need to reclassify the Secretary Confidential (LE) position within the Sheriff's Office will better reflect the duties that are currently being completed. An update of the job description and title to Administrative Assistant – Fiscal. It was proposed to move this position to pay group 13 but remain at the same rate of pay. Motion to approve the reclassification of the Secretary- Confidential (LE) to Administrative Assistant – Fiscal, including moving to pay group 13 pay group by A. Staff, seconded by R. Stevens. Pending approval of the Law Enforcement committee. All voted aye, motion carried.
- J. Approve Secretary (LE) job description changes
Motion to approve the Administrative Assistant – Fiscal job description by R. Stevens, seconded by J. Amo. All voted aye, motion carried.
- K. Resolution – Reclassification of Secretary (LE/EM)
S. Meinerz explains to the committee the need to reclassify the Secretary Confidential (LE/EM) to better reflect the duties being completed. An update of the job description and title to Administrative Assistant – Records. It was proposed to move this position to pay group 13 but remain at the same rate of pay. Motion by J. Amo to approve the reclassification of Secretary – Confidential (LE/EM), to Administrative Assistant – Records and be placed in pay group 13, seconded by K. Thayer. Pending approval of Law Enforcement Committee. All voted aye, motion carried.
- L. Approve Secretary (LE/EM) job description changes
Motion to approve the Administrative Assistant – Records job description by K. Thayer, seconded by R. Stevens. All voted aye, motion carried.
- M. Discussion of Alternative Employee Incentives for 2020/2021
S. Meinerz shared her concern with the committee that since we are not anticipating an annual increase in 2021, if the committee make an exception of a one-time payout for all employees on their comp time balance. Non-exempt employees already receive a payout for their comp time balance at the end of the year, but this would include exempt employees. COVID-19 has made it difficult to use this time, and employees continue to work long hours to accommodate the public that we serve. A rough payout was shared, will have it broke down by department for the next meeting.
- N. Current CPI Figures for January 2021
1.56%
- O. Approve 2021 Budget
S. Meinerz provided the Committee the Human Resources 2021 proposed budget of \$187,443 along with the budget narrative worksheet. Adjustments were made and lowered the total budget by 6K.

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- P. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by A. Staff, seconded by C. Jensen. All voted aye, motion carried.
- Q. Personnel Report
- Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- R. Adjournment of Meeting. Chairman Ransom adjourned meeting at 9:20 a.m.