

**PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES**  
**THURSDAY, DECEMBER 19, 2019**  
**Explorer Conference Room**  
Black River Falls, WI 54615

In Attendance: R. Ransom, J. Amo, R. Carney, C. Jensen, K. Thayer, R. Stevens,  
A. Staff, S. Meinerz, C. Hovell, J. Andre, K. Deno

Absent: N/A

OPEN SESSION

- A. Call to Order- by R. Ransom at 8:30 a.m.
- B. Motion to approve minutes from previous meeting by A. Staff, seconded by R. Stevens. All voted aye, motion carried.
- C. Next Meeting Date and Time: January 21<sup>st</sup> @ 8:30 a.m.
- D. Approve Job Description – Behavioral Health Social Worker I/II
- J. Andre presented the updated job description for the Behavioral Health Social Worker I/II and clean copy for committee to review. She explained they needed to make sure all programs and statutes were included and explained in the job description amongst other areas that needed to be cleaned up. Motion by R. Carney to approve updated Behavioral Health Social Worker I/II job description, seconded by R. Stevens. All voted aye, motion carried.
- E. Approve Resolution – Equity Adjustment 2020
- S. Meinerz and the committee discussed the equity adjustment needed for some employees on the low end of their pay group. The committee decided contingency funds would be used for the equity adjustments. They discussed other options for moving forward including a continuing, non-lapsing fund and the money in that fund would be given to most needed department by the end of each year. Motion to approve resolution for the 2020 Equity Adjustment by R. Stevens and seconded by A. Staff. All voted aye, motion carried.
- F. Wage Discussion
- S. Meinerz asked the committee if a department has circumstances that leaves them with leftover money in the salary line, would they be able to use monies to do internal increases rather than going back to the general fund? K. Deno stated it would not be an option as those figures are not calculated into the following year budget. S. Meinerz stated that if the department already had budgeted for the higher wages, it shouldn't be a problem. Chairman Ransom stated if a department knows they are going to be needing more then they should be requesting it during budget time for salary increases. Further discussions may be had moving forward.
- G. Discussion of Chapter 9/11 – Clean Indoor Air Ordinance and Tobacco Free Property
- K. Deno discussed the issues with employees within the County not being tobacco free and stated the Sheriff won't enforce the ordinance. She has

**PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES**  
**THURSDAY, DECEMBER 19, 2019**  
**Explorer Conference Room**  
Black River Falls, WI 54615

issues because it is not being enforced and nobody does anything about it and the managers are allowing it to happen. S. Meinerz asked who was responsible for enforcing this policy as it is not practical for the Sheriff's Office, or herself to police the issue. The committee would like to review the policy in Chapter 4 and Chapter 9 and have further discussions on it. S. Meinerz also recommended bringing the topic up at an upcoming department head meeting as well.

- H. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by J. Amo, seconded by R. Carney. All voted aye, motion carried.
  - I. Personnel Report
    - Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
  - J. Chairman Ransom adjourned the meeting at 9:28 a.m.
- cc: W.W.I.S. Radio      Banner Journal      Kyle Deno      Garrett Nix  
    Duane Waldera      Chris Hovell

**NOTICE OF POSSIBLE QUORUM:** Based on the composition of the members of the Personnel and Bargaining Committee, a quorum of the Executive and Finance Committee and Law Enforcement Committee will also be present at the above noticed meeting. There will not be any formal discussion or any official action taken of any pending or future matters pertaining to Jackson County by the Executive and Finance Committee or Law Enforcement Committee at this meeting. The action items at this meeting will be limited to the Personnel and Bargaining Committee as to the items posted on this agenda.