

**PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES**  
**TUESDAY, DECEMBER 15, 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, G. Konze, J. Moennig, A. Shafer

Absent: A. Staff

OPEN SESSION

- A. Call to Order- by R. Ransom at 9:32 a.m. All in attendance with the exception of A. Staff.
- B. Motion to approve minutes from previous meeting by R. Stevens, seconded by R. Carney. All voted aye, motion carried.
- C. Next Meeting Date and Time: January 21, 2021 @ 8:30 a.m.
- D. Approve Resolution – 2021 Wage Scale  
Motion to approve the 2021 Wage Scale increase of 1.56% by R. Stevens and seconded by J. Amo. All voted aye, motion carried.
- E. Approve Resolution – Addition of one FTE Adult Protective Services Worker
  - A. Shafer shares with the committee the need for an additional FTE APS Worker. The additional position will help to better serve the elders in the community. Case management on existing clients and assisting with intake assessment would be helpful. There has been positive feedback in having two positions in which will allow more contact with the clients and meeting their needs. This position is in the Department of Health and Human Services budget. Motion to approve the additional Adult Protective Services Worker @ \$22.66/ hour by R. Stevens, and seconded by R. Carney. All voted aye, motion carried.
- F. Approve Resolution – Creation of Receptionist position – Clerk of Court Office
  - J. Moennig presented to the committee the need for a Receptionist in the Clerk of Courts office. This position would cover the current needs of the office and the needs with the additional Judge coming on board in 2021. With the additional Judge come additional cases added to the calendar. The position would be in Pay Group 16. J. Moennig would like the position filled in the March to April timeframe. Motion to approve the new Receptionist position in the Clerk of Courts office by J. Amo, seconded by K. Thayer. All voted aye, motion carried.
- G. Approve job description for Receptionist – Clerk of Court  
Motion to approve the Receptionist job description by K. Thayer, seconded by C. Jensen. All voted aye, motion carried.

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- H. Approve job description for Jail Administrator
- S. Meinerz shared with the committee that the job description for the Jail Administrator has been cleaned up slightly. The “sworn status” was removed, therefore the position will no longer be a Protected classification, this saving the department additional funds. The position will remain in Pay Group 6. Motion to approve the updated Jail Administrator job description by R. Stevens, seconded by R. Carney. All voted aye, motion carried.
- I. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by R. Stevens, seconded by K. Thayer. All voted aye, motion carried.
- J. Personnel Report
- Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- K. Adjournment of Meeting. Motion to adjourn at 10:19 a.m. by C. Jensen, seconded by K. Thayer. All voted aye, motion carried.