

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
THURSDAY, DECEMBER 16, 2021
County Board Room
Black River Falls, WI 54615

In Attendance: R. Ransom, J. Amo, R. Carney, C. Jensen, K. Thayer, R. Stevens, K. Thayer, A. Staff, A. Shafer, C. Hovell, C. Keller, C. Altman, J. Gazdecki, Sheriff Waldera, G. Konze

Absent: N/A

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 A. Staff, seconded by R. Carney. All voted aye, motion carried.
- C. Next Meeting Date and Time: January 19, 2022 @ 8:30 am.
- D. Resolution – Reclassification of ADS Supervisor
A. Shafer shared with the Committee the restructuring taking place in the Aging and Disabilities Services Department. There is a need for another supervisor with additional programs being added. This position will oversee the Meal Sites and casual employees in ADS. The financial impact would be around \$10K. Motion to approve the reclassification of the ADS Supervisor by R. Stevens, seconded by J. Amo. All voted aye, motion carried.
- E. Resolution – Addition of CFS Social Worker
C. Hovell shared with the Committee the need for an additional full time Children & Family Social Worker. They have seen an increase in the number of children in the programs, In January 2021 the number of children was 36, with an increase to 53 now. Additionally, the state is increasing care and screening requirements that does impact the time needed to care for those in need. The position is included in the 2022 budget. Currently there is a \$150k grant for preventative care that can be used to offset the wages. Motion to approve the additional full time Children and Family Social Worker position by R. Carney, seconded by K. Thayer. All voted aye, motion carried.
- F. Resolution – 2022 Wage Scale
S. Meinerz shared the 2022 Wage Scale that reflects a 1.5% increase. The CPI for June 2022 is at 4.23%. Motion to approve the 2022 Wage Scale by R. Carney, seconded by R. Stevens. All voted aye, motion carried.
- G. Resolution – To Adopt Wage Study Recommendations and Implement New Pay Schedule
S. Meinerz shared the updated information that was requested by the Committee. This information includes reimbursement from other funding sources such as the Wisconsin DOT, miscellaneous grant reimbursements of \$117,590. This total does not include reimbursement given to Forestry and Parks for hours spent on grooming State trails etc. That number is hard to gauge as it is based on weather. It is anticipated that reimbursements annually will remain close to the same. S. Meinerz has made the recommendation that employees be placed on the wage scale that

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would give employee an increase. Those employees that have been in their current position 5 years would be placed at Step 3 or in the step that would provide an increase. We have six employees that will hit 5 years after the April 2022 implementation. It is recommended when said employees hit the 5-year mark they would then be moved to Step 3, if they aren't placed there already. This will help with wage compression. Motion to approve the Wage Study as presented by HR Director S. Meinerz to include moving the 6 employees on the wage scale up after implementation by K. Thayer, seconded by R. Stevens. Vote was 6 – 1, motion passed.

- H. Review/Approve Administrative Guide Draft
S. Meinerz shared a draft of the updated Administrative Guide. Changes have been made to reflect the new wage scale, and cleanup of language. Added was a section that states if an employee is hired between October and December, that employee would only receive the CPI increase in January. The following year the employee would move on the scale. This document is ever changing and will be updated accordingly. The committee will review and discuss further at the January 2022 meeting.
- I. Approval to attend WPERLA Conference January 27-28, 2022
S. Meinerz has requested to attend the annual WPERLA Conference in Madison January 27 & 28th. There would be a one-night stay. Motion to approve S. Meinerz attending the WPERLA Conference by R. Stevens, seconded by A. Staff. All voted aye, motion carried.
- J. 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.
- K. Personnel Report
- Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- L. Adjournment of Meeting. Motion to adjourn at 9:20 a.m. by R. Stevens, seconded by J. Amo. All voted aye, motion carried.