

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
TUESDAY, DECEMBER 20, 2022
County Board Room
Black River Falls, WI 54615

In Attendance: J. Amo, J. Higgins, A. Staff, R. Carney, G. Rolbiecki, S. Meinerz, G. Konze, C. Altman, R. Poff

Absent: E. Chamberlain, C. Jensen

OPEN SESSION

- A. Call to Order- by J. Amo at 9:00 a.m. All in attendance with the exception of E. Chamberlain and C. Jensen.
- B. Motion to approve minutes from previous meeting by A. Staff, seconded by J. Higgins. All voted aye, motion carried.
- C. Next Meeting Date and Time: January 19th, 2023 @ 9:00 a.m.
- D. Approve job description update – Business Services Supervisor and Contract Administrator
S. Meinerz shared with the committee this position is currently called the Fiscal Analyst and Contract Administrator. It is being proposed that the title be changed to Business Services Supervisor and Contract Administrator. This position will now supervise the Administrative Clerk positions and will step in when the manager is out. There were also a few other small changes to the job description. Motion to approve the updated job description of the Business Services Supervisor and Contract Administrator, pending approval of the DHHS Board, by R. Carney and seconded by J. Higgins. All voted aye, motion carried.
- E. Approve Reclass Recommendation for Business Services Supervisor & Contract Administrator
S. Meinerz shared with the addition of the supervisory duties Carlson Dettman has moved this position up one grade on the wage scale. The increased salary has been budgeted. Motion to approve the reclassification for the Business Services Supervisor & Contract Administrator by J. Higgins, seconded by R. Carney. All voted aye, motion carried.
- F. Discussion on Charitable Donations
S. Meinerz shared that employees may make a charitable donation to other employees who have exhausted their leave balances. The current donation is vacation hours alone or a 1:1 vacation to sick leave ratio. These donations are made to those that are in need for personal or medical reasons. Per C. Altman, different counties do different things. Some will allow vacation or sick leave to be used without a match, others have a PTO bank that allows employees to use as they see fit. Jackson County has not had a lot of cases where charitable leave has been needed. Will be revising and will bring back to discuss/act in future.

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- G. Comp time update
S. Meinerz shared the updated comp time balances/payout for exempt employees.
- H. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by R. Carney, seconded by A. Staff. All voted aye, motion carried.
- I. Personnel Report
 - Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.

CLOSED SESSION

- J. Motion to convene into closed session pursuant to Section 19.85 (1) (c) *Wis. States.*, for the purpose of: (i) considering employment and performance evaluation data of a specific public employee over which the County has jurisdiction and exercises responsibility;
 - A. Performance Evaluation

Chairman Amo will discuss the performance evaluation with public employee.

- K. Adjournment of Meeting. Motion to adjourn at 9:48 a.m. by G. Rolbiecki, seconded by J. Higgins. All voted aye, motion carried.