

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
THURSDAY, DECEMBER 21, 2023
County Board Room
Black River Falls, WI 54615

In Attendance: J. Amo, E. Chamberlain, J. Higgins, C. Jensen, A. Staff,
R. Carney, G. Rolbiecki, S. Meinerz, G. Konze, C. Altman, C.
Brommerich, J. Pilkington, T. Handy, R. Poff

Absent:

OPEN SESSION

- A. Call to Order- by J. Amo at 9:00 a.m. All in attendance.
- B. Motion to approve minutes from previous meeting by J. Higgins, seconded by E. Chamberlain. All voted aye, motion carried.
- C. Next Meeting Date and Time: January 16, 2024 @ 9:00 a.m.
- D. Approval to attend WPERLA Conference in February
S. Meinerz has requested to attend the annual WPERLA Conference held in Madison on February 1 and 2, 2024. Motion to approve S. Meinerz attending the WPERLA Conference by G. Rolbiecki, seconded by A. Staff. All voted aye, motion carried.
- E. Resolution – Reclassification of E911/GIS Coordinator
C. Brommerich shared with the committee of the increase of job responsibilities with the E911/GIS Coordinator that he is asking for a reclassification for this position. The updated position description does reflect the additional duties it had been submitted to Carlson Dettman for review and they did concur on the reclass. J. Pilkington did go over the additional items added to the description and why they are being included. Funding from a non-lapsing account in Land Information are available to assist in the increase in salary and fringe benefits. The approximate increase is \$4,200. Motion to approve the reclassification and the job description for the E911/GIS Coordinator by J. Higgins, seconded by E. Chamberlain. All voted aye, motion carried.
- F. Approve job description updates for E911/GIS Coordinator
This was included in the above motion.
- G. Resolution – Approval to hire Environmental Health Supervisor
T. Handy presented to the committee the vision of the Public Health Department going forward. Currently, there are two Public Health Nurse positions, however, one is vacant. At this time, the vacancy will not be filled to allow the adjustments that are being proposed within the department. Statutorily, we must have one nurse on staff and in addition, the Public Health Manager can assist the nurse when needed. The vacant position was budgeted at a level III the use those funds will be used to fund the proposed Public Health Strategist. The intent is to do an internal recruitment to fill the 3 proposed new positions, Environmental Health Supervisor, WIC Supervisor/Dietician and Public Health Strategist. The Public Health Strategist is a new position that many counties are going to. The Strategist would oversee the community health improvement plan, seek and write

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grants to fund various programs, as well as manage the two Public Health Specialists. The Environmental Health Supervisor would manage the Sanitarian and Technician. The WIC Supervisor/Dietitian would manage the Public Health Program Assistant. Motion to approve the resolutions and job descriptions of the Environment Health Supervisor, Public Health Strategist and WIC Supervisory/Dietician by A. Staff, seconded by E. Chamberlain. All voted aye, motion carried.

- H. Approve job description for Environmental Health Supervisor
This was included in the above motion.
- I. Resolution – Approval to hire WIC Supervisor/Dietitian
This was included in the above motion.
- J. Approve job description for WIC Supervisor/Dietician
This was included in the above motion.
- K. Resolution – Approval to hire Public Health Strategist
This was included in the above motion.
- L. Approve job description for Public Health Strategist
This was included in the above motion.
- M. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by E. Chamberlain, seconded by J. Higgins. All voted aye, motion carried.
- N. Personnel Report
 - Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- O. Motion to convene into closed session pursuant to Section 19.85(1)(c) *Wis. Stats.*, 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 at 9:46 a.m. by A. Staff, seconded by E. Chamberlain. Roll call taken, all voted yes.
 - Motion to go into open session at 9:55 a.m. and approve the discussed performance evaluation of any public employee as presented by C. Jensen, seconded by E. Chamberlain. All voted yes. Motion carried.
- P. Adjournment of Meeting. Motion to adjourn at 9:56 a.m. by G. Rolbiecki, seconded by A. Staff. All voted aye, motion carried.