

**PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES**  
**THURSDAY, FEBRUARY 17, 2022**  
**County Board Room**  
Black River Falls, WI 54615

In Attendance: R. Ransom, R. Carney, C. Jensen, K. Thayer, R. Stevens, S. Meinerz, A. Staff, C. Keller, R. Poff, C. Hovell, Sheriff Waldera, C. Altman, G. Konze

Absent: J. Amo

OPEN SESSION

- A. Call to Order- by R. Ransom at 9:00 a.m. All in attendance with the exception of J. Amo.
- 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: March 17, 2022 @ 9:00 a.m.
- D. Approve Support Staff to attend CVSOA Training  
S. Meinerz explained to the committee that our VSO Support Staff has attended CVSOA Trainings in the past. This is a great way to network and continue to learn in the VSO. Motion to approve Support Staff attend the CVSOA Training in La Crosse by K. Thayer, seconded by R. Stevens. All voted aye, motion passed.
- E. Resolution – Addition of one FTE Dementia Care Specialist  
C. Hovell shared the need for an FTE Dementia Care Specialist in the County. In the past this position was split with Monroe County. The caseload has made it difficult to split between two counties. This position is fully funded and there is training available through the State. This position will also assist with making community programs more dementia friendly. Motion to approve the addition of FTE Dementia Care Specialist by R. Carney, seconded by R. Stevens. All voted aye, motion carried.
- F. Approve Dementia Care Specialist Job Description  
C. Hovell shared that the job description is the same as that being used in Monroe County. Motion to approve Dementia Care Specialist job description by R. Stevens, seconded by A. Staff. All voted aye, motion carried.
- G. Resolution – Addition of one (.80) FTE Administrative Clerk  
C. Hovell shared that DHHS is in need of additional coverage at the front desk. Caseloads are increasing as are walk-ins, and position would serve as a back up to the current FTE. This position would assist in answer phones, initiate applications for various programs within the department and answer staff questions. There is funding available in the budget to support this position at (.80) FTE. Motion to approve the addition of one (.80) FTE Administrative Clerk by R. Carney, seconded by A. Staff. All voted aye, motion carried.

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- H. Resolution – Addition of one FTE Economic Support Specialist  
C. Hovell shared that one additional FTE Economic Support Specialist is needed in order to equal out the clients served to workers in the consortium. We will receive additional funding to support this position. This will also help to reduce the levy costs. The wage for this position will be at \$20.13 on the new wage scale. Motion to approve an additional Economic Support Specialist by R. Carney, seconded by R. Stevens. All voted aye, motion carried.
- I. Resolution – Addition of one FTE Community Health Worker  
C. Hovell explained to the committee of the need for a Community Health Worker. This position will work with City Government in providing services to all those that are in need. This would include helping people navigate the resources that are available throughout the County. The position would be under the ADRC and is funded through a grant the first year and fully funded by the State thereafter. Motion to approve one FTE Community Health Worker by R. Carney, and seconded by A. Staff. All voted aye, motion carried.
- J. Approve Community Health Worker Job Description  
Motion to approve the Community Health Worker job description by R. Stevens, seconded by A. Staff. All voted aye, motion carried.
- K. Discuss/Approve Animal Shelter Project Employee/Job Description  
S. Meinerz shared with the committee a draft job description of what the Animal Shelter Project employee would look like. Dr. Jamie had attended the Property meeting previously and had proposed that a new project employee be hired to oversee the daily activities of the Shelter, and have one additional staff member to assisting with the daily functions. The current Animal Control Officer is aware and supports the idea. We have learned that only 4 counties in the state run their own Animal Shelter, the others are being ran by the Humane Society. It was proposed that the Humane Society could eventually assume the responsibilities of our shelter. Exec & Finance committee is in favor of hiring said project employee. Being this topic also involves the Sheriff's Office, it will be discussed further at their committee meeting.
- L. Committee Discussion – per WSS 59.15 (1) set base salary rates for terms for the following elected officials of the County prior to April: Sheriff and Clerk of Court  
S. Meinerz shared a spreadsheet with the Committee of what other Counties have proposed for their elected officials in these positions, as well as the recommendations from Carlson Dettman. There was some concern on the Clerk of Court wages with the increased number of cases going through that department because of adding a 2<sup>nd</sup> judge, and additional staff being added. The committee chose Option 2 to proceed with. Sheriff's wages would 11.04% increase for year one, and 3% the next three years. The Clerk of Court's wages would be a 5.87% increase for year one, and 3% for the next three years. A motion to adopt Option 2 by R. Carney, seconded by C. Jensen. Vote was 5-1, motion passed.

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- M. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by A. Staff, seconded by K. Thayer. All voted aye, motion carried.
- N. Personnel Report
- Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.

**CLOSED SESSION**

- O. Motion to convene into closed session pursuant to Section 19.85 (1) (C)WI. 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;
- A: Performance Evaluations

Chairman Ransom will discuss the performance evaluation with public employee.

- P. Adjournment of Meeting. Motion to adjourn at 10:01 a.m. by C. Jensen, seconded by R. Stevens. All voted aye, motion carried.