

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
TUESDAY, JULY 21, 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, A. Staff, G. Konze, L. Goetzka, G. Olson, J. Zahasky, C. Hovell

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 K. Thayer, seconded by A. Staff. All voted aye, motion carried.
- C. Next Meeting Date and Time: August 18, 2020 @ 8:30 am in the County Board Room.
- D. Resolution for Land Conservation Technician I/II
G. Olson explains to the committee of the need to hire a Land Conservation Technician I/II. It is in the best interest of the County to have a fully trained individual on staff that is well aware of the county engineering needs prior to the current Engineer retiring. The engineering practices and needs of the county is something that takes time to learn and understand. This position would be considered in the 2021 budget if approved to move forward, it is understood with the current financial situation that this may be difficult. The Land Conservation Department does have the ability to apply for additional grants and funding when it is available. Motion made by R. Carney to approve the new position and job description of the Land Conservation Technician I/II, seconded by R. Stevens. All voted aye, motion carried.
- E. Approve job description of Land Conservation Technician I/II
This item was approved with the resolution above.
- F. Approve job description of LTE Public Health COVID-19 Response Program Employee
C. Hovell explains to the committee that the job description is more than reaching out to individuals that have been tested or exposed to COVID-19. These employees may assist the Public Health Department with other projects as they arise. Motion by K. Thayer to approve the job description for the LTE Public Health COVID-19 Response Program Employee, seconded by A. Staff. All voted aye, motion carried.
- G. Resolution – Elimination of Child Support Clerk position within Child Support Division
L. Goetzka explains to the committee the reasons behind eliminating the Child Support Clerk, and adding an additional Child Support Specialist. There is a technical skill set to the clerk position, however, the current employee has been taking on many tasks of the Specialist, the only task not currently being performed is drafting court documents. The Child Support Department is 66% State funded with the difference coming from fund balance. The financial impact on 2020 would be approximately \$330 from the fund balance. The Department

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
TUESDAY, JULY 21, 2020
County Board Room
Black River Falls, WI 54615

has been doing a great job collecting money from the stimulus checks in which is put into fund balance. Motion to approve the elimination of the Child Support Clerk and add an additional Child Support Specialist by R. Stevens and seconded by R. Carney. All voted aye, motion carried.

- H. Approve job description of Child Support Specialist
Motion by R. Carney to approve the Child Support Specialist job description, seconded by R. Stevens. All voted aye, motion carried.
- I. Resolution – Reclassification of Forestry & Parks Secretary
J. Zahasky explains the need to reclassify the Secretary position to the committee. Over time the duties of the Forestry & Parks Secretary have changed, however, the current job description does not reflect the changes. This has turned out to be an independent position that is managing 3 major programs within the department (reservations, collecting funds and assisting in the timber revenue program). Current employee is also managing the Facebook page, has taken on cleaning tasks of the building and tracking grants for the department. These are not currently reflected. Motion by K. Thayer to approve the reclassification of the Forestry and Parks Secretary to Forestry and Parks Office Manager, position to be moved from Pay Group 14 to Pay Group 12 and current employee will start at \$21.00/hour (approximately 96.5% of midpoint), seconded by A. Staff. All voted aye, motion carried.
- J. Approve job description of Forestry & Parks Secretary
Motion to approve the job description for the Forestry and Parks Secretary by K. Thayer, seconded by C. Jensen. All voted aye, motion carried.
- K. Current WERC CPI figures
S. Meinerz shared with the committee that there has been no change to the CPI since last month, it is still at 1.79%.
- L. Employee incentive discussion
S. Meinerz shared with the committee regarding the “Opt Out” Benefit. The County has 199 full time employees, 150 employees currently take the insurance benefits and 49 do not. With the uncertainty of the upcoming budget, this discussion to supplement those that do not take the insurance will be discussed further at a later date.
- M. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by K. Thayer, seconded by J. Amo. 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. Adjournment of Meeting by Chairman Ransom at 9:21 am.