

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
TUESDAY, MARCH 17TH, 2020
Explorer Conference 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, T. Deerpalsing, K. Deno, R. Poff

Absent: N/A

OPEN SESSION

- A. Call to Order- by R. Ransom at 8:32 a.m. All in attendance.
- B. Motion to approve minutes from previous meeting and special meeting on March 9th, 2020, by A. Staff, seconded by K. Thayer. All voted aye, motion carried.
- C. Next Meeting Date and Time: April 16, 2020 at 8:30 a.m.
- D. Approve Support Staff to attend VSO Spring Conference
- Per Chairman Ransom it is recommended that our staff not attend due to COVID-19 and approval be postponed at this point.
- E. Resolution – Addition of one Legal Assistant to DA's Office
- S. Meinerz explains to the Committee the need to add an additional Legal Assistant. The workload has increased with the addition of the 2nd Assistant District Attorney. This position is in the budget and a projected start date is May 2, 2020. Motion to approve the additional Legal Assistant to the DA's Office by R. Carney, seconded by R. Stevens. All voted aye, motion carried.
- F. Resolution – Reclassification of Maintenance Supervisor
- S. Meinerz explains to the committee that the Maintenance Supervisor job description is outdated and has been updated, and feels that Pay Group 7 is very low for this type of position. The current job description was shared along with the proposed changes. Would like to see this position move to Pay Group 4 and placed at 85% of midpoint. The position responsibilities have significantly increased, the overseeing of staff has increased, also overall footage of County property has increased. Current Supervisor has stepped in and is doing a great job in all aspects of the department. Motion to approve the job description and reclassification of the Maintenance Supervisor and start at 85% of midpoint by R. Stevens, seconded by R. Carney. All voted aye, motion carried.
- G. Discussion of incentives/recruitment ideas
- S. Meinerz presented different ideas to the committee for consideration for incentives to attract more people to Jackson County and then retain them once on board. A few of the ideas that the committee discussed was possibly negotiating vacation to offer new employees. She will work on a couple options for the next meeting. Also, the possibility of an additional incentive if an employee does not take County offered insurance. K. Deno has a representative working a graphic that will show the statistics of those that take the insurance vs. those employees that do not. K. Deno did state

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that the payout could be a burden. These ideas will be discussed again at the next meeting.

- H. Discussion of COVID-19 plan
 - S. Meinerz shared with the committee that an action plan was discussed at the Executive and Finance Committee. A memorandum was shared with this committee, and Chairman Ransom does have the ability to approve changes if made. At this point 12 people have been tested for COVID-19 in the County.
- I. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by R. Stevens, seconded by R. Carney. All voted aye, motion carried.
- J. Personnel Report
 - Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- K. Adjournment of Meeting. Chairman Ransom adjourned meeting at 9:36 a.m.