

**PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES**  
**MONDAY, MAY 24, 2021**  
**County Board Room**  
Black River Falls, WI 54615

In Attendance: R. Ransom, R. Carney, C. Jensen, K. Thayer, R. Stevens, S. Meinerz, A. Staff, R. Poff, R. Bjerke, E. Moldenhauer, C. Hovell, G. Konze

Absent: J. Amo

OPEN SESSION

- A. Call to Order- by R. Ransom at 8:30 a.m. All in attendance with the exception of J. Amo.
- B. Motion to approve minutes from previous meeting by R. Carney, seconded by R. Stevens. All voted aye, motion carried.
- C. Next Meeting Date and Time: June 22, 2021 @ 9:00 a.m.
- D. Resolution for Creation of one Judicial Assistant for Branch II.  
S. Meinerz shared information with the Committee about the Judicial Assistant and what was budgeted for this new position. Motion to approve that additional Judicial Assistant for Branch II by K. Thayer, seconded by A. Staff. All voted aye, motion carried.
- E. Approval to attend WPERLA Conference – June 16-18, 2021.  
S. Meinerz presented information about the upcoming WPERLA conference in Madison. Motion to approve attendance to the WPERLA Conference by R. Stevens, seconded by A. Staff. All voted aye, motion carried.
- F. Approval of Support Staff to attend VSO Conference – June 7-11, 2021.  
R. Bjerke spoke to the Committee regarding the upcoming VSO Conference. It has been budgeted to take his assistant with. This is a great learning opportunity and a way to network with other VSO offices in the State. Motion to approve the Support Staff attend the VSO Conference from June 7 – 11, 2021 by C. Jensen, seconded by R. Carney. All voted aye, motion carried.
- G. Job description update – Account Clerk  
S. Meinerz shared with the Committee that there were a few items updated for the Account Clerk position. Motion to approve the updated job description for the Account Clerk at the Highway Department by R. Carney, seconded by R. Stevens. All voted aye, motion carried.
- H. COVID-19 Update  
S. Meinerz shared the updated Masking Policy and latest Memorandum related to COVID-19. Masks will no longer be a requirement for employees if they are fully vaccinated. Masks should still be worn when working with the public while indoors or while in a vehicle on county time. This includes, but is not limited to, transports, home visits, and in the corrections setting. E. Moldenhauer spoke to the group and shared that the CDC guideline changes were unexpected. As far as other Counties and what they are doing are all over the board. Some are

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continuing as is, to one County totally taking down all restrictions and the hand sanitizing stations. It was recommended from Public Health that all vaccinated employees provide a copy of their card to HR, therefore not requiring them to wear a mask. Corporation Council has reviewed the proposed changes to the Masking Policy. Motion to approve the updated Masking Policy by K. Thayer, seconded by C. Jensen. All voted aye, motion carried.

- I. Telecommuting Policy  
S. Meinerz discussed continuing the Telecommute Policy and extending to all County employees. This would vary from department to department and for some not be a possibility due to the nature of the position. There was some concern if the Customers were being taken care of and their needs met by those that were telecommuting. Telecommute requests are reviewed on a case by case and privileges can be revoked at any time. Motion to approve continuing the Telecommuting Policy by R. Carney, and seconded by A. Staff. All voted aye, motion carried.
- J. County Picnic Update  
S. Meinerz shared updates with the committee regarding the response received from the survey. Fifty-seven employees responded they would like to have the County picnic again, and of the dates offered September 18<sup>th</sup>, at Lake Wazee was the most popular vote. Pace and Pedal will be there in the morning of the 18th for the 5K Fun Run. We will have the concession stand available to use the grill and power. There has been interest in assisting in the planning of the picnic. Door prizes will be given out.
- K. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by C. Jensen, seconded by A. Staff. All voted aye, motion carried.
- L. Personnel Report
  - Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- M. Adjournment of Meeting. Motion to adjourn at 9:25 a.m. by C. Jensen, seconded by A. Staff. All voted aye, motion carried.