

**PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES**  
**WEDNESDAY, NOVEMBER 30, 2022**  
**County Board Room**  
Black River Falls, WI 54615

In Attendance: J. Amo, E. Chamberlain, J. Higgins, A. Staff, C. Jensen, R. Carney,  
S. Meinerz, G. Konze, C. Altman, R. Poff, B. Laurent

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: December 20, 2022 @ 9:00 am.
- D. Approve job description update – Justice Systems Coordinator  
S. Meinerz shared with the Committee that J. Luttio will be retiring in January and that the update to the current job description is only updating the very long title to be similar with other Counties. Motion to approve the title change from Jackson County Criminal Justice Coordinating Council Coordinator to Justice Systems Coordinator by J. Higgins and seconded by A. Staff. All voted aye, motion carried.
- E. Comp Time Update  
S. Meinerz shared with the committee the current exempt employee's comp time balances with projected payout that includes social security, Medicare and WRS. The managers have been encouraged to have their employees to use their comp time before vacation.
- F. Credit Card Approval  
S. Meinerz presented the desire for Human Resources to have a department credit card. This would take some burden off the County Clerk's office in processing Human Resources transactions when their credit card is used for various transactions such as Facebook advertising, office supplies and other miscellaneous items. Motion to approve a Human Resources credit card by R. Carney, seconded by E. Chamberlain. All voted aye, motion carried.
- G. 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.
- H. Personnel Report
  - Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- I. Adjournment of Meeting. Motion to adjourn at 9:25 a.m. by J. Higgins, seconded by E. Chamberlain. All voted aye, motion carried.