

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 17, 2023
County Board Room
Black River Falls, WI 54615

In Attendance: J. Amo, E. Chamberlain, J. Higgins, C. Jensen, A. Staff,
R. Carney, G. Rolbiecki, S. Meinerz, G. Konze, C. Altman, Sheriff
Waldera, Chief Deputy Olson, Captain Rich, J. Hemp

Absent: N/A

OPEN SESSION

- A. Call to Order- by J. Amo at 8:59 a.m. All in attendance.
- B. Motion to approve minutes from previous meeting by G. Rolbiecki, seconded by J. Higgins. All voted aye, motion carried.
- C. Next Meeting Date and Time: November 16, 2023 @ 9:00 a.m.

J. Amo shared his concern with the committee of approving any additional positions prior to the budget being approved by the County Board. This committee can move forward with a motion contingent on approval of the board approving the 2024 Budget.

- D. Resolution – Addition of one Land Use Specialist I/II
S. Meinerz reminded the committee that in September the job description was approved, and are now requesting an additional position to assist in the duties. There has been an increase in land permits and other items that a 2nd position would allow the office to keep up with the growing need. Motion to approve the addition of one Land Use Specialist I/II contingent on budget approval of the County Board by A. Staff, and seconded by E. Chamberlain. All voted aye, motion carried.
- E. Resolution – Addition of one Administrative Assistant – Records
Sheriff Waldera presented to the committee the need an additional Administrative Assistant – Records. The volume of open records requests is on the rise and with a statute of limitations these requests need to be addressed in a timely manner. Also, filing and the purging of files are not up to date. This is important because if we have a file and a request is made it must be shared, regardless if past retention period. There will be some overlapping with the other records position as far as duties. G. Rolbiecki made a motion to approve one Administrative Assistant – Records contingent on budget approval of the County Board and approval through the Law Enforcement Oversight Committee, seconded by J. Higgins. All voted aye, motion carried.
- F. Resolution – Addition of one Jail Lieutenant
Sheriff Waldera presented to the Committee the need for a Jail Lieutenant. The responsibilities in the jail are increasing and with this additional layer of supervision, the Captain would have more time to ensure we are not violating codes. The Lieutenant would be the backup to Captain. The intent is also to have this person assist in coordinating transports; this is currently being completed by the Captain. The hours would stagger from the Captain's by over

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lapping hours in the afternoon. If needed, would also flex to be available on the weekends, but more emphasis in the evenings. Motion to approve the addition of one Jail Lieutenant contingent on budget approval of the County Board by G. Rolbiecki, and seconded by J. Higgins. All voted aye, motion carried.

- G. Approve job description for Jail Lieutenant
Motion to approve the Jail Lieutenant job description contingent on the approval of the County Board budget by R. Carney, and seconded by G. Rolbiecki. All voted aye, motion carried.
- H. Resolution – addition of one Deputy Sheriff – Transport
A motion to approve the addition of one Deputy Sheriff – Transport contingent on budget approval of the County Board and approval through the Law Enforcement Oversight Committee by G. Rolbiecki seconded by C. Jensen. All voted aye, motion carried.
- I. Approve job description for Deputy Sheriff – Transport
Sheriff Waldera shared background on the need for a Deputy Sheriff – Transport. Jackson County has one Jail-Certified employee that is currently transporting inmates. The addition of a Deputy Sheriff in the role can serve many purposes to include transporting inmates/prisoners, assist in the jail and also oversee courtroom proceedings. Most transports occur Monday through Friday and in the event a weekend transport is necessary the schedule would remain flexible to allow this. This position is definitely unique. Motion to approve the job description contingent on the approval of the County Board budget and approving the addition of one Deputy Sheriff – Transport by G. Rolbiecki, seconded by C. Jensen. All voted aye, motion carried.
- J. Comp Time Update
S. Meinerz shared the updated exempt employee comp balances.
- K. Update on Act 4 – Jailer Classification
S. Meinerz shared an update on Act 4 – Jailer classification going from general to protective status. There will be educational meetings held to keep our current Corrections Officers up-to-date on what their options are for their retirement accounts through the Wisconsin Retirement System.
- L. 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.
- M. Personnel Report
- Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
- N. Adjournment of Meeting. Motion to adjourn at 9:48 a.m. by G. Rolbiecki, seconded by J. Higgins. All voted aye, motion carried.