

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
TUESDAY, AUGUST 18, 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. Hovell, C.
Altman, J. Sahr

Absent:

OPEN SESSION

- A. Call to Order- by J. Amo at 8:58 a.m. All in attendance.
- B. Motion to approve minutes from previous meeting by G. Rolbiecki, seconded by A. Staff. All voted aye, motion carried.
- C. Next Meeting Date and Time: September 21, 2023 @ 9:00 a.m.
- D. Resolution – Elimination of UW-Extension Support Staff
S. Meinerz shared with the committee that the UW-Extension Support staff has been under Human Resources for many years. It was recently brought to our attention that the work there is not enough to support a full-time employee. P. Malone brought forth at the EEC meeting that Program Assistant be split between Jackson and Trempealeau County. Jackson County would pay half the expenses for a Program Assistant. This proposal has been approved through the Extension and Executive and Finance Committees. The plan is to have the position filled prior to the end of the year. Motion to approve the elimination of the UW-Extension Support Staff by A. Staff, seconded by R. Carney. All voted aye, motion passed.
- E. Resolution – Addition of 1.0 (FTE) Fiscal Analyst
C. Hovell explains to the committee of the need of a Fiscal Analyst to analyze the data within DHHS. There has been a savings within this department. Each department will do a 5,000 split to cover the position from October through the end of the year. The position is in the 2024 budget. The resolution has been presented and approved through the DHHS Oversight Committee. Motion to approve the addition of an FTE Fiscal Analyst by E. Chamberlain, seconded by Garth Rolbiecki. All voted aye, motion passed.
- F. Approve Fiscal Analyst job description
Motion to approve the presented Fiscal Analyst job description by R. Carney, seconded by C. Jensen. All voted aye, motion passed.
- G. Approve changes to Business Services Supervisor & Contract Administrator job description
C. Hovell shared with the committee that the tasks associated with the Analyst position have been removed from this job description and placed in the Fiscal Analyst job description. Motion to approve the changes to the Business Services Supervisor & Contract Administrator job description by R. Carney, seconded by A. Staff. All voted aye, motion carried.

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- H. Approve changes to Fiscal & Clerical Services Manager job description
C. Hovell shared that the last sentence in the position summary be removed. It reads, *serves as secondary Interim DHHS Director in cases where Director and primary Interim Director are unable to perform their duties due to reasons other than normal vacation and sick leave absences.* There are very few updates to this job description, cleaning up the verbiage. Motion to approve the Fiscal & Clerical Services Manager job description by R. Carney, seconded by G. Rolbiecki. All voted aye, motion carried.
- I. Wage Scale Discussion/Action
S. Meinerz spoke to the committee about condensing the current wage scale from 16 steps down to 11 steps. The proposed condensed version would affect 17 county employees and where they would be placed on the condensed version. This is a strategy the Carlson Dettmann had brought forth to possibly help fill some positions and work towards retention of employees. Chairman Amo felt the condensing down is a good idea, but the timing of it is not good. Motion to stay with the current wage scale and look at the condensed version next year by E. Chamberlain, seconded by J. Higgins. All voted aye, motion passed.
- J. Comp Time Discussion/Action
The committee was provided a current list of exempt employee's comp balances and payout. We will continue to monitor these balances through the end of the year. By paying these out could be used as a retention strategy. We will continue to encourage the employees to use their comp balances prior to the end of the year. In the past the payouts were absorbed by department funds.
- K. Approve 2024 Budget
S. Meinerz provided the committee with the narrative of what is included in the budget. The only increase for this year is the recruiting line as some costs have increased going into 2024, as well as a 5-8% annual increase in NEOGOV, the application software. Motion to approve the 2024 Human Resources budget as presented by G. Rolbiecki, and seconded by J. Higgins. All voted aye, motion carried.
- L. Expense Vouchers and Budget was presented by S. Meinerz. Motion to approve expense vouchers as presented by E. Chamberlain, seconded by A. Staff. All voted aye, motion carried.
- M. Personnel Report
- Recruitment Report - An updated recruitment report with vacancies and new hires was provided to the Committee.
 - MLK Day – S. Meinerz shared that we will again be using Castle Hill as our All-County Training site in 2024. A meal will be provided. We will be having to presenters as well as giveaways. More details to come.

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CLOSED SESSION

- N. Motion to convene into closed session pursuant to Section 19.85(1)(c) *Wis. Stats.*, for the purpose of: (i) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 9:41 am by C. Jensen, seconded by J. Higgins. Roll call taken, all voted yes.
- O. Motion to reconvene into open session at 9:51 am by G. Rolbiecki, seconded by C. Jensen. Roll call taken. All voted yes.
- Motion to approve the discussed compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility by R. Carney, seconded by J. Higgins. All voted aye, motion carried.
- P. Adjournment of Meeting. Motion to adjourn at 9:52 a.m. by J. Higgins, seconded by E. Chamberlain. All voted aye, motion carried.