

PERSONNEL & BARGAINING COMMITTEE MEETING MINUTES
THURSDAY, SEPTEMBER 19, 2024
County Board Room
Black River Falls, WI 54615

In Attendance: J. Amo, E. Chamberlain, M. Kunes, G. Rolbiecki, S. Peloquin, J. McDonald, G. Konze, CPT Gray, L. Goetzka, B. Cobb, T. Cooper, C. Altman, R. Poff, R. Anderson, Sheriff Waldera

Absent: R. Carney, J. Higgins

OPEN SESSION

- A. Call to Order- by J. Amo at 9:02 a.m. All in attendance with the exception of Supervisor Carney and Supervisor Higgins.
- B. Motion to approve minutes from previous meeting as amended by Supervisor Chamberlain, seconded by Supervisor Kunes. All voted aye, motion carried.
- C. Next Meeting Date and Time: October 17, 2024 @ 9 am
- D. Resolution to Reclass the Administrative Assistant – Confidential to Administrative and Clerical Supervisor for DHHS – Discuss/Act
B. Cobb shared with the committee that this resolution to reclass the current Administrative Assistant Confidential to Administrative and Clerical Supervisor reflects the 2 front desk clerks moved from the Business Services Department to the Administrative Department. This change along with a couple minor updates are reflected in the updated job description that was earlier approved and sent to Carlson Dettman for review. The recommendation from Carlson Dettman is that this updated position be moved from an 8 to the 10 on the wage scale. Motion to approve the resolution to reclass the Administrative Assistant – Confidential to Clerical Supervisor by Supervisor Rolbiecki, seconded by Supervisor Kunes. All voted aye, motion carried.
- E. Child Support Agency Background Investigation Policy and Procedure – Discuss
L. Goetzka shared the Child Support Agency Background Investigation Policy and Procedure to the committee. The policy was created as there is a requirement per the IRS to finger print all Child Support Department employees. These employees have access to federal tax information on the clients they work with. By finalizing this internal policy, the department will remain in compliance per guidelines.
- F. Human Resources Budget Review - Discuss/ Act
J. McDonald presented the Human Resources 2025 Budget in a slide show presentation. The presentation included functions of HR, goals and metrics that will be used in the near future. She did share where Human Resources currently sits for the 2024 budget year. Motion to approve the 2025 Human Resources budget by Supervisor Chamberlain, seconded by Supervisor Peloquin. All voted aye, motion carried.
- G. County Code of Ordinance, Chapter 4 Leave Policy Updates - Discuss
J. McDonald brought to the attention of the committee that the Chapter 4 Leave Policy will be reviewed in the coming months. The goal will be to make the policy

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clearer and condensed. There are sections where the current policy does conflict with itself. FMLA will also be a topic for discussion, at one time the current information may have been necessary. There are more resources and training available to employees. More to come in the following months.

- H. CPI Rates - Discuss
The latest CPI rate was 2.5%

- I. Expense Vouchers and Budget was presented by J. McDonald. Motion to approve expense vouchers as presented by Supervisor Peloquin seconded by Supervisor Rolbiecki. All voted aye, motion carried.

- J. Recruitment Report – Discuss
The updated recruitment report with vacancies and new hires was provided to the Committee.

- K. Future Agenda Items – Discuss
Chair Amo mentioned the possibility of reviewing/reclassify job descriptions one time during the year vs. the way it is being handled currently.

- L. Closed Session: The committee will convene into closed session for the discussion of employee related matters pursuant to Section 19.85(1)(c) *Wis. Stats.*, for the purpose of: (i) considering employment and performance evaluation data of a specific public employee over which the County has jurisdiction and exercises responsibility;
 - 1. Internal Document Review – Action Plan Example
 - 2. Leave of AbsenceMotion to go into closed session by Supervisor Peloquin, seconded by Supervisor Kunes. Each supervisor voted yes.
Motion to go back in to open session by Supervisor Peloquin, seconded by Supervisor Rolbiecki. Each supervisor voted yes.

- M. Adjournment of Meeting. Motion to adjourn at 10:08 a.m. by Supervisor Peloquin, seconded by Supervisor Rolbiecki. All voted aye, motion carried.