

Personnel Committee

November 18, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:45 p.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Tim Hansen

Members Absent: none

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Liza Daleiden, Corey Dassow, Cathy Lemke, Ray Soper

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with six items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Hansen, to approve the minutes of the October 31, 2019, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Request to temporarily increase the Human Services Administrative Support positions to forty [40] hours. Liza Daleiden, Interim Human Services Director, requested to increase the Human Services Administrative Support positions to 40 hours from 35 hours on a temporary basis to complete some of the work assignments that have been delayed due to heavy work load in the department. A motion was made by Lewis, seconded by Hansen, to approve the temporary increase from 35 hours to 40 hours per week for the Human Services Administrative Support positions effective November 18, 2019, until April 21, 2020, to coincide with the temporary term of the Interim Human Services Director. A unanimous vote cast, the motion carried.

High School Government Class. Chair Zenner was asked by the High School Government teacher to have some of the department heads be present at the government class event. It is a full day event in which participation would be voluntary for the department head. The teacher was hoping for an overview of government departments for the students. A motion was made by Lewis, seconded by Thums, to approve the participation of department heads in the high school government day. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Hansen, seconded by Mildbrand, to adjourn at 9:50 a.m.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

November 18, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:00 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Ray Soper, Cathy Lemke, Tim Hansen

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Nicholas Schuld, Dave Kahan, Randy Ingram; WPPA Business Agent, Rich Burghaus; WPPA Business Agent, Corey Dassow, Mindy Dale; Weld Riley

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with six items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Hansen, to approve the minutes of the November 7, 2019, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Lemke, at 9:01 a.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(e), for the purpose of negotiating with WPPA, Deputy Sheriff's Union and WPPA, Sergeant's Union, and for the purpose of discussing and acting on Grievance #19-00407, submitted by WPPA, Deputy Sheriff's Union. A roll call vote cast, seven [7] voting aye, the motion carried.

The Joint Personnel and Finance Committee recessed at 9:43 a.m. for a Personnel Committee meeting and reconvened at 9:50 a.m.

Open Session. A motion was made by Mildbrand, seconded by Lemke, to go into open session at 10:22 a.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Mildbrand, seconded by Lemke, to adjourn at 10:22 a.m.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

November 7, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:04 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Ray Soper, Cathy Lemke

Members Absent: Tim Hansen

Other Attendees: Linda Daniels, Marie Koerner, Nicholas Schuld, Dave Kahan, Randy Ingram; WPPA Business Agent, Rich Burghaus; WPPA Business Agent, Corey Dassow, Mindy Dale; Weld Riley, David Richie; Weld Riley

Approve Agenda. A motion was made by Mildbrand, seconded by Soper, to approve the agenda with six items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Thums, to approve the minutes of the September 26 and October 8, 2019, Joint Personnel and Finance Committee meetings. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Thums, at 9:04 a.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(e), for the purpose of negotiating with WPPA, Deputy Sheriff's Union and WPPA, Sergeant's Union, and for the purpose of discussing and acting on Grievance #19-00407, submitted by WPPA, Deputy Sheriff's Union. A roll call vote cast, six [6] voting aye, one [1] absent [Hansen], the motion carried.

Open Session. A motion was made by Thums, seconded by Mildbrand, to go into open session at 1:00 p.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Lemke, to adjourn at 1:00 p.m.

Secretary: Linda Daniels

Personnel Committee

October 31, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 12:00 p.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Tim Hansen

Members Absent: none

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Andria Farrand, Liza Daleiden, Rhonda Rudolph, Jen Meyer, Brian Wilson; Star News

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with ten items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Lewis, seconded by Mildbrand, to approve the minutes of the September 26, 2019, and the October 8, 2019, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Carlson Dettmann Consulting recommendation of placement of Clinical Services Lead – Human Services Department. Marie Koerner, Human Resource Manager, presented the recommendation from Carlson Dettmann Consulting of placing the Clinical Services Lead position in the Human Services Department at Grade L in the compensation plan. A motion was made by Lewis, seconded by Thums, to approve the recommendation of Grade L for the Clinical Services Lead position effective October 31, 2019. A unanimous vote cast, the motion carried.

Carlson Dettmann Consulting recommendation of placement of Treatment Court Coordinator – Human Services Department. Ms. Koerner stated the Treatment Court Coordinator position was sent to Carlson Dettmann Consulting based on added duties to the JDQ. The position was currently in Grade I. The recommendation from Carlson Dettmann Consulting was to move the position, which is a grant-funded position, from Grade I to Grade J in the compensation plan. A motion was made by Mildbrand, seconded by Lewis, to approve the updated recommendation of Grade J for the Treatment Court Coordinator position effective October 31, 2019. A unanimous vote cast, the motion carried.

Appointment of Interim Human Services Director. Due to the resignation of the Human Services Director, the Human Services Board recommended to appoint Liza Daleiden as the Interim Human Services Director effective October 22, 2019. A motion was made by Hansen, seconded by Lewis, to approve the appointment of Liza Daleiden as Interim Human Services Director effective October 22, 2019, for six months until April 21, 2020. A unanimous vote cast, the motion carried.

Interim Human Services Director additional compensation. Ms. Koerner gave history regarding previous Interim Department Head compensation and recommended an additional \$3.00 per hour to be added to the Interim Human Services Director effective October 22, 2019.

A motion was made by Thums, seconded by Hansen, to approve an additional \$3.00 per hour compensation for the Interim Human Services Director effective October 22, 2019. A unanimous vote cast, the motion carried.

Employee Cell Phone Policy. Ms. Koerner presented the Taylor County Cell Phone Policy that upon approval would be entered into the Employee Handbook. It was moved by Mildbrand, seconded by Hansen, to approve the Taylor County Cell Phone Policy as presented. A unanimous vote cast, the motion carried.

Employee Exit Interview. Ms. Koerner presented the Employee Exit Interview Policy. Upon an employee notifying the Human Resource Department of their resignation of their current position, the employee would be given a questionnaire and offered an exit interview, as well. Discussion was held regarding requiring the exit interview to be mandatory vs. voluntary depending on the employee's position at Taylor County. It was moved by Lewis, seconded by Thums, to approve the Employee Exit Interview Policy as presented. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 12:14 p.m.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

October 8, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:19 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Tim Hansen, Ray Soper, Cathy Lemke

Members Absent: none

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz [left at 10:32 a.m.], Nicholas Schuld, Dave Kahan, Chad Kowalczyk, Larry Woebeking, Randy Ingram; WPPA Business Agent, Rich Burghaus; WPPA Business Agent, Corey Dassow, Mindy Dale; Weld Riley, David Richie; Weld Riley, Brian Wilson; Star News

Approve Agenda. A motion was made by Mildbrand, seconded by Lewis, to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Lewis, seconded by Mildbrand, to approve the minutes of the September 17, 2019, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Exchange of initial bargaining agreement proposals with WPPA, Deputy Sheriff's Union and WPPA, Sergeant's Union. Mindy Dale, Labor Attorney, went over initial bargaining agreement proposals with Rich Burghaus and Randy Ingram, WPPA, Chad Kowalczyk and Nick Synol.

Closed Session. A motion was made by Lewis, seconded by Lemke, at 9:49 a.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(e), for the purpose of negotiating with WPPA, Deputy Sheriff's Union and WPPA, Sergeant's Union. A roll call vote cast, seven [7] voting aye, the motion carried.

Open Session. A motion was made by Thums, seconded by Hansen, to go into open session at 12:54 p.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Mildbrand, seconded by Lewis, to adjourn at 12:54 p.m.

Secretary: Linda Daniels

Personnel Committee

October 8, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:05 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Tim Hansen

Members Absent: none

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Ray Soper, Cathy Lemke, Sarah Holtz, Heather Dums, Sara Nuernberger, Corey Dassow, Mindy Dale; Weld Riley, David Richie; Weld Riley intern, Brian Wilson; Star News

Approve Agenda. A motion was made by Lewis, seconded by Thums, to approve the agenda with eight items. A unanimous vote cast, the motion carried.

Approve Minutes. The minutes from the September 26, 2019, Personnel Committee meeting were not completed as of this meeting date. No action was taken on this agenda item.

2020 Compensation Plan increase. A motion was made by Mildbrand, seconded by Thums, to increase the compensation schedule 2.00% for 2020 effective January 5, 2020. A unanimous vote cast, the motion carried.

Request to fill part-time Deputy Treasurer position – County Treasurer. Sarah Holtz, County Treasurer, was present to request filling a part-time Deputy Treasurer/Tax Assistant vacancy due to a retirement in the department. A motion was made by Hansen, seconded by Thums, to approve the request to fill a part-time Deputy Treasurer/Tax Assistant in the County Treasurer's office. A unanimous vote cast, the motion carried.

The committee moved to agenda item #7.

Approve updated job description for Legal Assistant position – District Attorney. A motion was made by Lewis, seconded by Thums, to approve the updated job description for the Legal Assistant position. A unanimous vote cast, the motion carried.

Request to fill Legal Assistant position – District Attorney. It was moved by Mildbrand, seconded by Thums, to approve filling the Legal Assistant position in the District Attorney's office. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 9:15 a.m.

Secretary: Linda Daniels

Personnel Committee

September 26, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 12:30 p.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Tim Hansen

Members Absent: none

Other Attendees: Marie Koerner, Jim Metz, Attorney Mindy Dale; Weld Riley, Attorney David Richie; Weld Riley, Andria Farrand, Sarah Holtz, Adam Keeling, Randy Ingram; WPPA, Harlan Schwartz

Approve Agenda. A motion was made by Lewis, seconded by Hansen, to approve the agenda with thirteen items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Lewis, to approve the minutes of the August 9 and August 19, 2019, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Updated Deputy Treasurer/Tax Assistant job description – County Treasurer. Sarah Holtz, County Treasurer, was present to explain the job description updates. A motion was made by Mildbrand, seconded by Hansen, to approve the updated job description for the Deputy Treasurer/Tax Assistant. A unanimous vote cast, the motion carried.

Request to fill Deputy Treasurer/Tax Assistant position – County Treasurer. A motion was made by Lewis, seconded by Mildbrand, to table this agenda item to a future date. A voice vote cast, three [3] voting aye, two [2] voting no [Thums, Hansen], the motion carried.

Updated Receptionist/Deputy County Clerk job description – County Clerk. Andria Farrand, County Clerk, was present to explain the job description updates with the Receptionist and Deputy County Clerk duties consolidated into one job description for Deputy County Clerk. A motion was made by Mildbrand, seconded by Thums, to approve the updated job description for the Deputy County Clerk. A unanimous vote cast, the motion carried.

Request to fill Receptionist/Deputy County Clerk position – County Clerk. Ms. Farrand requested to fill the vacant position due to an employee retiring in her office. A motion was made by Thums, seconded by Lewis, to approve filling the position of Deputy County Clerk. A unanimous vote cast, the motion carried.

Request to increase the Payroll & Benefits Specialist position to forty [40] hours for the remainder of 2019. Ms. Farrand requested her Payroll & Benefits Specialist position move to 40 hours until the end of the year due to a vacancy in the County Clerk's office. A motion was made by Lewis, seconded by Thums, to approve moving the Payroll & Benefit Specialist position to 40 hours until December 31, 2019. A unanimous vote cast, the motion carried.

Jeans Day Policy. Adam Keeling was present to request an employee jean day once a month. A motion was made by Hansen, seconded by Thums, to approve the submitted policy as follows: Taylor County employees may wear blue denim dress jeans on days designated by the Taylor County Employee Fund one extra day per month. Taylor County employees will be allowed to wear blue denim dress jeans by donating \$2.00 to the chosen charity organization for the month and the employee fund. The money donated for jeans day will be equally divided between the employee fund and a charity. The blue denim dress jeans must comply with the requirements stated in Section 10.3 of the Taylor County Employee Handbook. Each Department Head may require it's department employees to abstain from participating in a special jeans day. An employee may not participate in jeans day if they are scheduled to appear in court, participate in county meetings, employment interviews or when there is an unusually high number of people visiting the workplace on that day. A sign will be posted in the courthouse lobby and other county workplaces on jeans day advising the public that employees have been given permission to wear jeans and the charity the employees are supporting. As far as collecting the money it will be on the honor system for employees. A box will be put in the courthouse mail room and any other common room in other buildings for any other county employees that this would apply to. The day of the month will be sent out in an email at least a month in advance along with the charity that will be donated to. Every attempt will be made to choose a local charity. A unanimous vote cast, the motion carried.

2020 Corporation Counsel Resolution and Agreement. A motion was made by Lewis, seconded by Thums, to approve the 2020 Corporation Counsel Resolution and Agreement. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Mildbrand, at 12:41 p.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(e), for the purpose of discussing and acting on Grievance #19-00407, submitted by WPPA, Deputy Sheriff's Union. A roll call vote cast, five [5] voting aye, the motion carried.

Open Session. A motion was made by Mildbrand, seconded by Lewis, to go into open session at 1:25 p.m. A unanimous cast, the motion carried.

A motion was made by Lewis, seconded by Hansen, to deny Grievance #19-00407. A unanimous cast, the motion carried.

Adjournment. A motion was made by Lewis, seconded by Thums, to adjourn at 1:25 p.m.

Secretary: Marie Koerner

Joint Personnel and Finance Committee

September 26, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Zenner called the meeting to order at 10:35 a.m.

Members Present in morning session: Charles Zenner, Scott Mildbrand, Lester Lewis, Catherine Lemke, Ray Soper, Tim Hansen

Members Absent in morning session: Rollie Thums

Other Attendees in morning session: Marie Koerner, Jim Metz, Larry Brandl, Tim Deaton; The Horton Group, Andria Farrand, Brian Wilson; Star News

Approve Agenda. A motion was made by Lewis, seconded by Mildbrand, to approve the agenda with eight items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Lewis, to approve the minutes of the August 9, 2019, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Meet with The Horton Group to discuss employee health insurance and employee premiums. Tim Deaton, Vice President with The Horton Group, explained the 2020 renewal marketing summary that was received for Taylor County. The premiums quoted from five different insurance companies ranged from 13.94% to 53.69% higher than 2019 rates. There were also three companies that declined to submit a quote. Both the Aspirus Narrow Network and the NEHA Broad Network plans have an 8% premium increase for 2020. The Horton Group recommended continuing with the two plans with WCA Group Health Trust in 2020. In an effort to reduce some of the premium, plan design changes were agreed on: deductible changes – Single - \$2,000 to \$2,500; Limited Family - \$3,000 to \$3,500; Family - \$4,000 to \$5,000. Office visit copays increased to \$30 from \$25 and specialist office visit copays increased to \$75 from \$25. These changes will save 3.3% of the 8% increase. The remaining increased amount will be shared by Taylor County and the employees with the employees continuing to pay 18% for the NEHA Broad Network and 10% for the Aspirus Narrow Network. A motion was made by Hansen, seconded by Lemke, to approve the plan design changes and the remaining premium increase be shared by Taylor County and the employees with continuing the same premium percentages of 18% for the NEHA Broad Network and 10% for the Aspirus Narrow Network. A unanimous vote cast, the motion carried.

Committee will recess to the Personnel Committee meeting. The Joint Personnel & Finance Committee recessed at 11:43 a.m.

The Joint Personnel & Finance Committee reconvened at 1:34 p.m.

Members Present in afternoon session: Charles Zenner, Scott Mildbrand, Lester Lewis, Tim Hansen, Rollie Thums

Members Absent in afternoon session: Catherine Lemke, Ray Soper

Other Attendees in afternoon session: Marie Koerner, Jim Metz, Attorney Mindy Dale; Weld Riley, Attorney David Richie; Weld Riley, Corey Dassow

Closed Session. A motion was made by Lewis, seconded by Thums, at 1:34 p.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(e), to discuss bargaining strategies. A roll call vote cast, five [5] voting aye, two [2] absent [Lemke, Soper], the motion carried.

Open Session. A motion was made by Lewis, seconded by Hansen, to go into open session at 2:25 p.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 2:25 p.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

August 19, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:00 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Tim Hansen

Members Absent: none

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Ray Soper [arrived at 9:25 a.m.], Larry Brandl, Colleen Handrick, Patty Krug, Liza Daleiden, Tammy Tom-Steinmetz, Andria Farrand, Brian Wilson; Star News

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with nine items. A unanimous vote cast, the motion carried.

Approve Minutes. Being that the August 9, 2019, minutes were not finalized, no action was taken on this agenda item.

The committee moved to Agenda Item 6.

Ordinance to increase position authorizations for Human Services Department (Clinical Services Lead, Drug Opposition Partners Program Director & CFS Case Manager). Tammy Tom-Steinmetz, Human Services Director, presented the need for a Clinical Services Lead position in the department. She presented statistics from 2014-2019 in the Clinical Services Unit and cases that were handled in the department. She showed the increase in cases over the years and requested to add a Clinical Services Lead position. The Clinical Services Lead would do some supervisory work and would also perform case work for the department. The other authorization increases would be for one Drug Opposition Partners Program Director, which is currently a limited-term position, and one Children and Family Services Case Manager, which is currently a limited-term position. Supervisor Thums asked Liza Daleiden, Deputy Director, for her input. Ms. Daleiden, as well as, Patty Krug, Health Department Director, explained to the committee the need for staff at Human Services based on the increase of work with Mental Health being the number one health issue in the county. Supervisor Lewis asked Ms. Tom-Steinmetz which position she could exchange for adding the Clinical Services Lead. Ms. Tom-Steinmetz stated that she currently had a vacant Income Maintenance position and she would exchange that authorization for the Clinical Services Lead position. After much discussion, it was moved by Lewis, seconded by Mildbrand, to not approve Agenda Item 6 which would increase the Human Services Authorizations to 44.0 positions. A roll call vote was cast, three [3] voting no [Thums, Zenner, Hansen], two [2] voting yes [Lewis, Mildbrand], the motion failed. It was then moved by Hansen, seconded by Mildbrand, to amend the ordinance presented from 44.0 authorizations to 43.0 authorizations. Supervisor Mildbrand withdrew his second to the motion because he voted against the CFS position. Supervisor Thums seconded Hansen's motion. A roll call vote cast on the original motion, three [3] voting aye [Hansen, Thums, Zenner], two [2] voting no [Lewis, Mildbrand], the motion carried. An ordinance for 43.0 Human Services

authorizations will be presented at the August 28, 2019, County Board session, along with the ordinance presented by the Human Services Board for 44.0 Human Services authorizations.

Request to add Clinical Services Lead position – Human Services Department. A motion was made by Thums, seconded by Lewis, to approve the request to add and approve the job description for the Clinical Services Lead position in the Human Services Department. A voice vote cast, four [4] voting aye, one [1] voting no [Mildbrand], the motion carried.

Request to sponsor a blood drive with employee participation. Colleen Handrick, Emergency Management Director, and Andria Farrand, County Clerk, were present to request to sponsor a blood drive for the Taylor County employees. A motion was made by Hansen, seconded by Mildbrand, to approve a blood drive and allow the Taylor County employees to participate during worktime. A unanimous vote cast, the motion carried.

2020 Budgets. Ms. Koerner presented budget proposals for 2020. It was moved by Mildbrand, seconded by Lewis, to delete the budget proposal of \$8,000.00 in Contracted Services – Employee Assistance Program. A roll call vote cast, four [4] voting aye, one [1] voting no [Thums], the motion carried. It was then moved by Hansen, seconded by Lewis, to approve, as amended, the 2020 budget proposals for Human Resources Department, Contracted Attorney Services, HRA Administration, Property and Liability and Auto Collision and Upset. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Lewis, seconded by Hansen, to adjourn at 10:24 a.m.

Secretary: Linda Daniels

Personnel Committee

August 9, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 10:30 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis, Tim Hansen [left at 11:15 a.m.]

Members Absent: none

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Ray Soper, Larry Brandl, Judge Ann Knox-Bauer, Mike Bub, Colleen Handrick, Ben Stanley, Kristi Tlusty

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with thirteen items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Thums, seconded by Lewis, to approve the minutes of the June 10, 2019, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Request to increase the Circuit Court Family & Juvenile Court Coordinator position to 40 hours. Judge Ann Knox-Bauer gave a history of the changes to the position and requested to increase the Family & Juvenile Court Coordinator position from 35 hours to a permanent 40-hour position so that the employee will earn time off benefits based on 40 hours instead of 35 hours. No additional tax dollars would be needed to accommodate this increase as it is covered by the grant monies. A motion was made by Lewis, seconded by Hansen, to increase the Circuit Court Family & Juvenile Court Coordinator position to a 40-hour position with the additional funds coming from the TAD Grant. A unanimous vote cast, the motion carried.

The committee moved to Agenda Item 8.

Premium Pay changes – Highway Department. Ben Stanley, Highway Commissioner, presented a proposed change to Section 3.5 H of the Employee Handbook for Taylor County Employees regarding premium pay. The proposal states if an employee is working Bridge Inspection functions, he will receive an additional premium pay of \$3.00 per hour, operate a Pettibone Snow Blower, an additional \$1.50 per hour, and Early Night Shift premium pay increased from \$1.25 to \$2.25 per hour. A motion was made by Lewis, seconded by Thums, to approve the revised Highway Department Premium Pay, as presented. Highway Commissioner Stanley will share the premium pay changes with the Highway Committee. After discussion, a unanimous vote cast, the motion carried.

The committee moved to Agenda Item 10.

Supervisor Hansen left at 11:15 a.m.

Request to temporarily increase the Emergency Management Director position to 40 hours for the remainder of 2019. Colleen Handrick, Emergency Management Director, was present to request approval of increasing the hours for the position for the balance of 2019 to 40 hours due to the training she is taking to become certified. It was moved by Lewis, seconded by Hansen, to approve the increase of hours until the end of 2019. A roll call vote cast, four [4] voting aye, one [1] voting no [Mildbrand], the motion carried.

Request to increase the Emergency Management Director position to 40 hours beginning in 2020. Ms. Handrick requested approval of increasing the hours for her position from 35 hours to 40 hours beginning in 2020. She stated that the Taylor County Government Continuity of Operations/Continuity of Government [COOP/COG] Plans need to be updated that were last updated in 2003. It was moved by Lewis, seconded by Hansen, to approve the increase of hours of the Emergency Management Director to 40 hours per week beginning in 2020. It was then moved by Thums, to extend the 40 hour per week increase for a 5-month period. There was no second. A roll call vote cast on the original motion, two [2] voting aye [Hansen, Lewis], three [3] voting no [Thums, Mildbrand, Zenner], the motion failed. The ordinance will be submitted to the full County Board without the Personnel Committee approval.

The committee moved to Agenda Item 5.

Request to increase the District Attorney Legal Assistant position to 40 hours. Kristi Tlusty, District Attorney, was present to request increasing one of the Legal Assistant positions from a 35-hour to a permanent 40-hour position so that the employee will earn time off benefits based on 40 hours instead of 35 hours. No additional tax dollars would be needed to accommodate this increase as it is covered by the grant monies. A motion was made by Lewis, seconded by Thums, to increase one of the District Attorney Legal Assistant positions to a 40-hour position with notation that the additional funds would come from the TAD Grant. A unanimous vote cast, the motion carried.

Request to increase the District Attorney employee authorizations to add the Treatment Court Coordinator. Ms. Tlusty informed the committee that the twenty [20] hour limited-term position of Treatment Court Coordinator currently in the Human Services Department would be moved to her department. She explained that she has a .5 authorization that is currently not filled and was asking for an additional .25 authorization increase to accommodate the Treatment Court Coordinator part-time position. This position is completely funded by the TAD Grant. A motion was made by Lewis, seconded by Zenner, to increase the District Attorney employee authorizations from 4.5 to 4.75. A unanimous vote cast, the motion carried.

Request to hire a part-time LTE Treatment Court Administrative Assistant – District Attorney office. Ms. Tlusty stated that the TAD funding would be decreased if the monies were not being used. Therefore, she requested to hire a limited-term Administrative Assistant to help with the data entry in the program to use the funding so that the funding would continue. A motion was made by Lewis, seconded by Thums, to approve hiring a part-time limited-term Administrative Assistant contingent upon TAD funding. A unanimous vote cast, the motion carried.

Employee Assistance Program presentation. Marie Koerner, Human Resource Manager, introduced Raná Van Norman from Aspirus Employee Assistance Services who presented the committee with a proposal for an Employee Assistance Program for Taylor County employees. The employee services include short-term counseling, critical incident debriefing, help line services, workplace consultation, etc. Supervisor Lewis requested to see proposals from other companies. No action was taken on this agenda item.

Request to increase the Human Resource Administrative Assistant position to 40 hours beginning in 2020 – Human Resources Department. Ms. Koerner explained to the committee that the workload in the department is continuing and is requesting that Linda Daniels, Human Resource Administrative Assistant, be increased from 35 hours to a permanent 40-hour position beginning in January 2020. A motion was made by Lewis, seconded by Thums, to approve the request to increase the Human Resource Administrative Assistant to 40 hours beginning in January 2020. A voice vote cast, three [3] voting aye, one [1] no [Mildbrand], the motion carried.

Adjournment. Seeing no other business before the committee, Chairman Zenner adjourned at 12:05 p.m.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

July 17, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Zenner called the meeting to order at 9:30 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Lester Lewis, Catherine Lemke, Ray Soper, Tim Hansen, Rollie Thums

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Larry Brandl, Andria Farrand, Tim Deaton; The Horton Group

Approve Agenda. A motion was made by Thums, seconded by Lemke, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Thums, to approve the minutes of the September 27, 2018, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Meet with the Horton Group to discuss employee health insurance. Tim Deaton, The Horton Group, presented information regarding the renewal history from 2015-2019, 2015-2019 Premiums paid vs. Claims paid report, the 2018 and 2019 large claims report and potential plan design changes for 2020 policy year. Mr. Deaton also discussed renewal strategies for 2020 Employee Health Insurance. Marie Koerner, Human Resource Manager, shared the demographics of the Broad vs. Aspirus only plan. Following discussion, the committee requested The Horton Group reach out to other companies for employee health insurance quotes for the 2020 calendar year. Mr. Deaton will meet with the committee in September to present the options.

Adjournment. A motion was made by Thums, seconded by Lemke, to adjourn at 9:58 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

June 10, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:00 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis

Members Absent: Tim Hansen

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Patty Krug, Jordan Lutz [at 9:22 a.m.], Brian Wilson; Star News [at 9:22 a.m.]

Approve Agenda. A motion was made by Lewis, seconded by Mildbrand, to approve the agenda with nine items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Lewis, to approve the minutes of the April 18, 2019, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Thums, at 9:00 a.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), for the purpose of conducting employment, promotion, compensation or performance evaluation data of the Health Department Registered Nurse applicant's rate of pay. A roll call vote cast, four [4] voting aye, one [1] absent [Hansen], the motion carried.

Open Session. A motion was made by Thums, seconded by Mildbrand, to go into open session at 9:21 a.m. A unanimous cast, the motion carried.

A motion was made by Lewis, seconded by Mildbrand, to approve the placement of both Registered Nurse applicants in the Health Department in Step 8 of the compensation plan. A unanimous vote cast, the motion carried.

Employee Mileage Reimbursement Policy. Marie Koerner, Human Resource Manager, presented a proposed change to Section 7.1 of the Employee Handbook for Taylor County Employees regarding mileage reimbursement. The proposal states if the employee drives his/her personal vehicle for county business, the employee will be reimbursed mileage when driving from the employee's workplace to his/her destination and the return trip. Employees are not reimbursed mileage from his/her home for county business, unless the mileage is less by driving from the employee's home. The policy also included a change stating that employees and UW Extension agents are encouraged to use a county vehicle. A motion was made by Lewis, seconded by Thums, to approve the revised Employee Mileage Reimbursement Policy, as presented. A voice vote cast, three [3] voting aye, one [1] voting no [Mildbrand], one [1] absent [Hansen], the motion carried.

Request for vacation extension – Jordan Lutz. Jordan Lutz, Forestry & Recreation Assistant Administrator, was present to request an extension of 21 hours of his vacation to be used after his anniversary date of August 28, 2019. It was moved by Thums, seconded by Mildbrand, to approve the extension of 21 hours of vacation. Ms. Koerner reminded the committee that they had previously approved a policy to have these requests decided by the Human Resource Manager instead of the Personnel Committee. Ms. Koerner stated examples of specific instances to extend vacations and it would be setting a precedence to other employees who request the same as Mr. Lutz. After much discussion, Thums withdrew his motion and Mildbrand withdrew his second. A motion was made by Lewis, seconded by Thums, to remand the request for vacation extension to the Human Resource Manager. A unanimous vote cast, the motion carried.

Human Resource Administrative Assistant temporary additional hours – Human Resources Department. Ms. Koerner explained to the committee that the workload in the department is continuing and is requesting that Linda Daniels, Human Resource Administrative Assistant, continue to increase her workweek an additional five hours per week for a total of forty hours per week and to be paid the additional five hours for the remainder of 2019. During the 2020 budget proposals for the department, she will be adjusting the department budget to make it a permanent change beginning in January 2020. A motion was made by Lewis, seconded by Thums, to approve the request to continue with the additional five hours per week for the Human Resource Administrative Assistant through December 31, 2019, and to be paid for the additional hours. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Lewis, to adjourn at 9:42 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

April 18, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:45 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Lester Lewis

Members Absent: Tim Hansen

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Rhonda Rudolph, Jeff Ludwig, Jake Walcisak, Shannon Kraucyk

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with twelve items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Thums, to approve the minutes of the March 18, 2019 and March 25, 2019 personnel Committee meetings. A unanimous vote cast, the motion carried.

Employee Jean Day for charity. Shannon Kraucyk, Employee Fund representative, was present with a request from the Employee Fund Committee to sponsor a Jeans Day for Charity with a donation-based program where the employee would donate to a charity and for the donation the employee would be allowed to wear jeans on a specific day. The donation would be split 50% to the Employee Fund and 50% to the charity. The Jeans Day would be noted on the entrance doors of the buildings so the public would be aware of why the employees were wearing jeans. A motion was made by Thums, seconded by Mildbrand, to approve the proposed idea and the Employee Fund would come back to the Personnel Committee with a written proposal to be reviewed at a future Personnel Committee meeting. A unanimous vote cast, the motion carried.

Request to fill District Attorney positions – District Attorney. Kristi Tlusty, District Attorney, was present to inform the committee of a resignation in her office. The current Legal Secretary will be promoted to the vacant Legal Assistant position and is therefore requesting to fill the Legal Secretary position as well. It was moved by Lewis, seconded by Mildbrand, to approve filling the Legal Assistant and Legal Secretary positions, as presented. A unanimous vote cast, the motion carried.

Updated Comprehensive Community Services [CCS] Service Facilitator job description – Human Services Department. Rhonda Rudolph, Business Manager, presented and explained the changes to the updated job description for the Comprehensive Community Services [CCS] Service Facilitator. A motion was made by Lewis, seconded by Thums, to approve the updated job description, as presented. A unanimous vote cast, the motion carried.

Additional hours for Energy Assistance Worker – Human Services Department. Ms. Rudolph described to the committee that the Energy Assistance Worker hours for the 2019

heating season will be ending and the employee could be utilized in a different area of the department to assist with a different project instead of receiving unemployment compensation. A motion was made by Thums, seconded by Mildbrand, to approve additional hours for the Energy Assistance Worker for 2019. A unanimous vote cast, the motion carried.

Good Neighbor Authority Contract – additional hours for Forestry & Recreation Department. Jake Walcisak, Forestry & Recreation Administrator, was present to request additional hours for both the Forestry & Recreation Administrator and Assistant Administrator to work for a federal legislation contract entitled the Good Neighbor Authority [GNA] Contract to work on the National Forest. Any hours above 40 hours would be at straight pay and the employee cannot exceed more than an additional 20 hours per week. The contracts are annual and during the contract of the GNA projects, no benefit time is to be earned or expended. Walcisak indicated that the days worked for GNA would be separate days and he would not be splitting his daily hours between the County and the GNA. It was moved by Lewis, seconded by Mildbrand, to approve the additional hours for the GNA projects for the Forestry & Recreation Administrator and Assistant Administrator with no accumulation of benefits, [i.e. compensatory time] and the Personnel Committee would like to review the program after two contracts with ongoing review to be made by the Forestry & Recreation Committee. A unanimous vote cast, the motion carried.

County Conservationist and Engineering Technician job descriptions – Land Conservation Department. Marie Koerner, Human Resource Manager, explained the County Conservationist and Engineering Technician job descriptions. A motion was made by Thums, seconded by Mildbrand, to approve the two job descriptions, as presented. A unanimous vote cast, the motion carried.

Part-time Seasonal Wages. Jeff Ludwig, Maintenance Director explained to the committee that the wages for the part-time seasonal employees have not been increased in several years and to keep up with a competitive market for employment, he was requesting that the wages be considered. Ms. Koerner conferred with Carlson Dettmann and recommended slotting the Grounds & Equipment Maintenance worker at 75% of the Grade F Control Point and slotting the Grounds Worker at 75% of the Grace C Control Point. A motion was made by Lewis, seconded by Thums, to approve the wages for the part-time seasonal employees, as presented. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Lewis, to adjourn at 10:30 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

March 25, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:30 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Tim Hansen, Lester Lewis

Members Absent: None

Other Attendees: Linda Daniels, Tammy Tom-Steinmetz

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with four items. A unanimous vote cast, the motion carried.

Mental Health Counselor applicant request for additional pay – Human Services Department. Ms. Tom-Steinmetz, Human Services Director, explained the history of the position and the shortage of applicants in the Mental Health Counselor field. During the most recent recruitment, the applicant, who was offered the position, has received two other offers of employment and has therefore requested additional compensation to accept the offer from Taylor County. Ms. Tom-Steinmetz requested placing the applicant in Step 11 of Grade K of the compensation plan. A motion was made by Thums, seconded by Hansen, to approve the request for additional compensation for the Mental Health Counselor applicant as presented. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Lewis, seconded by Thums, to adjourn at 9:42 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

March 18, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 11:07 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Tim Hansen

Members Absent: Lester Lewis

Other Attendees: Marie Koerner, Jim Metz, Tammy Tom-Steinmetz, Larry Woebeking, Corey Dassow, Brian Wilson; Star News

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with fourteen items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Thums, seconded by Hansen, to approve the minutes of the February 28, 2019, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Ordinance to amend Section 3.035, Departmental Authorizations, Taylor County Code. Sheriff Woebeking explained he needed an additional .7 authorization for his department to be able to hire a jail health registered nurse. A motion was made by Hansen, seconded by Mildbrand, to approve the ordinance to amend Section 3.035, Departmental Authorizations. A unanimous vote cast, the motion carried.

Jail Health Registered Nurse job description – Sheriff’s Department. It was moved by Mildbrand, to delete the reference of one to two years of experience in jail health. The motion failed for the lack of a second. It was then moved by Hansen, seconded by Thums, to approve the Jail Health Registered Nurse job description, as presented. A unanimous vote cast, the motion carried.

Updated Children & Family Services Coordinator, Economic Support Coordinator, Social Worker/Case Manager Child Protective Services [CPS], Birth to 3 Specialist/Case Manager, Foster Care Specialist, Accounting Specialist, Clinical Services Coordinator, Social Worker/Case Manager [Clinical Services Unit] job descriptions – Human Services Department. Tammy Tom-Steinmetz, Human Services Director, presented the updated job descriptions. A motion was made by Hansen, seconded by Thums, to approve all of the job descriptions, as presented. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Hansen, seconded by Zenner, to adjourn at 11:18 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

February 28, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:00 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Tim Hansen, Lester Lewis

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Tammy Tom-Steinmetz, Larry Brandl, Colleen Handrick, Andria Farrand, Ray Soper, Jake Walcisak, Brian Wilson; Star News

Approve Agenda. A motion was made by Mildbrand, seconded by Hansen, to approve the agenda with fourteen items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Thums, seconded by Mildbrand, to approve the minutes of the January 17, 2019, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Compensation for LTE Certified Substance Abuse Counselor – Human Services Department. Ms. Tom-Steinmetz, Human Services Director, reached out to a retired employee for help with department overload and is requesting to offer compensation of \$75.00 per hour [one day per week] for the services. The employee earns \$300.00 for each assessment that he completes. After much discussion, a motion was made by Thums, seconded by Mildbrand, to approve the request for compensation of \$75.00 for a limited-term Substance Abuse Counselor. A unanimous vote cast, the motion carried.

The committee moved to agenda items 11 and 12 which pertained to the Human Services Department.

LTE position – Human Services Department. Ms. Tom-Steinmetz requested to hire a limited-term employee for 2019, where the person can be utilized for various open positions and could be an internal employee or someone from the outside. The limited-term employee was approved by the Human Services Board at a previous meeting. A motion was made by Mildbrand, seconded by Thums, to approve hiring a limited-term employee for various open positions for 2019. A unanimous vote cast, the motion carried.

Ms. Tom-Steinmetz informed the Personnel Committee that agenda item 12 could be removed from the agenda with no action needed at this time and the committee moved back to agenda item 5.

Updated Administrative Support [Shared Full-time] job description – Forestry Department and Zoning Department. Jake Walcisak, Forestry Administrator, presented the updated job description and explained the changes for the Administrative Support shared position in the Forestry and Zoning Departments. A motion was made by Lewis, seconded by Zenner, to

approve the updated Administrative Support job description, as presented. A unanimous vote cast, the motion carried.

Updated County Conservation Engineer job description – Land Conservation Department. Marie Koerner, Human Resource Manager, presented the updated job description and explained the changes for the County Conservation Engineer. A motion was made by Lewis, seconded by Mildbrand, to approve the updated County Conservation Engineer job description, as presented. A unanimous vote cast, the motion carried.

Updated Assistant Airport Manager job description – Taylor County Airport. Ms. Koerner presented the updated job description and explained the changes for the Assistant Airport Manager. A motion was made by Zenner, seconded by Hansen, to approve the updated Assistant Airport Manager job description, as presented. A unanimous vote cast, the motion carried.

Interim Airport Manager job description – Taylor County Airport. Ms. Koerner presented the new job description for the Interim Airport Manager. The Airport Committee would be the supervisor of the Interim Airport Manager. A motion was made by Lewis, seconded by Thums, to amend the Interim Airport Manager job description to add language that the Taylor County Highway Commissioner appoints the Interim Airport Manager position. After the appointment has been made, the Airport Committee will supervise the position. A unanimous vote cast, the motion carried. A motion was then made by Lewis, seconded by Hansen, to approve the Interim Airport Manager job description, as amended. A unanimous vote cast, the motion carried.

Appoint Interim Land Conservation Department Head and approve additional compensation. Ms. Koerner requested approval for the appointment of Brent Tessmer as Interim Department Head until a new County Conservation Engineer was hired, as well as, additional compensation of \$3.00 per hour with an effective date of February 18, 2019. A motion was made by Lewis, seconded by Thums, to approve Brent Tessmer as Interim Department Head, effective February 18, 2019, with additional compensation of \$3.00 per hour. A unanimous vote cast, the motion carried.

Approve Ben Stanfley to continue the County Conservation Engineer duties and additional compensation. Ms. Koerner explained that Ben Stanfley, Highway Commissioner, works four ten-hour days as Highway Commissioner. Mr. Stanfley has offered to assist the Land Conservation Department with doing County Conservation Engineer duties on Fridays to allow the department to continue to be ready for construction season, as well as, applying for grants for the department. The compensation rate would be \$28.87 per hour at an overtime rate for Mr. Stanfley for hours worked at the Land Conservation Department. Ray Soper, Land Conservation Chair, answered questions regarding the work of the department and grant cycles. After much discussion, a motion was made by Mildbrand, seconded by Thums, to approve the request as presented to compensate Ben Stanfley \$28.87 per hour at overtime rate for hours worked as the County Conservation Engineer. A unanimous vote cast, the motion carried.

Human Resource Administrative Assistant – Human Resources Department. Ms. Koerner explained to the committee the added workload to the department in recent months and is

requesting that Linda Daniels, Human Resource Administrative Assistant, increase her workweek an additional five hours for a total of forty hours per week and to be paid the additional five hours. This would be temporary, at this time, for a four-month period of time. A motion was made by Mildbrand, seconded by Lewis, to approve a four-month request, effective on March 4, 2019, for an additional five hours per week for the Human Resource Administrative Assistant. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Lewis, to adjourn at 9:43 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

January 17, 2019

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:00 a.m.

Members Present: Charles Zenner, Scott Mildbrand, Rollie Thums, Tim Hansen

Members Absent: Lester Lewis

Other Attendees: Linda Daniels, Marie Koerner, Tammy Tom-Steinmetz, Larry Brandl, Colleen Handrick, Jeff Ludwig, Brian Wilson; Star News

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with nine items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Hansen, to approve the minutes of the December 13, 2018, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Updated Administrative Assistant job description – Human Services Department. Tammy Tom-Steinmetz, Human Services Director, presented the job description for Administrative Assistant. This updated job description was a combined from three former job descriptions, the Administrative Secretary 2, Secretary, and Secretary 2 DD. A motion was made by Hansen, seconded by Thums, to approve the updated Administrative Assistant job description contingent upon the Human Services Board approving the job description at an upcoming meeting. A unanimous vote cast, the motion carried.

Updated Administrative Support/Receptionist job description – Human Services Department. Ms. Tom-Steinmetz presented the job description for Administrative Support/Receptionist. This updated job description was formerly the Secretary/Receptionist job description. A motion was made by Mildbrand, seconded by Hansen, to approve the updated Administrative Support/Receptionist job description contingent upon the Human Services Board approving the job description at an upcoming meeting. A unanimous vote cast, the motion carried.

Request for additional hours for the Treatment Court Coordinator – Human Services Department. Ms. Tom-Steinmetz requested approval for the Treatment Court Coordinator to work up to 1,200 hours per year with a flexible schedule. After much discussion about future plans for the position, a motion was made by Mildbrand, seconded by Hansen, to extend the LTE part-time Treatment Court Coordinator's annual hours to 1,200 hours per calendar [January to December] year that can be used in a flexible fashion. A unanimous vote cast, the motion carried.

Substance Abuse Counselor applicant request for additional pay and vacation – Human Services Department. Ms. Tom-Steinmetz explained the history of the position and the

shortage of applicants in the Substance Abuse Counselor field. During the recent recruitment, the applicant, who was offered the position, has requested additional compensation and vacation to accept the offer. Marie Koerner, Human Resource Manager, was present to request placing the applicant in Step 11 of Grade I of the compensation plan with two weeks of vacation at start and three weeks of vacation after one year of service. A motion was made by Mildbrand, seconded by Hansen, to approve the request for additional compensation and vacation for the Substance Abuse Counselor applicant as presented. A unanimous vote cast, the motion carried.

Shift differential for Custodial staff – Maintenance Department. Due to an oversight on the December Personnel Committee agenda, Ms. Koerner requested an increase of shift differential for the Custodial staff working second shift from 25 cents per hour to 50 cents per hour to keep all employees working second shift equitable. Jeff Ludwig, Maintenance Director, answered questions regarding number of staff and budget. A motion was made by Thums, seconded by Hansen, to approve the shift differential of 50 cents per hour for second shift custodians retroactive to January 1, 2019. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Hansen, seconded by Thums, to adjourn at 9:29 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels