

Personnel Committee

December 21, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 12:19 p.m.

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

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz

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

Approve Minutes. A motion was made by Hansen, seconded by Lewis, to approve the minutes of the December 1, 2021, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Hansen, at 12:20 p.m., to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), to consider employment, promotion, compensation or performance data of Human Services Director applicant. A roll call vote cast, five [5] voting aye, the motion carried.

Open Session. A motion was made by Lewis, seconded by Hansen, to go into open session at 12:27 p.m. A unanimous cast, the motion carried.

It was moved by Thums, seconded by Mildbrand, to offer three weeks of vacation at the start of employment for the Human Services Director applicant. A unanimous vote cast, the motion carried.

Request to update Human Resources Manager job description – Human Resources Department. A motion was made by Thums, seconded by Hansen, to approve the Human Resources Manager job description, as presented. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Hansen, seconded by Lewis, to adjourn at 12:31 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

December 21, 2021

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, Lester Lewis, Ray Soper, Cathy Lemke, Tim Hansen

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Ben Stanfley, Sarah Holtz, Larry Brandl, Rhonda Rudolph, Jaymi Kohn, Andria Farrand, Patty Krug, Patrick Glynn; Carlson Dettmann Consulting, Brian Wilson; Star News

Other Attendees by Zoom video: Peggy Kellnhofer, Liza Daleiden, Jake Walcisak, Jen Meyer, Jacky Peterson

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

Approve Minutes. A motion was made by Soper, seconded by Lemke, to approve the minutes of the December 14, 2021, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Meet with Carlson Dettmann to discuss Employee Compensation Plan. Patrick Glynn, Carlson Dettmann Consulting, explained the Market Pricing Project that was conducted by the firm. The report included a review of the prior process, overview of the current process, market and workforce challenges, the target market used for comparison, the age and service year profiles and information on the available marketplaces to make the study comparable and competitive for Taylor County. Mr. Glynn explained the findings of the study in regards to the market rates of pay compared to the current rates of pay and provided information on adjustment over the last several years to the CPI, COLA increases, CDC Survey increases and past increases to the Taylor County compensation plan. Mr. Glynn distributed the tentative new plan design, as well as several implementation costing options for the committee to consider for 2022.

After much discussion, Mr. Glynn requested definitive parameters to prepare compensation plan options for implementation to present to the committee. A motion was made by Soper, seconded by Mildbrand, to use the amount of \$335,000.00 to develop implementation plan options for review by the Joint Personnel and Finance Committee on January 12, 2022. A unanimous vote cast, the motion carried. Once reviewed and approved by the committee, a recommendation will be forwarded to the full County Board for approval.

Brian Wilson left the meeting at 11:37 a.m.

County Administrator position. Mr. Glynn presented administrative options for Taylor County to consider. He explained the different forms of county government, potential challenges, administrative authority, partnership with the board, accountability, potential areas of focus,

characteristics and salary and benefit information for administrative options. No action was taken on this agenda item.

Adjournment. A motion was made by Lewis, seconded by Thums, to adjourn at 12:16 p.m. A unanimous cast, the motion carried.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

December 14, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Lester Lewis called the meeting to order at 9:34 a.m.

Members Present: Charles Zenner [arrived at 9:42 a.m.], Scott Mildbrand, Rollie Thums, Lester Lewis, Ray Soper [arrived at 9:37 a.m.], Cathy Lemke [arrived at 9:37 a.m.], Tim Hansen

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz

Other Attendees by Zoom video: Bryan Symes; von Briesen & Roper, S.C.

Approve Agenda. A motion was made by Thums, seconded by Hansen, 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 December 3, 2021, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Hansen, at 9:34 a.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(e), to discuss WPPA Sheriff's Deputies and Sergeant's union negotiations final settlement. A roll call vote cast, four [4] voting aye, three [3] absent [Lemke, Zenner, Soper], the motion carried.

Supervisors Lemke and Soper arrived at 9:37 a.m. and Supervisor Zenner arrived at 9:42 a.m. after committee went into closed session.

Open Session. A motion was made by Lewis, seconded by Lemke, to go into open session at 10:12 a.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Lemke, seconded by Hansen, to adjourn at 10:12 a.m. A unanimous cast, the motion carried.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

December 3, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:01 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, Corey Dassow, Robert Donnelly, Aemus Balsis, Nick Schuld, Logan Swiantek, Rich Burghaus; WPPA Business Agent, Bryan Symes; von Briesen & Roper, S.C.

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

Approve Minutes. A motion was made by Mildbrand, seconded by Lemke, to approve the minutes of the November 4, 2021, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Lewis, at 9:02 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, six [6] voting aye, one [1] absent [Hansen], the motion carried.

Open Session. A motion was made by Mildbrand, seconded by Lemke, to go into open session at 12:42 p.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Soper, seconded by Thums, to adjourn at 12:42 p.m. A unanimous cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

December 1, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:02 a.m.

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

Members Absent: Rollie Thums

Other Attendees: Linda Daniels, Marie Koerner, Patty Krug, Jen Meyer, Nathanael Brown, Emily Gojmerac, Star News

Other Attendees by Zoom video: Liza Daleiden, Rhonda Rudolph, Colleen Handrick, Joe Svejda

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

Approve Minutes. A motion was made by Hansen, seconded by Lewis, to approve the minutes of the October 27 and November 10, 2021, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Compensation for Health Department & Emergency Management Department Exempt Staff. Patty Krug, Public Health Director, requested continued compensation for hours above 45 hours for the exempt staff since previous action of this committee had an expiration date of December 31, 2021. A motion was made by Lewis, seconded by Hansen, to approve compensating the exempt staff in the Health Department and Emergency Management Department any hours worked in excess of 45 hours per week, but not to include any benefit time or compensatory time used in the work week to continue from January 1, 2022, until June 30, 2022. A unanimous vote cast, the motion carried.

Vacation extension - Krug. Ms. Krug stated her last day of work is February 1, 2022 and requested to have her remaining vacation extended by the Personnel Committee to February 1, 2022. A motion was made by Lewis, seconded by Mildbrand, to extend Patty Krug's remaining vacation until February 1, 2022. A unanimous vote cast, the motion carried.

Request to update Public Health Director job description – Health Department. Patty Krug, Public Health Director, explained the job description changes that were presented to the committee for the Public Health Director. A motion was made by Mildbrand, seconded by Hansen, to approve the Public Health Director job description as presented, contingent upon approval by the Board of Health. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Mildbrand, at 9:12 a.m., to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), to consider employment, promotion, compensation or performance data of Certified Substance Abuse Counselor applicant. A roll call vote cast, four [4] voting aye, one [1] absent [Thums], the motion carried.

Open Session. A motion was made by Mildbrand, seconded by Lewis, to go into open session at 9:34 a.m. A unanimous cast, the motion carried.

It was moved by Hansen, seconded by Lewis, to offer a wage of \$30.00 per hour to the Certified Substance Abuse Counselor applicant and three weeks of vacation at the start of employment. A unanimous vote cast, the motion carried.

Request to update Human Services Director job description – Human Services Department. Liza Daleiden, Human Services Director, explained the job description changes that were presented to the committee for the Human Services Director. A motion was made by Hansen, seconded by Lewis, to approve the Human Services Director job description as presented, contingent upon approval by the Human Services Board. A unanimous vote cast, the motion carried.

Call-in pay – Crisis, Adult Protective Services, Children & Family Services and Mental Health employees – Human Services Department. Ms. Daleiden and Rhonda Rudolph, Human Services Business Manager, explained the call-in pay for the positions at Human Services that were subject to being called in after business hours. The juvenile intake duties are being transferred to the Human Services Department where the employees could be called in after hours. The positions of Crisis, Adult Protective Services, Children & Family Services and Mental Health are being considered for the change with the call-in pay. Ms. Rudolph stated that in 2021 call in included around 35 hours to date. Ms. Koerner stated that other called in employees (Jailer/Dispatchers and Maintenance staff during weekend building checks) are currently receiving a minimum of two hours of pay plus time worked at the overtime rate per the Employee Handbook. A motion was made by Hansen, seconded by Lewis, to approve compensation at a minimum of two hours of pay plus time worked at the applicable overtime rate for being called in after hours for the Crisis, Adult Protective Services, Children & Family Services and Mental Health employees in the Human Services Department. Only non-employees will receive the juvenile intake rate of pay as described in Section 3.5(F) of the Employee Handbook when taking juvenile intake calls. A unanimous vote cast, the motion carried.

Request to update Custodian job description – Buildings, Grounds and Parks Department. Joe Svejda, Maintenance Director, explained the job description changes that were presented to the committee for the Custodian. A motion was made by Hansen, seconded by Mildbrand, to approve the Custodian job description as presented. A unanimous vote cast, the motion carried.

Request to update Nutrition & Aging Director job description – Commission on Aging. Nathanael Brown, Nutrition & Aging Director, explained the job description changes that were presented to the committee for the Nutrition & Aging Director. Mr. Brown requested to make one change to include being able to lift up to forty [40] pounds instead of thirty [30] pounds. A motion was made by Hansen, seconded by Lewis, to approve the Nutrition & Aging Director job description as presented with the amended change to be able to lift up to forty [40] pounds. A unanimous vote cast, the motion carried.

Request to update Jail Health Registered Nurse job description – Sheriff’s Department. A motion was made by Hansen, seconded by Mildbrand, to approve the Jail Health Registered Nurse job description as presented. A unanimous vote cast, the motion carried.

Health Insurance for new employees. Ms. Koerner requested to change the enrollment date for health insurance for new employees to help with employee recruitment. She requested to change the employee enrollment date be the first of the month following their date of hire with Taylor County. A motion was made by Lewis, seconded by Hansen, to offer health insurance to new employees the first of the month following their date of hire with Taylor County with an effective date of January 1, 2022. A unanimous vote cast, the motion carried.

Employee Dental Insurance. Ms. Koerner was contacted from Delta Dental Insurance regarding beneficial plan design changes to the Taylor County employee dental insurance. The change would place Taylor County into a Preferred Provider Organization [PPO] which would reduce premiums by nearly 2% and reduce X-ray frequency to align with ADA recommendations which would reduce premiums by .5%. The Checkup+ option would be added where diagnostic and preventive care will not apply towards the individual annual maximum limit for a premium increase of 3.5%. A motion was made by Hansen, seconded by Mildbrand, to approve the recommended changes presented beginning in the 2022 dental insurance plan year for Taylor County. A unanimous vote cast, the motion carried.

Flexible Spending Amount. Ms. Koerner explained that changes were made in the law to the medical flexible spending amounts that are offered to employees. Currently, the employees are eligible to contribute up to \$2,000 per year for medical expenses. The law now states employees are allowed to contribute up to \$2,800 per year, but it was Ms. Koerner’s recommendation to increase the contribution up to \$2,400 per year. A motion was made by Mildbrand, seconded by Hansen, to increase the medical employee’s flexible spending contribution amount to \$2,400 per year beginning in 2022.

Christmas Eve Holiday. Ms. Koerner requested approval to change the Christmas Eve holiday from ½ day to a full day. Two years ago, she surveyed employees in the departments who were working on Christmas Eve of the number of visitors to their offices and how many telephone calls they had received from the public. There was minimal response from the public in each department. She also stated that the two Sheriff’s Department bargaining units have had the full day of Christmas Eve as a holiday for a number of years which has been an additional ½ day in the annual holiday schedule. In addition, the State of Wisconsin and other counties also observe a full day of Christmas Eve as a holiday. A motion was made by Hansen, seconded by Lewis, to approve the change in the Taylor County Employee Handbook to include Christmas Eve as a full day paid holiday beginning in 2021. A unanimous vote cast, the motion carried.

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

Secretary: Linda Daniels

Personnel Committee

November 10, 2021

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, Rollie Thums, Lester Lewis, Scott Mildbrand, Tim Hansen

Members Absent: None

Other Attendees: Marie Koerner, Jim Metz, Judge Ann Knox-Bauer, Liza Daleiden, Julie Clarkson, Rose Thums, Courtney Graff and Brian Wilson, Star News

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

Approve plan to distribute functions of the Family & Juvenile Court Coordinator position.

Judge Knox-Bauer was present to explain the plan to distribute the functions of the Family & Juvenile Court Coordinator position in the Circuit Court office to other areas due to the challenge of finding a qualified applicant to fill the position. The juvenile intake functions will be transferred to the Children and Family Services unit in the Human Services Department where existing staff will take over these duties along with hiring a casual Social Worker/Case Manager to assist with the existing duties when needed. The Circuit Court office will transfer \$30,000 to Human Services to cover the additional staff expenses. A Clerk of Circuit Court position will become the backup for the Register in Probate position and a position in the Clerk of Circuit Court office will be increased to full time for the additional duties. Other duties of the coordinator position will be contracted, as well as online services offered. The change in duties will be budget neutral. A motion was made by Hansen, seconded by Thums to approve the plan to distribute the functions of the Family & Juvenile Court Coordinator position as explained by Judge Knox-Bauer. A unanimous vote cast, the motion carried.

Approve adding a casual employee of Social Worker/Case Manager to the Children & Family Services unit @ Human Services with a rate of pay of \$30.05 per hour.

Liza Daleiden was present to explain that in relationship to the previous action of the juvenile intake functions being transferred to the Children & Family Services unit, she is requesting a casual Social Worker/Case Manager position to work when needed to assist with the existing duties in the unit and is requesting for the individual to be paid \$30.05 per hour. A motion was made by Mildbrand, seconded by Thums to approve adding a casual employee of Social Worker/Case Manager to the Children & Family Services Unit at Human Services with a rate of pay of \$30.05 per hour. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Thums, at 10:51 a.m., to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), to consider employment, promotion, compensation or performance data of Human Resource Manager. A roll call vote cast, five [5] voting aye, the motion carried.

Open Session. A motion was made by Lewis, seconded by Thums, to go into open session at 12:09 p.m. A unanimous cast, the motion carried.

It was moved by Lewis, seconded by Hansen to begin the recruitment process to fill the Human Resource Manager position due to Marie Koerner's notice to retire from Taylor County employment. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Hansen, seconded by Lewis, to adjourn at 12:17 p.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Joint Personnel and Finance Committee

November 4, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:35 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, Corey Dassow, Robert Donnelly, Aemus Balsis, Nick Schuld, Eric Petersen, Rich Burghaus; WPPA Business Agent, Brian Wilson; Star News, Mindy Dale and Bryan Symes; von Briesen & Roper, S.C.

Approve Agenda. A motion was made by Thums, 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 30, 2021, 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, reviewed the county's initial bargaining agreement proposal for both the Deputy Sheriff's and Sergeant's with Rich Burghaus, WPPA Representative, reviewing the unions proposals for both the Deputy Sheriff's and Sergeant's.

Closed Session. A motion was made by Mildbrand, seconded by Lewis, at 10:06 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, six [6] voting aye, one [1] absent [Hansen], the motion carried.

Open Session. A motion was made by Thums, seconded by Lewis, to go into open session at 12:06 p.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Lewis, to adjourn at 12:06 p.m. A unanimous cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

October 27, 2021

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, Rollie Thums, Lester Lewis, Scott Mildbrand, Tim Hansen

Members Absent: None

Other Attendees: Marie Koerner, Jim Metz, Liza Daleiden, Rhonda Rudolph, Jen Meyer

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

Approve Minutes. A motion was made by Hansen, seconded by Mildbrand, to approve the minutes of the September 30, 2021, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Approve casual position for Certified Substance Abuse Counselor, Human Services Department at \$60.00 an hour. Liza Daleiden, Human Services Director, was present to request a casual position for a Certified Substance Abuse Counselor at Human Services that would work when the department needed him. She was also asking for approval of \$60.00 per hour. A motion was made by Hanson, seconded by Mildbrand, to approve a casual position for a Certified Substance Abuse Counselor to be paid at \$60.00 per hour. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 11:10 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

September 30, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 11:51 a.m.

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

Members attending by video: None

Members Absent: None

Other Attendees: Marie Koerner, Jim Metz, Larry Woebbecking, Ben Stanfley, Cathy Lemke, Brian Wilson; Star News

Other Attendees by video: None

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with five 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 August 24 and September 13, 2021, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Section 3.5(G)(1) – Jail/Dispatch shift differential revisions. Marie Koerner, Human Resource Manager, explained the recommended revisions to Section 3.5(G)(1) of the Taylor County Employee Handbook. The Jail/Dispatch employees are now working a regular schedule of 12-hour shifts. Therefore, the revisions are removing shift language and the time changes for the shift differential. A motion was made by Lewis, seconded by Mildbrand, to approve revising Section 3.5(G)(1)-Shift Differential – Jail/Dispatch Employees in the Employee Handbook to read:

1. Jail/Dispatch employees shall receive an additional \$.50/hour for hours worked from 2:00 p.m. to 10:00 p.m. and shall receive an additional \$.75/hour for hours worked from 10:00 p.m. to 6:00 a.m.

A unanimous vote cast, the motion carried.

Section 4.1(A) – Full-time employee holiday pay. Ms. Koerner recommended that the Jail/Dispatch staff be paid the same amount of hours on a holiday in which their regular unchanged shift is year around. A motion was made by Thums, seconded by Mildbrand, to approve revising Section 4.1(A) – Full-time Holiday Pay of the Taylor County Employee Handbook to read:

- A. All full-time employees are eligible to receive their regular rate of pay on holidays for the amount of hours worked on their regular unchanged shift.

A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Lewis, to adjourn at 12:04 p.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Joint Personnel and Finance Committee

September 30, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 10:53 a.m.

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

Members Absent: None

Other Attendees: Marie Koerner, Jim Metz, Corey Dassow, Mindy Dale and Bryan Symes; von Briesen & Roper, S.C.

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

Approve Minutes. A motion was made by Lemke, seconded by Hansen, to approve the minutes of the September 21, 2021, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Mildbrand, at 10:55 a.m. to go into closed session pursuant to Section 19.85 (1)(e), Wisconsin State Statutes, to discuss bargaining strategies. A roll call vote cast, seven (7) voting aye, the motion carried.

Open Session. A motion was made by Lewis, seconded by Mildbrand, to go into open session pursuant to Section 19.83, Wisconsin State Statutes, at 11:50 a.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Lewis, seconded by Soper, to adjourn at 11:50 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Joint Personnel and Finance Committee

September 21, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 10:24 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, Larry Brandl, Tim Deaton; The Horton Group, Brian Wilson; Star News

Other Attendees by video: Nathanael Brown

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

Approve Minutes. A motion was made by Soper, seconded by Lemke, to approve the minutes of the August 24, 2021, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Meet with The Horton Group, Health Insurance Consultant, relative to 2022 employee health insurance and 2022 employee contributions. Tim Deaton, Vice President with The Horton Group, explained the 2022 renewal marketing summary that was received for Taylor County. The premiums quoted from six different insurance companies (WCAGHT, Aspirus, Security, Crumdale Partners, WEA & WPS) ranged from a -4.06% decrease from 2021 rates to 23.25% increase from 2021 rates. Anthem, Humana and Spectrum all declined to submit a quote due to uncompetitive rates or failure to submit a quote. Mr. Deaton reported that WCA GHT offered a renewal rate of 2% for 2022 on the UHC Choice Plus Plan which was under the 5% budgeted for 2022 health insurance, but he said that the -4.06% Aspirus Signature Plan warranted a discussion with the committee. The plan had no coverage for out of network services. In addition, Taylored Family Care, Marshfield Clinic and Oakleaf Clinic, to name a few, are not in the Aspirus Signature Plan which would incur more costs to the employees, in addition to increased deductibles for those currently on an Employee +1 plan. Mr. Deaton also presented to the committee some potential plan changes that could reduce the cost of the WCA GHT plan with UHC Choice Plus network to Taylor County by 1.2%. After a lengthy discussion on the proposal, a motion was made by Lewis, seconded by Hansen, to continue with WCA Group Health Trust with the UHC Choice Plus network in 2022 with no plan changes. A unanimous vote cast, the motion carried. Employees are currently contributing 15% of health insurance premiums for the WCA GHT plan. Following discussion, the committee decided to continue with no changes to the employee premium contribution and continue with the 15% employee contribution for 2022. Larry Brandl, Finance Director, and Marie Koerner, Human Resource Manager, questioned the 3% balance that was budgeted for health insurance in the 2022 budget and should the approximately \$64,000, representing the 3% savings, be placed in an account to have access to when the compensation market study results are returned. After much discussion, of how to proceed, the committee directed the Finance Director to remove the

3% from the department's budgets that is excess for the 2022 health insurance premiums and apply the amount to the 2022 budget where funds may be needed.

Adjournment. A motion was made by Hansen, seconded by Lemke, to adjourn at 10:59 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

September 13, 2021

Third Floor Meeting Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 8:58 a.m.

Members Present: Charles Zenner, Rollie Thums

Members attending by video: None

Members Absent: Lester Lewis, Scott Mildbrand, Tim Hansen

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Liza Daleiden, Jasmin Skerven, Ben Stanfley, Jen Meyer, Michelle Kurth, Andria Farrand, Patty Krug, Ray Soper [arrived at 9:42], Cathy Lemke [arrived at 9:42], Larry Brandl [arrived at 9:51], Brian Wilson; Star News

Other Attendees by video: Colleen Handrick

Pursuant to Section 2.095(1), Taylor County Code, Jim Metz, County Board Chair, was present and is considered a temporary member of the committee for this meeting to create a quorum. Under this section, Mr. Metz shall have all rights as the other committee members, including the right to make or second motions and vote.

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

Employee Assistance Program. Marie Koerner, Human Resource Manager, requested to begin an Employee Assistance Program [EAP] for all Taylor County employees. She indicated the program would be beneficial with all of the services that would be available to employees, Department Heads and Human Resources. The crisis response is of great concern since Taylor County does not have this available to employees when a traumatic event occurs in the workplace for employees to be able to debrief in a group setting, as well as, in individual sessions. Other services available to Human Resources and Department Heads are consultation services, a mandatory referral program and conflict mediation services to collaborate with the EAP provider to improve workplace behavior and performance issues. Personal counseling is also available to all employees, as well as household family members regarding workplace or personal situations. Professional coaching and training are also included for department heads and staff. A 24/7 call center is available for all participants to access at any time. Ms. Koerner also indicated that most counties in the state have an EAP. The Human Resource office also completed a survey of small to large employers in the area and twenty-one [21] of the thirty-three [33] respondents had an EAP available for their employees. Ms. Koerner also explained that employees and family members can use the county health insurance for counseling sessions but would be very costly for employees since the employee has a \$3,000.00 deductible to pay when health insurance is used. All of the claims are put towards our experience and could affect the county premiums. The EAP would begin January 1, 2022, and the approximate cost would be \$7,500.00. Several department heads were present to give their support for the Employee Assistance Program, as well as, sending letters of support. A motion was made by Metz, seconded by Thums, to approve implementing an Employee Assistance Program for Taylor County employees beginning January 1, 2022, and budget \$7,500.00 for the program. A unanimous vote cast, the motion carried.

2022 Corporation Counsel Resolution and Agreement. Ms. Koerner presented the 2022 Corporation Counsel Resolution and Agreement. Ms. Koerner stated that Schmiede, Graff & Koch Law Firm is requesting a small increase of \$170.00 representing a 2.5% increase per month to \$6,800.00 in 2022 from \$6,630.00 for the Human Services and Child Support legal services. Ms. Koerner also indicated that the Corporation Counsel is involved with more legal work in departments since last year so is requesting to have the 2022 budget be increased to \$124,000.00 from \$113, 000.00 in 2021. A motion was made by Thums, seconded by Metz, to approve the 2022 Corporation Counsel Resolution, Agreement and 2022 Budget. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Thums, seconded by Metz, at 9:19 a.m. to go into closed session pursuant to Section 19.85 (1)(c), Wisconsin State Statutes, to consider employment, promotion, compensation or performance data of Registered Nurse applicants, Public Health Coordinator and Director. A roll call vote cast, three (3) voting aye to include County Board Chair Jim Metz as a temporary member of the committee, three (3) absent [Lewis, Mildbrand, Hansen], the motion carried.

Open Session. A motion was made by Metz, seconded by Thums, to go into open session pursuant to Section 19.83, Wisconsin State Statutes, at 9:41 a.m. A unanimous cast, the motion carried.

A motion was made by Metz, seconded by Thums, to approve the wage of \$30.00 per hour for Registered Nurse applicants and an increase for the Public Health Coordinator to \$33.75 per hour when the new Registered Nurses begin employment. A unanimous vote cast, the motion carried.

Program Specialist [casual employee]. Ms. Krug is requesting approval of hiring a Program Specialist that would be a casual employee, only working when needed, and requests to be paid at \$30.00 per hour. The position is grant funded. A motion was made by Thums, seconded by Metz, to approve hiring a Program Specialist as a casual employee to be paid \$30.00 per hour. A unanimous vote cast, the motion carried.

Casual & Seasonal Employee Wage Scale revisions. Ms. Koerner distributed the 2021 Casual & Seasonal Employee Wage Scale showing that she added to the scale the following positions: Substitute Nutrition Site Managers in the Commission on Aging Department, as a casual employee at \$13.27 per hour, which is 100% of Grade C, Step 1; Program Specialist, in the Health Department which also includes the Contact Tracers, as a casual employee at \$30.00 per hour, which would require Personnel & Finance Committee approval for any increases; and Storage Coordinator in the Maintenance Department, as a casual employee at \$32.00 per hour, which would require Personnel & Finance Committee approval for any increases. A motion was made by Thums, seconded by Metz, to approve the Casual & Seasonal Employee Wage Scale revisions as presented. A unanimous vote cast, the motion carried.

2022 Budgets. Ms. Koerner presented budget proposals for 2022. It was moved by Metz, seconded by Thums, to approve and forward to the County Board the 2022 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 Metz, seconded by Thums, to adjourn at 9:54 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

August 24, 2021

Third Floor Meeting Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 1:56 p.m.

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

Members attending by video: None

Members Absent: Lester Lewis

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Rhonda Rudolph, Peggy Kellnhofer, Ben Stanfley, Cathy Lemke, Patty Krug, Brian Wilson; Star News

Other Attendees by video: Jen Meyer, Liza Daleiden

Approve Agenda. A motion was made by Thums, 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 Thums, to approve the minutes of the August 6, 2021, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Request to fill Case Manager-Adult Protective Services/Crisis position. Liza Daleiden, Human Services Director, and Rhonda Rudolph, Business Manager, were present to request filling the Case Manager-Adult Protective Services/Crisis position. Ms. Rudolph distributed a handout describing the funding for the position that stated the estimated revenue and cost savings for the position with the possible tax levy that would be needed for the position. Staff members discussed the need for an additional Case Manager due to the increased crisis clients, facilities being at capacity and the goal to place clients in a community setting instead of the expensive inpatient facilities. A motion was made by Thums, seconded by Hansen, to approve filling the Case Manager-Adult Protective Services/Crisis position at Human Services. A roll call vote cast, three [3] voting aye, one [1] no [Mildbrand], one [1] absent [Lewis], the motion carried.

Compensation for Health Department & Emergency Management Department Exempt Staff. Patty Krug, Public Health Director, informed the committee of the increased cases of COVID-19. Ms. Krug requested continued compensation for hours above 45 hours for the exempt staff since previous action of this committee had an expiration date of August 31, 2021. A motion was made by Hansen, seconded by Mildbrand, to approve compensating the exempt staff in the Health Department and Emergency Management Department any hours worked in excess of 45 hours per week, but not to include any benefit time or compensatory time used in the work week to continue from August 31, 2021, until December 31, 2021. A unanimous vote cast, the motion carried.

Wage increase for Health Department limited-term employees. Ms. Krug requested additional compensation for the contract tracers who are currently at \$26.00 per hour. The compensation is all grant funded and she is requesting \$28.00-\$30.00 per hour. A motion was made by Mildbrand, seconded by Hansen, to approve increasing the Health Department

contract tracers to \$30.00 per hour and have the pay increase retroactive to August 1, 2021, with an ending date of December 31, 2021. A unanimous vote cast, the motion carried.

Highway Department premium pay. Ben Stanfley, Highway Commissioner, was present to have the committee review premium pay for the Patrolmen. The premium pay schedule has not been increased since its implementation in 2014. He stated there is three retirements in his department which would be a savings of \$15,000.00 in the Highway Department budget. The schedule that he presented would have an approximate cost of \$11,000.00. Mr. Stanfley also requested increasing the premium pay schedule the same amount that the employee compensation plans is increased each year. A motion was made by Hansen, seconded by Mildbrand, to approve the premium pay increases as presented with an effective date of August 29, 2021, and in addition, increase the schedule the same amount that the employee compensation plan is increased each year. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Mildbrand, seconded by Thums, to adjourn at 2:58 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Joint Personnel and Finance Committee

August 24, 2021

Third Floor Meeting Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 1:21 p.m.

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

Members attending by video: None

Members Absent: Lester Lewis

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Larry Brandl, Ben Stanfley, Patrick Glynn; Carlson Dettmann Consulting, Brian Wilson; Star News

Other Attendees by video: Jen Meyer

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 Soper, seconded by Mildbrand, to approve the minutes of the July 22, 2021, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Meet with Carlson Dettmann Consulting to discuss market comparables regarding compensation plan. Patrick Glynn from Carlson Dettmann Consulting [present by Zoom video] discussed the comparable counties that were involved in the original compensation plan. Mr. Glynn presented a map to the committee where he suggested that they include Portage County and Wood County which are within a 90-mile radius of Taylor County. He also stated the possibility of removing Sawyer County and Ashland County from the study because both of those counties were having significant issues recruiting and retaining due to having substantial low salaries in their compensation plans. Supervisor Soper questioned if the study would contain salary information from the private sector and Supervisor Mildbrand questioned including employee's benefits into the study. Glynn stated that while it was possible to have a study with benefits, the company was not contracted at this time to consider benefits and that it can be very difficult to compare benefits because there are so many variables in a benefit study. After a lengthy discussion regarding the issues facing Taylor County and how to proceed to remain a competitive employer to attract and retain qualified employees, the committee agreed to proceed with the map as presented.

Adjournment. A motion was made by Thums, seconded by Lemke, to adjourn at 1:56 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

August 6, 2021

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, Rollie Thums, Scott Mildbrand, Lester Lewis

Members attending by video: None

Members Absent: Tim Hansen

Other Attendees: Marie Koerner, Jim Metz, Judge Ann Knox-Bauer, Kristi Tlusty

Other Attendees by video: None

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 Thums, to approve the minutes of the July 22, 2021, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Request to fill Family & Juvenile Court Coordinator position. Judge Ann Knox-Bauer was present to request filling the Family & Juvenile Court Coordinator position. A motion was made by Lewis, seconded by Thums, to approve filling the Family & Juvenile Court Coordinator position in the Circuit Court office. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Thums, seconded by Mildbrand, at 10:39 a.m. to go into Closed Session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), for the purpose of considering employment, promotion, compensation or performance evaluation data of Treatment Court Coordinator applicants and Treatment Court Coordinator. 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 10:46 a.m. A unanimous cast, the motion carried.

A motion was made by Lewis, seconded by Mildbrand, to increase the current Treatment Court Coordinator's hourly wage to Step 5 of the compensation plan at \$26.04 per hour beginning August 23, 2021, until into January of 2022 while she is training the new Treatment Court Coordinator. A unanimous vote cast, the motion carried.

Position Classifications, Taylor County Employee Handbook. Marie Koerner, Human Resource Manager, recommended adding another type of position to Section 2.2, Position Classifications, Taylor County Employee Handbook, of Casual Employee since some positions do not fit into the classification of regular, limited term or seasonal positions. A motion was made by Lewis, seconded by Thums, to add Casual Employee Classification to Section 2.2 and revise other areas of the handbook to add Casual Employee. A unanimous vote cast, the motion carried.

Employee Separation of Employment notification, Taylor County Employee Handbook.

Ms. Koerner recommended to revise Section 2.18, Separation of Employment, Taylor County Employee Handbook, by requiring all employees give a 30-day notice when leaving Taylor County employment instead of just exempt employees. A motion was made by Thums, seconded by Lewis, to approve requiring all employees give a 30-day notice when leaving Taylor County employment pending approval of legality with labor attorney. Approved policy as follows: Employees leaving employment must provide a minimum of a 30-calendar day written notice to the appointing authority/department head and Human Resource Manager of their intent to terminate their services. Employees may not use more than two days of vacation or personal days and may not use any sick days without a physician certification within the 30 days. Failure by the employee to follow this policy shall result in forfeiture of all vacation and personal day pay, and if retiring, all sick day payout. Any exceptions to this policy require the approval of the Human Resource Manager. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 11:01 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Joint Personnel and Finance Committee

July 22, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 9:09 a.m.

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

Members attending by video: Tim Hansen

Members Absent: Lester Lewis

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Larry Brandl, Ben Stanfley, Andria Farrand, Patrick Glynn; Carlson Dettmann Consulting, Tim Deaton; The Horton Group, Brian Wilson; Star News

Other Attendees by video: Colleen Handrick

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 Lemke, seconded by Soper, to approve the minutes of the September 16, 2020, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Meet with The Horton Group to discuss 2022 employee health insurance. Tim Deaton, The Horton Group, presented information regarding the renewal history from 2015-2021, 2015 to May of 2021 Premiums paid vs. Claims paid report and Key Utilization Indicators for January 2020 to June of 2021 and potential plan design changes for 2022 policy year. Mr. Deaton discussed renewal strategies for 2022 employee health insurance. Supervisor Hansen requested to send information to Spectrum Insurance related to the co-op insurance plan in which the City of Medford has. The Horton Group will market other carriers to include the co-op insurance plan for 2022 employee health insurance. Mr. Deaton will meet with the committee at a later date to present the options.

Meet with Carlson Dettmann Consulting regarding a market study on the compensation plan. Marie Koerner, Human Resources Manager, and Patrick Glynn from Carlson Dettmann Consulting discussed the possibility of doing a market study on the current compensation plan. Mr. Glynn stated that every three to five years it is advised to look at the markets, Taylor County has implemented the compensation plan eight years ago. The cost to complete the market study is a cost of \$10,000.00-\$12,500.00. After a lengthy discussion regarding possible solutions to the issue facing Taylor County of how to implement the findings of the wage study, as well as the cost to implement, a motion was made by Hansen, seconded by Zenner, to approve the wage study for the spring of 2022. Supervisor Zenner withdrew his second and Soper then seconded the motion. A roll call vote was cast, four [4] voting no [Lemke, Mildbrand, Thums, Zenner], two [2] voting yes, one [1] absent [Lewis], the motion failed. It was then moved by Thums, seconded by Lemke, to approve Carlson Dettmann Consulting to perform the market study on the current employee compensation plan in 2021 with the firm billing Taylor County one-half of the cost in the fall of 2021 and one-half of the cost billed after January 1, 2022. A

roll call vote was cast, five [5] voting yes, one [1] voting no [Mildbrand], one [1] absent [Lewis], the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 11:19 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

July 22, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 8:30 a.m.

Members Present: Charles Zenner, Rollie Thums, Scott Mildbrand

Members attending by video: Tim Hansen

Members Absent: Lester Lewis

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Ben Stanfley, Ray Soper, Andria Farrand, Larry Brandl, Rhonda Rudolph, Jen Meyer, Liza Daleiden, Brian Wilson; Star News

Other Attendees by video: Colleen Handrick

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with seven 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 July 1, 2021, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Discontinue WHEAP Program & Energy Assistance Worker. Liza Daleiden, Human Services Director, explained that the Human Services Board has taken action to discontinue Human Services administering the WHEAP program and instead have the state contract with a company that will administer the program in Taylor County. In addition, the Energy Assistance Worker's position would also be discontinued. A motion was made by Thums, seconded by Mildbrand, to discontinue the administration of the WHEAP Program by Human Services, as well as the position of Energy Assistance Worker. Supervisor Thums wanted it stated that Taylor County was not discontinuing the program, but just administering the program by Human Services and the state would contract with a company to administer the program in Taylor County. A unanimous vote cast, the motion carried.

Updated Case Manager - Adult Protective Services/Crisis job description. Ms. Daleiden explained to the committee that she combined the Comprehensive Community Services [CCS] Crisis Service Facilitator and Case Manager [Adult Services] job descriptions into a new job description entitled Case Manager-Adult Protective Services [APS]/Crisis. Jen Meyer stated the workers are cross-trained and that the arrangement was working well in the department. A motion was made by Mildbrand, seconded by Hansen, to approve the updated job description for the Case Manager-Adult Protective Services [APS]/Crisis position. A unanimous vote cast, the motion carried

Request to hire one additional Case Manager – Adult Protective Services/Crisis employee. Ms. Daleiden requested to hire an additional Case Manager-Adult Protective Services/Crisis employee in her department. This item was discussed and approved at the Human Services Board meeting recently. Supervisor Mildbrand requested to view the draft minutes from that meeting. Ms. Daleiden read the draft minutes that she received from the secretary. Supervisor Mildbrand had concerns that the Human Services Board did not fully understand the financial

information around this position and requested to have this item be referred back to the Human Services Board. After discussion, a motion was made by Mildbrand, seconded by Thums, to table this agenda item and refer it back to the Human Services Board's next meeting in August for clarification. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 9:08 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

July 1, 2021

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, Lester Lewis, Rollie Thums, Tim Hansen, Scott Mildbrand

Members attending by video: None

Members Absent: None

Other Attendees: Marie Koerner, Mike Bub, Rhonda Rudolph, Don Watson; Star News

Other Attendees by video: Linda Daniels, Liza Daleiden, Melissa Lind, Peggy Kellnhofer

Approve Agenda. A motion was made by Thums, seconded by Mildbrand, to approve the agenda with seven 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 May 27 and June 8, 2021, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Remote Work Policy. The revised Remote Work Policy was reviewed by the Personnel Committee with the revisions that were recommended by the subcommittee. The current policy authorizes a department head to approve remote work requests from their employees. Supervisor Mildbrand prefers to have the Personnel Committee or the full County Board approve the remote work requests from all employees instead of each department head. Members of the committee objected to that since they would only be knowledgeable about the departments in which they are a member of that oversight committee. A suggestion was then made to have the oversight committee approve the remote work requests for each department. It was moved by Mildbrand, seconded by Thums, to amend A.2. of the policy to read: Remote work fits with the needs of the department people of Taylor County. A unanimous vote cast, the motion carried. After much discussion, it was moved by Lewis, seconded by Thums, to approve the revisions recommended by the subcommittee and also have department heads report on the remote work activity in their department each time they meet with their oversight committee. Any department that does not have an oversight committee will report on their department remote work activity to the Personnel Committee. A voice vote cast, three [3] voting aye, two [2] voting no [Mildbrand, Hansen], the motion carried. It was then moved by Lewis, seconded by Thums, to approve the Remote Work Policy, as amended. Four [4] voting aye, one [1] voting no [Mildbrand], the motion carried.

Personal Leave Policy revisions. This agenda item was not addressed at this meeting.

Vacation extension - Koerner. Ms. Koerner requested to have her remaining vacation extended by the Personnel Committee since the remaining vacation was more than the ten days in which she had authority to extend. A motion was made by Hansen, seconded by Thums, to extend Marie Koerner's remaining vacation until December 31, 2021. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Thums, seconded by Mildbrand, to adjourn at 9:47 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

June 8, 2021

Ground Floor Sheriff's Training Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 11:00 a.m.

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

Members attending by video: None

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Patti Baacke, Patty Krug, Sarah Holtz, Kristi Tlusty, Don Watson; Star News

Other Attendees by video: none

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. No action was taken on this agenda item.

The Personnel Committee moved to agenda item number six.

Request to hire a limited-term employee – Treasurer's Office. Sarah Holtz, County Treasurer, was present to request the need for a limited-term employee for tax season. She has been in contact with a municipal treasurer that is willing to help temporarily. A motion was made by Lewis, seconded by Hansen, to approve hiring a limited-term employee for the Treasurer's office beginning June 14, 2021, and ending on August 15, 2021, to work when needed. A unanimous vote cast, the motion carried.

Request to fill the Chief Deputy Treasurer position – Treasurer's office. Ms. Holtz requested to fill the Chief Deputy Treasurer position that was vacant due to a retirement in her office. A motion was made by Thums, seconded by Hansen, to approve filling the Chief Deputy Treasurer position. A unanimous vote cast, the motion carried.

Updated Chief Deputy Treasurer job description – Treasurer's office. Ms. Holtz explained the proposed changes on the updated job description for the Chief Deputy Treasurer. A motion was made by Lewis, seconded by Hansen, to approve the updated Chief Deputy Treasurer job description, as presented. A unanimous vote cast, the motion carried.

Updated Deputy Treasurer/Tax Assistant job description – Treasurer's office. Ms. Holtz explained the proposed changes on the updated job description for the Deputy Treasurer/Tax Assistant. A motion was made by Hansen, seconded by Mildbrand, to approve the updated Deputy Treasurer/Tax Assistant job description, as presented. A unanimous vote cast, the motion carried.

Temporary increase of forty [40] hours – Real Property Lister staff. Ms. Holtz requested a temporary increase to forty [40] hours per week during tax season, if needed, for the Real Property Lister staff. A motion was made by Lewis, seconded by Thums, to approve the

temporary increase to forty [40] hours per week, if needed, for the Real Property Lister staff until August 15, 2021. A unanimous vote cast, the motion carried.

The Personnel Committee returned to agenda item number four.

Request to fill Treatment Court Coordinator position – District Attorney. Kristi Tlusty, District Attorney, was present to request filling the Treatment Court Coordinator position due to an upcoming retirement in the position. Extensive training would be needed for the new employee. Therefore, the current Treatment Court Coordinator will train the new employee for several months before retiring. The additional cost would be covered under the grant. The position is funded partially through the County with the balance funded through the TAD Grant. A motion was made by Lewis, seconded by Hansen, to approve filling the Treatment Court Coordinator position in the District Attorney's office. A unanimous vote cast, the motion carried.

Updated Treatment Court Coordinator job description – District Attorney. Ms. Tlusty explained the proposed changes on the updated job description for the Treatment Court Coordinator. A motion was made by Hansen, seconded by Mildbrand, to approve the updated Treatment Court Coordinator job description, as presented. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Lewis, at 11:16 a.m. to go into closed session pursuant to Section 19.85 (1)(c), Wisconsin State Statutes, to consider employment, promotion, compensation or performance data of Registered Nurse applicants and Public Health Coordinator. A roll call vote cast, five (5) voting aye, the motion carried.

Open Session. A motion was made by Lewis, seconded by Thums, to go into open session pursuant to Section 19.83, Wisconsin State Statutes, at 11:59 a.m. A unanimous cast, the motion carried.

A motion was made by Lewis, seconded by Thums, to approve the salary and vacation discussed in closed session for the Registered Nurse applicants and the Public Health Coordinator will move to Step 10 when new Registered Nurses begin employment. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Hansen, seconded by Zenner, to adjourn at 12:04 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

May 27, 2021

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, Lester Lewis, Rollie Thums, Tim Hansen, Scott Mildbrand

Members attending by video: None

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Peggy Kellnhofer, Liza Daleiden, Jaymi Kohn, Ben Stanfley, Rose Thums, Mike Bub, Patti Baacke, Shawna Konieczny; Star News

Other Attendees by video: Rhonda Rudolph, Cheryl Ketelhut, Michelle Kurth, Melissa Lind, Colleen Handrick, Jen Meyer

Approve Agenda. A motion was made by Thums, seconded by Hansen, to approve the agenda with eight 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 April 9, 2021, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Updated Chief Deputy Register of Deeds job description – Register of Deeds office. Jaymi Kohn, Register of Deeds, was present to explain the updated job description for the Chief Deputy Register of Deeds. A motion was made by Lewis, seconded by Hansen, to approve the updated Chief Deputy Register of Deeds job description, as presented. A unanimous vote cast, the motion carried.

Updated Operations Manager job description – Highway Department. Ben Stanfley, Highway Commissioner, was present to explain the updated job description for the Operations Manager. A motion was made by Mildbrand, seconded by Hansen, to approve the updated Operations Manager job description, as presented and contingent upon Highway Committee approval. A unanimous vote cast, the motion carried.

Request to fill the Clerk of Court Deputy position – Clerk of Court office. Rose Thums, Clerk of Court, was present to request filling the Clerk of Court Deputy position that will be vacant due to a resignation in her office. She is requesting to fill the position as a .7 employee at this time. A motion was made by Lewis, seconded by Hansen, to approve filling the Clerk of Court Deputy position. A unanimous vote cast, the motion carried.

Remote Work. Several staff members were present to discuss the Remote Work agenda item. Judge Knox-Bauer and District Attorney Tlusty had previously distributed letters explaining the benefits to offer this to their employees regarding recruitment and being a benefit to the employee when an employee is sick to be able to work from home. Taylor County Human Services management explained that several items have improved since working remote has been an option for the employees including the no show rate for clients, in addition, to what was stated about recruitment and the morale of the employees. After much discussion, a

motion was made by Mildbrand, to rescind the current remote work policy and have all employees return to work on June 8, 2021, with the exception for the employees that live outside of the county. There was no second. It was then moved by Lewis, seconded by Mildbrand, to rescind the current policy and create a new policy by reviewing and creating a more comprehensive policy. Supervisor Bub suggested to review the current policy by July 1, 2021. Lewis called for point of order on the floor, stating that he is not amending his motion. A voice vote cast, three [3] voting no [Thums, Hansen, Zenner], two [2] voting aye [Lewis, Mildbrand], the motion failed. It was then moved by Thums, seconded by Lewis, to review the current remote work policy and revise the policy by July 15, 2021. If a revised policy is not approved by July 15, 2021, the policy would be rescinded. A unanimous vote cast, the motion carried. The committee appointed the following individuals to be on a subcommittee to revise the current remote work policy: Melissa Lind, Mike Bub, Marie Koerner, Liza Daleiden, Chuck Zenner.

Adjournment. A motion was made by Hansen, seconded by Lewis, to adjourn at 10:24 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

April 9, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 11:08 a.m.

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

Members attending by video: None

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Patty Krug, Andria Farrand, Sarah Holtz, Jaymi Kohn, Brian Wilson; Star News

Other Attendees by video: Marvel Lemke, Colleen Handrick, Liza Daleiden

Approve Agenda. A motion was made by Thums, seconded by Lewis, 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 March 11, 2021, Personnel Committee meeting. A unanimous vote cast, the motion carried.

The committee moved to agenda item number five.

Temporary forty [40] hours for Payroll & Benefits Specialist position. Andria Farrand, County Clerk, was present to request extending 40 hours for the Payroll & Benefits Specialist to due to the implementation of the ExecuTime program. Marie Koerner, Human Resource Manager, spoke with the IT Director and she felt a floating six-week period of time would be sufficient. After discussion, a motion was made by Lewis, seconded by Mildbrand, to approve extending the forty hours for the Payroll & Benefits Specialist position for a period of six weeks to work on the ExecuTime program when it is implemented. A unanimous vote cast, the motion carried.

Compensation for Health Department & Emergency Management Department exempt staff. Patty Krug, Public Health Director, indicated they are continuing to work additional hours each week due to COVID-19/vaccination clinics and requested to continue the August 12, 2020 Personnel Committee action to compensate the exempt staff in the Health Department and Emergency Management Department any hours worked in excess of 45 hours per week continuing on March 1 until December 31, 2021. A motion was made by Lewis, seconded by Thums, to approve compensating the exempt staff in the Health Department and Emergency Management Department any hours worked in excess of 45 hours per week, but not to include any benefit time or compensatory time used in the work week to continue on March 1, 2021, until August 31, 2021. The Personnel Committee will look at the continued need in August 2021. A unanimous vote cast, the motion carried.

Request to fill the Chief Deputy Register of Deeds – Register of Deeds. Jaymi Kohn, Register of Deeds, was present to request filling the Chief Deputy Register of Deeds position that was vacant due to a resignation. A motion was made by Mildbrand, seconded by Lewis, to

approve the filling the Chief Deputy Register of Deeds position. A unanimous vote cast, the motion carried.

Request to hire an LTE Deputy Register of Deeds/Records Clerk – Register of Deeds. Ms. Kohn was requesting to hire a limited-term Deputy Register of Deeds/Records Clerk to help in the office on a temporary basis. She explained to the committee that the remaining staff has recently began in the office and with the resignation of the Chief Deputy Register of Deeds, it would be beneficial for a limited-term employee to help on a short-term basis. A motion was made by Lewis, seconded by Hansen, to approve hiring a limited-term Deputy Register of Deeds/Records Clerk for 90 days from when the limited-term employee begins employment. A unanimous vote cast, the motion carried.

Authorization to hire. Ms. Koerner presented the current policy, Authorization to Hire, Section 2.4 of the Taylor County Employee Handbook. Currently, when departments have an existing position to fill, they request approval to fill the position from their oversight committee and any departments that do not have an oversight committee, will request approval to fill the position from the Personnel Committee. A Human Services Board Member requested to change this policy to allow department heads to fill existing positions without requiring oversight committee or Personnel Committee approval. After much discussion, no action was taken on this agenda item.

Request to fill the part-time Deputy Treasurer/Tax Assistant position – Treasurer’s Office. Sarah Holtz, County Treasurer, was present to request filling the part-time Deputy Treasurer/Tax Assistant position that will be vacant due to a resignation. A motion was made by Lewis, seconded by Mildbrand, to approve filling the part-time Deputy Treasurer/Tax Assistant position. A unanimous vote cast, the motion carried.

Ms. Farrand explained the Payroll & Benefits Specialist had previously been approved by the Personnel Committee to work 40 hours temporarily until April 1, 2021 but had continued to work the 40 hours until now. Therefore, Ms. Farrand asked the committee how to proceed with the additional hours worked from April 1 to April 9, 2021. Ms. Koerner advised that if she worked those hours after the April 1 approval, that we are required to pay for any hours worked. A motion was made by Thums, seconded by Hansen, to approve the additional hours worked from April 1 to April 9, 2021, for the Payroll & Benefits Specialist. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Hansen, seconded by Thums, to adjourn at 11:46 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

March 11, 2021

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, Lester Lewis, Rollie Thums, Tim Hansen

Members attending by video: Scott Mildbrand

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Joe Svejda, Patty Krug, Larry Brandl, Brian Wilson; Star News

Other Attendees by video: Peggy Kellnhofer, Jake Walcisak, Liza Daleiden

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

Approve Minutes. A motion was made by Lewis, seconded by Hansen, to approve the minutes of the February 2, 2021, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Request to update Lead Maintenance Technician job description and Request to update Maintenance Technician job description – Buildings, Grounds and Parks. Joe Svejda, Maintenance Director, and Marie Koerner, Human Resource Manager, explained the job description changes that were presented to the committee for the Lead Maintenance Technician position and Maintenance Technician. A motion was made by Thums, seconded by Mildbrand, to approve both job descriptions as presented. A unanimous vote cast, the motion carried.

Request to update Public Health Coordinator job description. Patty Krug, Public Health Director, explained the job description changes that were presented to the committee for the Public Health Coordinator. A motion was made by Hansen, seconded by Lewis, to approve the job description as presented. A unanimous vote cast, the motion carried.

Request to update Public Health Aide job description. Patty Krug explained the job description changes that were presented to the committee for the Public Health Aide. A motion was made by Hansen, seconded by Thums, to approve the job description as presented. A unanimous vote cast, the motion carried.

Request to hire an additional Registered Nurse. Patty Krug explained that the Rib Lake School District was requesting a contract with Taylor County for a one-half time Registered Nurse to work during the school year. The Health Department would assign duties in the department for the other half of the position. One half of the cost would be funded by the Rib Lake School District and the other half from the Health Department. The position would work full-time in the Taylor County Health Department during the summer. The position will be a full-time Taylor County employee. A motion was made by Lewis, seconded by Hansen, to approve the additional full-time Registered Nurse position in the Health Department with a contract with the Rib Lake School District, as presented. A unanimous vote cast, the motion carried.

Approve additional five hours/week as needed on a temporary basis for Administrative Support Staff coverage [while worker is out on family leave] – Human Services Department. Liza Daleiden, Human Services Director, requested to have the administrative support staff's hours increased up to five hours per week for a period of ten weeks while a staff member is on family leave. The support staff works a 35-hour week and was requesting that they could work up to an additional five hours, per employee, with no employees working more than five hours that would require overtime compensation. A motion was made by Mildbrand, seconded by Thums, to approve the request to have the Human Services administrative support staff work for up to an additional five hours per week, when needed, with no employee working more than five additional hours and generating overtime for the department. A unanimous vote cast, the motion carried.

Recording Conversations. Supervisor Lewis requested that the County create a policy that would prohibit secret use of any recording device without the person being made aware that they are being recorded. Ms. Koerner contacted the county labor attorney who advised that the county can have a policy in the workplace for this. Jake Walcisak, Forestry and Recreation Administrator questioned the committee regarding recording conversations, while doing county business, where there may be potential violations/criminal activity with whom they may do business with. After much discussion, a motion was then made by Lewis, seconded by Thums, to authorize creating a policy to prohibit recording people unknowingly with the exception of law enforcement situations. A unanimous vote cast, the motion carried.

Participation in Pilot Program – ETF Employee Virtual Education. Ms. Koerner explained the background of the employee education provided by the Department of Employee Trust Funds and Wisconsin Deferred Compensation Program where Taylor County has been chosen to be pilot for the program along with six to eight other public employers. The Wisconsin Strong Financial Fitness Challenge provider educational tutorials that would be available to the employees on topics such as debt management, budgeting, investments, estate planning and retirement planning. The educational webinars will be scheduled one per week and be approximately one hour each. Ms. Koerner requested that these educational webinars presented by the companies would be available to the employees to view on paid time. There would be two [morning and afternoon] webinars scheduled on a specific day and this would be voluntary for the employees. A motion was made by Lewis, seconded by Mildbrand, to approve employee participation in the program during paid time. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Lewis, seconded by Thums, to adjourn at 10:28 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Joint Executive and Personnel Committee

February 5, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Jim Metz called the meeting to order at 1:00 p.m.

Members Present: Jim Metz, Charles Zenner, Scott Mildbrand, Rollie Thums

Members Present via GoToMeeting video: Tim Hansen, Lester Lewis

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jennifer Strama, Melissa Lind, Patty Krug, Mike Bub

Other Attendees Present via GoToMeeting video: Ben Stanfley, Colleen Handrick, Cheryl Ketelhut, Liza Daleiden, Michelle Kurth, Peggy Kellnhofer, Diane Zuleger, Rose Thums, Judge Ann Knox-Bauer, Jake Walcisak, Andria Farrand, Jen Meyer, Brian Wilson; Star News

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.

Remote Work. Several department heads were present to discuss current and future plans and issues regarding remote work for employees of Taylor County. Melissa Lind and Jennifer Strama from the Information Technology Department and Mike Bub, IT Committee Chair, explained the computer issues when working remote and answered questions regarding the VPN availability, TCM, employees working remotely sharing what is currently available and laptop expenses for remote work of Human Services employees. Also discussed were the possibility of bringing employees back to work, as well as, being prepared for disasters in the future and the county's response to handling a disaster where remote work would be needed to keep county functions working. After much discussion, no action was taken on the agenda item, but the IT Department was asked to come back to the IT Committee and Finance Committee with a budget for what might need to be done to have a feasible plan for the future of Taylor County. The current amount of computers available to Human Services will continue as is.

Adjournment. A motion was made by Zenner, seconded by Mildbrand, to adjourn at 1:53 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

February 2, 2021

Third Floor County Board Room, Taylor County Courthouse

Call Meeting to Order: Charles Zenner called the meeting to order at 10:25 a.m.

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

Members attending by video: None

Members Absent: None

Other Attendees: Marie Koerner, Jim Metz, Brian Wilson; Star News

Other Attendees by video: Linda Daniels

Approve Agenda. A motion was made by Lewis, seconded by Mildbrand, to approve the agenda with five 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 December 18, 2020, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Updated Program Assistant job description – UW-Extension. Marie Koerner, Human Resource Manager, explained the job description changes that were presented to the committee for the Program Assistant position by the Extension Committee. A motion was made by Thums, seconded by Lewis, to approve the job description as presented. A motion was then made by Lewis, seconded by Thums, to amend the updated job description, as recommended by the Extension Committee, by adding the following under Representative Duties: Post information to social media and other websites. A unanimous vote cast, the motion carried. The original motion was then voted on as amended. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Lewis, seconded by Thums, to adjourn at 10:28 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner