

## **Finance and Personnel Committee**

May 13, 2022

Ground Floor Sheriff's Department Training Room

**Call Meeting to Order:** Charles Zenner called the meeting to order at 10:03 a.m.

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

**Members Absent:** None

**Other Attendees:** Linda Daniels, Nicole Hager, Jim Metz, Larry Brandl, Mike Filas, Corey Dassow, Larry Woebeking, Sarah Holtz, Lorie Floyd, Nikki Sherman, Adam Keeling, Courtney Graff, Brian Wilson; Star News, Bryan Symes; von Briesen & Roper, S.C., Lynette Rosemeyer, Michelle Kurth, Colleen Handrick, Michael Haas, Gail Nelson, Jeff Lange, John A Williams, Adriana Danizl, Rose Thums, Ben Stanfley, Sue Swiantek, Paul Lukewich, Rock Larson; President of the CVSO Association, Bill Vach, Ken Risch, Heidi Eisner, Don Hoefflerle, Ben Greiner, Robert Erste, Arlo Koepe

**Approve Agenda.** A motion was made by Thums, seconded by Lewis, to approve the agenda with nineteen 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 14, 2022, Finance Committee meeting and the April 26, 2022, Finance and Personnel Committee meeting. A unanimous vote cast, the motion carried.

**Treasurer's Report.** Treasurer's report which was reviewed and approved as it was presented.

**Review and approve ARPA Funding for the Sheriff's Department Radio Equipment.** Sheriff Larry Woebeking and Chief Deputy Corey Dassow were present requesting ARPA funding to help with the cost for replacing the radios in the department. The radios have reached the end of their life. A quote was received from Motorola for the new radio equipment. A motion was made by Mildbrand, seconded by Lewis, to approve \$295,000.00 of ARPA funds for the Sheriff's Department radio equipment. A unanimous vote cast, the motion carried.

**Review and approve ARPA Funding for the Fire Department Radio Equipment.** Mike Filas, Medford Area Fire Department, was present requesting \$287,150.00 of ARPA funding to help with the cost for replacing the radios in the fire departments in the County. This total includes the Thorp Fire Department which covers part of Taylor County, as well as, \$27,600.00 for the dispatch center. After much discussion, a motion was made by Mildbrand, seconded by Soper, to approve paying 75% of the \$221,050 cost for a total of \$165,787.50 from ARPA funds that would not include the Thorp Fire Department or the dispatch costs. A unanimous vote cast, the motion carried.

**Review and approve ARPA Funding for the fairgrounds drainage issues.** Ben Stanfley, Highway Commissioner, was present requesting ARPA funding to help with the cost for addressing drainage issues at the fairgrounds. This would involve ditching and installing culverts with the Highway Department to perform the construction. The total cost would be

\$26,500.00. A motion was made by Soper, seconded by Gebauer, to approve the \$26,500.00 of ARPA funds for the fairground’s drainage project. A unanimous vote cast, the motion carried.

**Warrants and Payroll as submitted.**

**Warrants submitted were:**

<b>April 15, 2022</b>	<b>267103 – 267197</b>	<b>\$293,006.47</b>
<b>April 25, 2022</b>	<b>267198 – 267274</b>	<b>\$233,704.87</b>
<b>April 29, 2022</b>	<b>267275 – 267346</b>	<b>\$395,922.25</b>
<b>May 6, 2022</b>	<b>267347 – 267432</b>	<b>\$291,419.99</b>
<b>May 12, 2022</b>	<b>267433 – 267487</b>	<b>\$53,388.04</b>

**Payroll submitted were:**

<b>April 14, 2022</b>	<b>137078 – 137289</b>	<b>\$287,658.11</b>	<b>Direct Deposit Stubs</b>
<b>April 14, 2022</b>	<b>86957</b>	<b>\$442.06</b>	<b>Employee Check</b>
<b>April 28, 2022</b>	<b>137290 – 137509</b>	<b>\$262,765.33</b>	<b>Direct Deposit Stubs</b>

A motion was made by Mildbrand, seconded by Lewis, to approve the warrants and payroll as submitted. A unanimous vote cast, the motion carried.

**Request from Highway Department for a road construction LTE.** Mr. Stanley was present to request a Highway Limited-term employee for 2-3 weeks to help with road construction. A motion was made by Lewis, seconded by Thums, to approve the limited-term employee in the highway department for 2-3 weeks at the wage of \$23.83 per hour. A unanimous vote cast, the motion carried.

**Additional hours for the Treasurer’s office during peak workload.** Sarah Holtz, County Treasurer, was requesting her employees to work up to 40 hours per week for up to 12 weeks of the year during peak times. A motion was made by Lewis, seconded by Thums, to approve the department to work up to 40 hours per week, if needed, up to 12 weeks of the year during peak times. A voice vote cast, six [6] voting aye, one [1] voting no [Mildbrand], the motion carried.

**Request to fill the Deputy Clerk of Court position – Clerk of Court office.** Rose Thums, Clerk of Court, requested filling the Deputy Clerk of Court position in the Clerk of Court office. A motion was made by Thums, seconded by Lemke, to approve filling the Deputy Clerk of Court position in the Clerk of Court office. A unanimous vote cast, the motion carried.

**Request to update the Confidential Human Resources Assistant job description – Human Resources Department.** Nicole Hager, Human Resources Manager, presented the updated job description for the Confidential Human Resources Assistant. A motion was made by Thums, seconded by Lewis, to approve the updated Confidential Human Resources Assistant job description, as presented. A unanimous vote cast, the motion carried.

**Follow-up from April 14, 2022, meeting and update Section 3.6, Employee Handbook regarding employee compensation time.** Ms. Hager presented language to update Section 3.6 and proposed language to limit the compensation time to 20 hours for non-exempt/hourly

employees. Employees would have six months to get their compensation time bank down to 20 hours. Per federal law, non-exempt employees must be paid for hours worked. Therefore, any hours above 20 will be paid with the expectation that department heads ensure compliance with the Employee Handbook. Ms. Rosemeyer, Board Supervisor, stated that the committee should bring handbook changes to the full county board for approval. A motion was made by Mildbrand, seconded by Gebauer, to approve the updates to Section 3.6 of the Employee Handbook with a 90-day timeline to use any comp time earned and to forward it to the County Board for approval. A unanimous vote cast, the motion carried.

**Request to update the Accounting Specialist and Programs Specialist job descriptions – Commission on Aging [agenda items 14 and 15].** Jenn Viergutz, Nutrition & Aging Director, was not available at the meeting, so Nicole Hager, Human Resources Manager, presented the updated job descriptions for the Accounting Specialist and Programs Specialist. A motion was made by Lewis, seconded by Lemke, to approve the updated Accounting Specialist and Programs Specialist job descriptions, as presented. A unanimous vote cast, the motion carried.

**Financing for Rusk & Clark County Veteran's Services Officer to assist Taylor County one day per week.** Ms. Hager was in contact with the Clark County VSO and Rusk County VSO to come and help the Taylor County Veteran's Service office during the time that Ms. Shaw was on administrative leave. Several veterans were present at the meeting to request information on what was happening in the department. To respect the confidentiality of Ms. Shaw and the process, the committee did not respond to their questions directly. After much discussion by many of the veterans that were present, the committee discussed financing for the two VSO's coming to assist Taylor County. A motion was made by Lewis, seconded by Thums, to approve the financing costs for one to two days per week for the Rusk and Clark County VSO's, individually, that were coming to Taylor County. A unanimous vote cast, the motion carried.

**Closed Session.** A motion was made by Mildbrand, seconded by Thums, at 11:59 a.m., to go into closed session pursuant to Sections 19.85(1) (a), (b), (c) & (g), Wisconsin State Statutes, for the purpose of considering wages for a casual, part-time Human Services Department employee under Section 19.85 (1)(c), and; considering dismissal, demotion, or discipline of any public employee and the taking of formal action on any such matter; provided that the public employee is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken and the right to demand that the evidentiary hearing or meeting be held in open session. Wis. Stat. § 19.85(1)(b). Topic: to receive information pursuant to the grievance procedure as outlined in the Taylor County Employee Handbook. Note: this phase of the procedure and opportunity to present to the committee is non-evidentiary. A roll call vote cast, seven [7] voting aye, the motion carried.

Adam Keeling, Michelle Kurth, Bryan Symes, Lorie Floyd, Lynette Rosemeyer, Suzanne Stanfley and Courtney Graff were present during the closed session.

**Open Session.** A motion was made by Lewis, seconded by Gebauer, to go into open session at 1:02 p.m. A unanimous cast, the motion carried.

It was moved by Thums, seconded by Mildbrand, to reaffirm the action held in closed session and uphold the termination. A unanimous vote cast, the motion carried.

It was then moved by Thums, seconded by Mildbrand, to approve the wage of \$31.34 per hour for up to seven weeks for 10 to 20 hours per week for the Birth to 3 Coordinator to work in Human Services.

**Adjournment.** A motion was made by Thums, seconded by Soper, to adjourn at 1:03 p.m. A unanimous cast, the motion carried.

**Secretary: Linda Daniels**

## **FINANCE AND PERSONNEL COMMITTEE**

Tuesday, April 26, 2022

County Board Room

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

**Members Present:** Chuck Zenner, Scott Mildbrand, Rollie Thums, Jim Gebauer, Catherine Lemke, Lester Lewis and Ray Soper.

**Members Absent:** none

**Other Attendees:** Jim Metz (arrived at 11:20), Nicole Hager, Sarah Holtz, Larry Brandl, Brian Wilson- Star News, Jake Walcisak, Shellie Shaw, Nikki Sherman, Suzanne Stanfley, Bill Vach, Paul Lukewich and Andria Farrand.

**Approve the Agenda:** Motion by Thums, seconded by Mildbrand, to approve the agenda with 9 items. Motion carried.

**Approve the minutes of the March 31, 2022 Joint Personnel and Finance Committee meeting and the April 14, 2022, Personnel Committee meetings:** Motion by Lewis, seconded by Mildbrand, to approve the minutes. Motion carried.

**Request to fill Camp Host position:** This was removed from the agenda with no action taken.

Joe Svejda left the meeting at 10:33 a.m.

**Possible increase of hours for employees of Treasurer's Office:** Sarah Holtz, County Treasurer, was present to request that the employees of the Treasurer's and Real Property Lister's offices, have the flexibility to work 40 hours a week at her discretion. She stated that the Treasurer's office is busiest in July and August and Real Property in November, and she would like her staff to be allowed to work 40 hours during these months, since she was denied filling her part time position. She added that her office has taken on additional responsibilities with the In-Rem process and the Real Property office has still seen an increase in the number of deeds. She also stated the employees are all on board with this and will not work 40 hours if they don't need to. After further discussion, it was motioned by Thums, seconded by Lewis to table. He stated he wants to see that office get the help they need but would like Sarah to work with Nicole to come up with a job description and guidelines to present. Motion carried.

**Carlson Dettmann recommendation-Crisis Adult Protective Services Case Manager-Human Services Department:** Suzanne Stanfley, Human Resources Director, was present to discuss Carlson Dettmann's recommendation with the committee. She stated that due to the professional level of the position and the bachelor's degree requirement, it was recommended to increase it from step I to step J. Motion by Thums, seconded by Lemke to approve. Motion carried.

**Staff attendance at committee/board meetings:** Zenner addressed the fact that several employees attended the County Board session on April 19th. There was much discussion among the committee and several employees in attendance about best practices when

employees want to attend meetings. There was a motion by Lewis, seconded by Thums, that any employee who needs to attend a committee or board meeting, check with the chair of their oversight committee first. It can also be coordinated with the committee chair to move their agenda item to the beginning of the meeting so they can leave afterward or give it a specific time. If the employee takes personal or vacation time, they can attend the whole meeting. Motion carried.

Supervisor Soper left at approximately 11:15 a.m.

**Earning and use of Comp Time:** The committee discussed the use of comp time and stated it has gotten out of hand and suggested that it first go through the oversight committee for approval before it is earned. After further discussion, there was a motion by Mildbrand, seconded by Gebauer, to add "non-exempt" employees to the current compensatory time policy. The current accrued comp time on the books, must be used by November 1, 2022, and beginning May 1, 2022, an employee's comp balance cannot go over 20 hours and must be used within 90 days, per the policy. Motion carried.

**Adjourn the meeting:** Motion made by Thums, seconded by Lemke, to adjourn the meeting at 11:46 a.m. Motion carried.

Andria Farrand  
Taylor County Clerk

## **Personnel Committee**

April 14, 2022

Third Floor County Board Room, Taylor County Courthouse

**Call Meeting to Order:** Charles Zenner called the meeting to order at 1:26 p.m.

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

**Other Attendees:** Linda Daniels, Nicole Hager, Jim Metz, Rose Thums, Cindy Sommer, Larry Brandl, Sarah Holtz, Cathy Lemke, Ray Soper, Emily Gomerac; Star News

**Approve Agenda.** A motion was made by Mildbrand, seconded by Thums, to approve the agenda with seven 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 March 31, 2022, Personnel Committee meeting. A unanimous vote cast, the motion carried.

**Request to update Judicial Assistant job description – Circuit Court office.** Rose Thums, Clerk of Court, and Cindy Sommer, Judicial Assistant, presented the revisions for the Judicial Assistant job description. A motion was made by Mildbrand, seconded by Lewis, to approve the Judicial Assistant job description. A unanimous vote cast, the motion carried.

**Request to fill Deputy Clerk of Court position – Clerk of Court office.** Ms. Thums requested filling the Deputy Clerk of Court position in the Clerk of Court office. A motion was made by Thums, seconded by Mildbrand, to approve filling the Deputy Clerk of Court position in the Clerk of Court office. A unanimous vote cast, the motion carried.

**Request to fill part-time Deputy Treasurer/Tax Assistant position.** Sarah Holtz, Treasurer, was present to request filling the part-time Deputy Treasurer/Tax Assistant position that was vacant in her department. Discussion was held regarding filling the position and job responsibilities of current staff due to the vacancy. After much discussion, no action was taken on this agenda item due to the lack of a motion.

**Adjournment.** A motion was made by Lewis, seconded by Mildbrand, to adjourn at 1:40 p.m. A unanimous vote cast, the motion carried.

**Secretary:** Linda Daniels

## **Personnel Committee**

March 31, 2022

Third Floor County Board Room, Taylor County Courthouse

**Call Meeting to Order:** Charles Zenner called the meeting to order at 10:23 a.m.

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

**Members Present by Zoom:** Tim Hansen [10:37 a.m. to 10:51 a.m.]

**Other Attendees:** Linda Daniels, Marie Koerner, Jim Metz, Joe Svejda, Kristi Tlusty, Larry Brandl, Ann Knox-Bauer, Taiya Schwarz, Rhonda Rudolph, Suzanne Stanfley, Mike Bub, Brian Wilson; Star News, Nicole Hager, Cathy Lemke, Ray Soper

**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 Mildbrand, seconded by Thums, to approve the minutes of the February 5, 2021, Joint Executive and Personnel Committee meeting and the March 8, 2022, and March 17, 2022, Personnel Committee meetings. A unanimous vote cast, the motion carried.

**Request to update Administrative Support job description – Zoning Department.** A motion was made by Lewis, seconded by Mildbrand, to approve the Zoning Department Administrative Assistant job description that was tabled at the February 17, 2022, Personnel Committee meeting. A unanimous vote cast, the motion carried.

**Request for new General Maintenance Worker job description – Buildings, Grounds and Parks Department.** Joe Svejda, Maintenance Director, presented the new job description for General Maintenance Worker. After discussion regarding filling open positions in the department, a motion was made by Lewis, seconded by Mildbrand, to approve the new General Maintenance Worker job description in the Buildings, Grounds and Parks Department. A unanimous vote cast, the motion carried.

**Request for new Camp Host job description – Buildings, Grounds and Parks Department.** Joe Svejda presented the new job description for Camp Host. This position is a seasonal position in the county parks. After discussion, a motion was made by Thums, seconded by Mildbrand, to approve the new Camp Host job description in the Buildings, Grounds and Parks Department. A unanimous vote cast, the motion carried.

**Request to fill Judicial Assistant position – Circuit Court office.** Judge Ann Knox-Bauer was present to request filling the Judicial Assistant position in the Circuit Court office. A motion was made by Mildbrand, seconded by Thums, to approve filling the Judicial Assistant position in the Circuit Court office. A unanimous vote cast, the motion carried.

Tim Hansen joined the meeting via Zoom at 10:37 a.m.



**Request to fill Treatment Court Coordinator position.** Kristi Tlusty, District Attorney, was present to request filling the Treatment Court Coordinator position. A motion was made by Thums, seconded by Lewis, to approve filling the Treatment Court Coordinator position in the District Attorney office. A unanimous vote cast, the motion carried.

**Request to update Birth to 3 Coordinator/Case Manager job description – Human Services Department.** Suzanne Stanfley, Human Services Director, informed the committee that the Human Services Board recently re-discussed the presented job description regarding the teaching license being preferred instead of required. If in the future, the position becomes vacant the proposed job description will continue to be used and the most qualified candidate will be selected. After discussion, a motion was made by Mildbrand, seconded by Thums, to approve the Birth to 3 Coordinator/Case Manager job description, as presented, that was tabled at the February 17, 2022, Personnel Committee meeting. A unanimous vote cast, the motion carried.

**Closed Session.** A motion was made by Thums, seconded by Lewis, at 10:47 a.m., to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), to consider wages/benefits for Human Services Department employee, Certified Substance Abuse Counselor applicant, Treatment Court Coordinator applicant and Buildings, Grounds and Parks Department applicant. A roll call vote cast, five [5] voting aye, the motion carried.

Tim Hansen left the meeting via Zoom at 10:51 a.m.

**Open Session.** A motion was made by Thums, seconded by Mildbrand, to go into open session at 11:09 a.m. A unanimous cast, the motion carried.

It was moved by Lewis, seconded by Mildbrand, to offer three weeks of vacation at the start of employment for the Treatment Court Coordinator applicant. A unanimous vote cast, the motion carried.

It was moved by Mildbrand, seconded by Thums, to offer a wage of \$28.56 per hour to the Certified Substance Abuse Counselor applicant at the start of employment. A voice vote cast, three [3] voting yes, one [1] voting no [Lewis], one [1] absent [Hansen], the motion carried.

It was moved by Mildbrand, seconded by Thums, to increase the Mental Health Counselor wage to \$33.16 per hour to begin on the March 27, 2022, payroll. A voice vote cast, four [4] voting yes, one [1] absent [Hansen], the motion carried.

It was moved by Lewis, seconded by Thums, to increase the wage to \$16.16 per hour to the current Custodian contingent upon the new Custodian beginning employment. A voice vote cast, four [4] voting yes, one [1] absent [Hansen], the motion carried.

**Section 4.8, Employee Handbook, Personal Leave of Absence.** Marie Koerner, Human Resource Manager, presented to proposed language change to Section 4.8 of the Taylor County Employee Handbook regarding Personal Leave of Absence. In the proposed change, when the personal leave of absence request is approved, the County will pay its portion of the health

insurance premium for the balance of the month in which the employee begins their leave. After that, the employee is required to pay the full amount for all health insurance premiums, when on an unpaid leave of absence, in advance or pursuant to COBRA, if applicable. A motion was made by Lewis, seconded by Thums, to approve the proposed change to Section 4.8, Employee Handbook, Personal Leave of Absence. A unanimous cast, the motion carried.

**Adjournment.** A motion was made by Lewis, seconded by Thums, to adjourn at 11:16 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Linda Daniels

## **Joint Personnel and Finance Committee**

March 31, 2022

Third Floor County Board Room, Taylor County Courthouse

**Call Meeting to Order:** Charles Zenner called the meeting to order at 9:32 a.m.

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

**Members present via Zoom:** Tim Hansen [9:32 a.m. to 9:59 a.m.]

**Members Absent:** None

**Other Attendees:** Linda Daniels, Marie Koerner, Jim Metz, Larry Brandl, Nicole Hager, Mike Bub, Brian Wilson; Star News, Tim Deaton; The Horton Group

**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 Lewis, seconded by Lemke, to approve the minutes of the January 20, 2022, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

**Closed Session.** A motion was made by Mildbrand, seconded by Thums, at 9:33 a.m., to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(f), to consider medical or personal histories of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data regarding Section 5.1(C), Employee Handbook, retiree health insurance eligibility. A roll call vote cast, four [4] voting aye, one [1] absent [Hansen], the motion carried.

Tim Deaton, The Horton Group and Nicole Hager were present during the closed session.

Tim Hansen left the meeting via Zoom at 9:59 a.m.

**Open Session.** A motion was made by Thums, seconded by Lewis, to go into open session at 10:21 a.m. A unanimous cast, the motion carried.

It was moved by Thums, seconded by Lewis, to leave Section 5.1, Health Insurance, Employee Handbook, as it is currently written with no changes. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Lemke, seconded by Lewis, to adjourn at 10:22 a.m. A unanimous cast, the motion carried.

**Secretary:** Linda Daniels

**Personnel Committee**

March 17, 2022

Third Floor County Board Room, Taylor County Courthouse

**Call Meeting to Order:** Charles Zenner called the meeting to order at 10:59 a.m.

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

**Members Absent:** Rollie Thums

**Other Attendees:** Marie Koerner, Jim Metz, Cathy Lemke, Larry Brandl, Brian Wilson; Star News

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

**Forestry Summer LTE.** A motion was made by Zenner to approve hiring a Forestry Summer Limited-term employee. The motion failed due to the lack of a second.

**Adjournment.** A motion was made by Lewis, seconded by Hansen, to adjourn at 11:16 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Marie Koerner

## **Personnel Committee**

March 8, 2022

Third Floor County Board Room, Taylor County Courthouse

**Call Meeting to Order:** Charles Zenner called the meeting to order at 7:34 a.m.

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

**Members Absent:** Tim Hansen

**Other Attendees:** Linda Daniels, Marie Koerner, Michelle Cahoon [via speakerphone] Jim Metz

**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 Mildbrand, seconded by Thums, to approve the minutes of the March 4, 2022, Personnel Committee meetings. A unanimous vote cast, the motion carried.

Michelle Cahoon, Interim Health Officer, and Linda Daniels, Human Resource Confidential Assistant, were present for a portion of the closed session.

**Closed Session.** A motion was made by Mildbrand, seconded by Thums, at 7:35 a.m., to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), to consider benefit time for Health Department employee, consider hours and fringe benefits for Human Resource Confidential Assistant and interview Human Resource Manager applicants. A roll call vote cast, four [4] voting aye, one [1] absent [Hansen], the motion carried.

**Open Session.** A motion was made by Mildbrand, seconded by Lewis, to go into open session at 12:23 p.m. A unanimous cast, the motion carried.

It was moved by Lewis, seconded by Mildbrand, to approve one additional week of vacation on a prorated basis for the Public Health Program Specialist to begin when becoming a regular employee versus a casual employee. A unanimous vote cast, the motion carried.

It was moved by Lewis, seconded by Mildbrand, to approve having the Human Resource Confidential Assistant work part-time hours while transitioning new Human Resource staff, as well as retain full-time benefits for this short period of time. A unanimous vote cast, the motion carried.

It was moved by Mildbrand, seconded by Lewis, to approve the ranking of Human Resource Manager applicants who were interviewed and to move forward to check references and make an offer. A unanimous vote cast, the motion carried.

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

**Secretary:** Linda Daniels

## **Personnel Committee**

March 4, 2022

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, Rollie Thums

**Members Absent:** Tim Hansen

**Other Attendees:** Courtney Graff, Jim Metz

**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 Thums, to approve the minutes of the February 17, 2022, Personnel Committee meetings. A unanimous vote cast, the motion carried.

**Closed Session.** A motion was made by Thums, seconded by Mildbrand, at 9:02 a.m., to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(g), for purposes of conferring with legal counsel regarding legal advice [topic: employee complaint procedure]. A roll call vote cast, four [4] voting aye, one [1] absent [Hansen], the motion carried.

**Open Session.** A motion was made by Mildbrand, seconded by Thums, to go into open session at 9:20 a.m. A unanimous cast, the motion carried.

It was moved by Lewis, seconded by Thums, to approve the employee complaint procedure as recommended by Courtney Graff, Corporation Counsel. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Hansen, seconded by Mildbrand, to adjourn at 9:21 a.m. A unanimous vote cast, the motion carried.

**Acting Secretary:** Courtney Graff

## **Personnel Committee**

February 17, 2022

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

**Members Absent:** None

**Other Attendees:** Linda Daniels, Marie Koerner, Jim Metz, Michael Bub, Michelle Cahoon, Suzanne Stanfley, Brian Wilson; Star News

**Other Attendees by Zoom video:** Jake Walcisak [joined at 10:45, present for open part of the meeting]

**Approve Agenda.** A motion was made by Thums, seconded by Lewis, to approve the agenda with fifteen 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 January 12, 2022, Personnel Committee meetings. A unanimous vote cast, the motion carried.

**Request to update Administrative Support job description – Zoning Department.** A motion was made by Zenner, seconded by Hansen, to table this agenda item until the Forestry Committee can view and discuss the job description. A roll call vote cast, three [3] voting aye, two [2] voting no [Thums, Lewis], the motion carried. The agenda item is tabled.

**Request to update Children & Family Social Worker/Case Manager job description – Human Services Department.** Suzanne Stanfley, Human Services Director, presented the changes made to the Children & Family Social Worker/Case Manager job description. A motion was made by Thums, seconded by Mildbrand, to update the Children & Family Social Worker/Case Manager job description, as presented. A unanimous cast, the motion carried.

**Request to update Birth to 3 Coordinator/Case Manager job description – Human Services Department.** Suzanne Stanfley, Human Services Director, presented the changes made to the Birth to 3 Coordinator/Case Manager job description. Supervisor Mildbrand questioned the certification of a valid teaching license going from required to preferred. A motion was made by Mildbrand, seconded by Thums, to table the job description until Ms. Stanfley has a chance to look at the job description. A roll call vote cast, four [4] voting aye, one [1] voting no [Lewis], the motion carried. The agenda item is tabled.

**Request for regular position of Public Health Program Specialist – Health Department.** Michelle Cahoon, Public Health Director, explained that this was a new position in the department which would help oversee the grants and programs within the department. The person doing the work currently is a casual employee and Ms. Cahoon is seeking approval of the position as a regular employee which would not create a tax levy expense to Taylor County due to the fact that the position is a continuous grant funded position. A motion was made by

Hansen, seconded by Lewis, to approve the position of Public Health Program Specialist. A unanimous cast, the motion carried.

**New Public Health Program Specialist job description – Health Department.** Ms. Cahoon presented the new Public Health Program Specialist job description. A motion was made by Hansen, seconded by Mildbrand, to approve the Public Health Program Specialist job description, as presented. A unanimous cast, the motion carried.

**Carlson Dettmann recommendation - Public Health Program Specialist – Health Department.** Marie Koerner, Human Resource Manager, stated the Public Health Program Specialist Job Description Questionnaire [JDQ] was sent to Carlson Dettmann Consulting to evaluate the position. The recommendation from Carlson Dettmann Consulting was to place the position in Grade I in the compensation plan. A motion was made by Hansen, seconded by Thums, to approve the recommendation of Grade I for the Public Health Program Specialist position. A unanimous cast, the motion carried.

The committee moved to agenda item number 13.

**Ordinance to approve employee workweek – 35 & 40 hours.** Ms. Koerner explained that the ordinance was amended to clean up the authorization paragraph currently in Section 3.03(2), and repeal Section 3.03(3), Taylor County Code. After discussion, a motion was made by Hansen, seconded by Lewis, to approve the ordinance and forward to the County Board for adoption, as presented. A unanimous vote cast, the motion carried.

The committee moved to agenda item number 12.

**Ordinance to approve revisions of departmental authorizations.** Ms. Koerner explained the changes in the revisions of the departmental authorizations changing the authorizations to mirror the actual positions currently used. This ordinance changes Section 3.035, Taylor County Code, removes the chart at the end of the County Code and inserts a chart into the body of the text. A motion was made by Hansen, seconded by Mildbrand, to approve the ordinance and forward to the county board for adoption. A unanimous vote cast, the motion carried.

The committee moved to agenda item number 14.

**Casual & Seasonal Employee Wage Schedule increases.** Ms. Koerner presented the proposed increases to the Casual & Seasonal Employee Wage Schedule. She contacted several ski hills in the area for input on the wages. A motion was made by Mildbrand, seconded by Thums, to approve the proposed Casual & Seasonal Employee Wage Schedule for 2022 to be retroactive to January 2, 2022, and forward to the Finance Committee for approval. A unanimous vote cast, the motion carried.

The committee returned to agenda item number 10.

**Closed Session.** A motion was made by Lewis, seconded by Thums, at 11:17 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 Public Health Program Specialist. A roll call vote cast, five [5] voting aye, the motion carried.

Michelle Cahoon was present during the closed session.

**Open Session.** A motion was made by Mildbrand, seconded by Thums, to go into open session at 11:21 a.m. A unanimous cast, the motion carried.

It was moved by Hansen, seconded by Thums, to place the Certified Substance Abuse Counselor applicant at Grade I, Step 16, of the compensation plan. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Hansen, seconded by Mildbrand, to adjourn at 11:20 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Linda Daniels

## **Joint Personnel and Finance Committee**

January 20, 2022

Third Floor County Board Room, Taylor County Courthouse

**Call Meeting to Order:** Charles Zenner called the meeting to order at 11:05 a.m.

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

**Members Absent:** Ray Soper

**Other Attendees:** Linda Daniels, Marie Koerner, Jim Metz, Rose Thums, Larry Woebeking

**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 Lemke, seconded by Hansen, to approve the minutes of the January 12, 2022, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

**Establish compensation for Sheriff and Clerk of Circuit Court.** Marie Koerner, Human Resource Manager, showed where the current salaries of the Sheriff and Clerk of Circuit Court would be by using the new compensation plan design as a tool for internal equity if they were given a 2.5% increase in 2022 as the minimum that other employees would receive. She recommended that Step 2 of Grade R be used to place the Sheriff and to use Step 3 of Grade M to place the Clerk of Circuit Court. Ms. Koerner also distributed proposed options of the increases for the 2023-2026 years with a 1%, 1.5% and 2% increases for the positions and information regarding the history of the elected official's salary increases from 2015-2022 for the Sheriff and Clerk of Courts and increases from 2017-2024 for the County Clerk, Treasurer and Register of Deeds. After much discussion, a motion was made by Hansen, seconded by Thums, to increase the Sheriff and Clerk of Circuit Courts salary 2% each year starting January 1, 2023, through December 31, 2026. A unanimous vote cast, the motion carried. It was then moved by Lewis, seconded by Hansen, to use Step 2 of Grade R of the employee compensation plan to establish the Sheriff salary and Step 3 of Grade M of the employee compensation plan to establish Clerk of Courts salary for the 2023 – 2026 term, as well as, future terms, as recommended. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Lewis, seconded by Hansen, to adjourn at 11:15 a.m. A unanimous cast, the motion carried.

**Secretary:** Linda Daniels

## **Personnel Committee**

January 12, 2022

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

**Members Absent:** None

**Other Attendees:** Linda Daniels, Marie Koerner, Jim Metz, Catherine Lemke, Raymond Soper, Liza Daleiden, Suzanne Stanfley, Rhonda Rudolph, Jen Meyer

**Approve Agenda.** A motion was made by Lewis, seconded by Mildbrand, to approve the agenda with six 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 December 21, 2021, Personnel Committee meetings. A unanimous vote cast, the motion carried.

**Closed Session.** A motion was made by Lewis, seconded by Thums, at 10:25 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, five [5] voting aye, the motion carried.

Liza Daleiden, Suzanne Stanfley, Rhonda Rudolph and Jen Meyer were present during the closed session.

**Open Session.** A motion was made by Hansen, seconded by Lewis, to go into open session at 10:53 a.m. A unanimous cast, the motion carried.

It was moved by Lewis, seconded by Hansen, to offer a wage of \$31.34 per hour at the start of employment for the Certified Substance Abuse Counselor applicant pending approval of the County Board of Supervisors approval of the wage study compensation plan on February 3, 2022. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Thums, seconded by Lewis, to adjourn at 10:54 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Linda Daniels

## **Joint Personnel and Finance Committee**

January 12, 2022

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, Andria Farrand, Patty Krug, Jaymi Kohn, Suzanne Stanfley, Liza Daleiden, Brian Wilson; Star News

**Other Attendees by Zoom video:** Patrick Glynn; Carlson Dettmann Consulting, Jake Walcisak, Tracy Hartwig, Colleen Handrick

**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 Thums, seconded by Soper, to approve the minutes of the December 21, 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, appeared by Zoom to explain the Implementation Discussion handout that included a recommended new plan design, to include adding a step at the beginning of the plan at 85% pay and increasing the steps to seventeen [17] steps versus eleven [11] steps in the existing plan. Employees will move through the steps every year after the control point versus every two [2] and three [3] years. Each step above the control point will have a 1.25% increase every year. The challenges for the committee to consider with the implementation of the plan will include budgets, fairness to employees, size of increase and length of service. He presented four costing options and the wage cost estimates to implement. Those options varied from a \$188,469.00 to \$357,504.00 cost to the 2022 budget. The costs for each of the four options were also broken down by each of the departments. Marie Koerner stated that approximately \$50,000.00 would be needed to implement the option that would be a combination of placing the employees in at least a Step 4 placement [provided the employee has at least five [5] years in the current position and a step that provides at least a 2.5% increase to the 2021 salary. Supervisor Mildbrand noted that the pension and health insurance benefits are great and notable that Taylor County offers. Larry Brandl, Finance Director, answered questions regarding future revenue in 2022 and in the years to follow if the recommended plan is implemented. Supervisor Lewis stated that revenue and expenditure issues in the county have to be looked at as this is an ongoing issue.

After much discussion, a motion was made by Hansen, seconded by Lewis, to recommend and forward to the County Board of Supervisors for the February 3, 2022, session to approve the recommended new plan design and the implementation of the plan that is the combination of the step that provides at least a Step 4 placement, provided that the employee has at least five

[5] years in the current position and a step that provides at least a 2.5% increase to the 2021 wage, which would be retroactive to January 2, 2022. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Mildbrand, seconded by Thums, to adjourn at 10:18 a.m. A unanimous cast, the motion carried.

**Secretary:** Linda Daniels