

PERSONNEL COMMITTEE MINUTES

Monday, June 17, 2019

Clark County Courthouse, Room 307

Chairman Krempasky called the meeting to order at 9:31 AM.

Roll Call

Roll call was taken with the following committee members present: Nancy Amacher, Al Bower, Arlene Kodl, Jerome Krempasky, and Sharon Rogers.

Committee Members Absent: None

Attendance

Others in attendance some time during the meeting were as follows: Janilee Zvolena, Personnel Manager; Kelly Mathis, Personnel Assistant; Joan Jalling, CCRLC; Jane Schmitz, CCRLC; Joe Waichulis, County Board Supervisor; Scott Haines, Sheriff; Derek Weyer, Planning & Zoning Administrator; Pam Kernan, Social Services Director, Bob Leischow, Public Health Director; Brian Duell, Highway Commissioner; Terri Domaszek, Comptroller; Heather Roman, Assistant Comptroller; and Wayne Hendrickson, County Board Chairman.

Minutes

Motion made by Arlene Kodl, seconded by Nancy Amacher to approve the Personnel Committee minutes from the May 15, 2019 meeting. Voice vote taken with all "aye"; motion carried.

Wage Rate Changes

Motion made by Sharon Rogers, seconded by Arlene Kodl to approve the wage rate changes as submitted. Voice vote taken with all "aye"; motion carried.

Step Adjustment- July 2019 Employees

Motion made by Sharon Rogers, seconded by Nancy Amacher to approve moving employees below market (below step 5 on the scale) who would- have received a step increase pre - July 7th 2019 will receive a one-step increase effective the first full pay period in July. Voice vote taken with 3 "ayes", 2 "nay" (Bower, Krempasky); motion carried. Derek and Brian left at 10:22 am.

Step Adjustment- Social Services: Benefit Specialist

No motion was made as it was covered in the previous motion.

Step Adjustment- Social Services: Social Worker

No motion was made as it was covered in the previous motion.

Step Adjustment- Social Services: Unit Manager: Business Office

Motion made by Arlene Kodl, seconded by Al Bower to approve a one-step increase to the Unit Manager: Business Office effective 7/7/2019. Voice vote taken with all "aye"; motion carried. Pam left at 10:32 am

Step Adjustment- Planning and Zoning Administrator

No motion was made as it was covered in the previous motion.

Reclassification Request- Sheriff's Department: Communications and Detective Captains

Motion made by Sharon Rogers, seconded by Nancy Amacher to approve the reclassification request for the Communication and Detective Captain positions effective 7/7/2019 due to this being an issue with timing of implementing these new positions and is not considered a reclassification. Voice vote taken with all "aye"; motion carried.

Reclassification Request- Public Health: Administrative Assistant

Motion made by Nancy Amacher, seconded by Sharon Rogers to approve the reclassification request for the Public Health Administrative Assistant to a Finance Associate effective the first full pay period in January 2020 and forward onto CLA for final endorsement. Voice vote taken with all "aye"; motion carried. Bob left at 10:49 am.

Wellness Training Funding Requests

Janilee brought forth a funding request form developed by the Wellness Committee for departments to fill out when requesting funds from the wellness committee for speakers and trainings. The request form is still in draft form and a finalized copy will be brought back.

Nationwide Deferred Comp Plan Updates

Motion made by Nancy Amacher, seconded by Sharon Rogers to select Option 1 which lowers the Guaranteed Minimum Interest Rate annually over the next five years for Nationwide Deferred Compensation. Voice vote taken with all "aye"; motion carried.

Roth 457(b) Option for Nationwide

Motion made by Al Bower, seconded by Arlene Kodl to go with the Roth 457(b) option through Nationwide. Voice vote taken with all "aye"; motion carried.

SAS Claims Lag Report

Motion made by Nancy Amacher, seconded by Sharon Rogers to authorize a contract with Security Administrative Services to re-issue checks and process claims that were denied per the 3/31/19 run-out period. Voice vote taken with all "aye"; motion carried. Heather, Terri, and Scott left at 11:48 pm.

Clark County Rehabilitation and Living Center Personnel Issues or Changes

Jane Schmitz, Associate Director, indicated they are currently hiring for various positions

Personnel Manager Report

Personnel Manager's report was presented by Janilee Zvolena highlighting the following areas:

- Blood Drive will be taking place at the Courthouse on Friday, July 19th.
- Janilee will be attending a conference on July 17-18 in Madison for FMLA Compliance and Labor Law Updates
- Janilee is receiving RFP's for Workman's Compensation
- Budget will be starting in July
- Bob Leischow, Public Health Director will be leaving the County. The Personnel Department is actively working on recruitment to fill his position.

Vouchers

Motion made by Al Bower, seconded by Arlene Kodl to receive and file vendor payments history reports for May 2019. Voice vote taken with all "aye"; motion carried.

Work Comp

Motion made by Sharon Rogers, seconded by Al Bower to receive and file the open work comp claims over \$2,500 as presented. Voice vote taken with all "aye"; motion carried.

Unemployment Charges

Motion made by Nancy Amacher, seconded by Sharon Rogers to receive and file the unemployment charges for May as presented. Voice vote taken with all "aye"; motion carried.

Miscellaneous Items that May Legally Come Before the Committee

No miscellaneous items were brought forward.

Next Meeting Date and Time

The next regularly meeting is scheduled for Monday, July 22nd at 9:30 am in Room 307 at the Clark County Courthouse in Neillsville.

Adjournment

Motion by Arlene Kodl, seconded by Sharon Rogers to adjourn. Voice vote taken with all "aye"; motion carried. Meeting adjourned at 12:07 pm.

Submitted by:

Kelly Mathis

Personnel Assistant

Clark County Personnel Office