

PERSONNEL COMMITTEE MINUTES
Monday, July 22, 2019
Clark County Courthouse, County Board Room

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; Jacob Brunette, County Attorney; Terri Domaszek, Comptroller; Wayne Hendrickson, County Board Chairman, Joan Jalling, CCRLC; Pam Kernan, Social Services Director; Jim Hirsch, Chief Deputy; Stacy Otto, Child Support Director; Sue Voigt, Associate Director; Chris Jensen, County Clerk; Jane Schmitz, Executive Director; Aaron Greisen, Veteran Service Officer; Rick Skutak, Teamster Representative; Paul Lovinus, Teamster Representative; Tim Wentz, Teamster Representative; Harold Dillenbeck, Maintenance Engineer; Joe Meyer, ADS Director; Derek Weyer, Planning & Zoning Administrator; Rick Dailey, Forestry & Parks Administrator; Heather Roman, Assistant Comptroller; Lorraine Beilke, Social Services; Richard Burghaus, WPPA Union Representative; and Steve Struensee, Sheriff's Office.

Minutes

Motion made by Nancy Amacher, seconded by Arlene Kodl to approve the Personnel Committee minutes from the June 17, 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- Social Services: Benefit Specialist

Motion made by Sharon Rogers, seconded by Arlene Kodl to approve a one-step increase (Pay Grade J, Step 2 to Step 3) for Melissa Hancock, Benefit Specialist, effective 7/7/2019. Voice vote taken with three ayes and two nays (Krempasky and Bower) motion carried.

Step Adjustment- Social Services: Social Worker

Motion made by Sharon Rogers, seconded by Nancy Amacher to approve a one-step increase (Pay Grade H, Step 2 to Step 3) for Amanda Saule, Social Worker, effective 7/7/2019. Voice vote taken with three ayes and two nays (Krempasky and Bower) motion carried. Pam Kernan left at 9:50

Step Adjustment- July 2019 Employees

After reviewing the action taken at the last Personnel Meeting to provide a step adjustment to the employee(s) identified below, it was realized that the requirements per the Administrative Compensation Policy were not followed appropriately. In an effort to "correct" the oversight as best as possible, Department Heads were advised to take a request for each impacted employee to their July Committee meeting for approval.

Provided each committee meets on or before July 29th and makes a motion to approve each applicable request, the effective date of the step adjustment will remain the same (first full pay period in July, to be recognized on the 8/1 paycheck). In the event the committee meets on July 30 or after, the effective date of the step adjustment will be the following full pay period; (to be recognized on the 8/15 paycheck).

Closed Session:

Motion made by Sharon Rogers, seconded by Al Bower to go into closed session at 9:50 am in accordance per WI Statutes 19.85(1) (e) Deliberating or negotiating public business whenever competitive or bargaining reasons require a closed session as it relates to: Topic: Negotiate vacation/sick conversion per WPPA contract. Roll call vote taken with all “aye”; motion carried. Joan Jalling, Stacy Otto, Sue Voigt, Chris Jensen, Jane Schmitz, Aaron Greisen, Harold Dillenbeck, Joe Meyer, Derek Weyer, Rick Dailey and Lorraine Beilke stepped out. Steve Struensee and Richard Burghaus arrive at 9:55 am.

Back to Open Session:

Motion made by Sharon Rogers, seconded by Al Bower to go back into open session at 10:29 am. Voice vote taken with all “aye”; motion carried.

Motion from Closed Session

Motion made by Al Bower, seconded by Sharon Rogers to accept the proposed conversion as brought forth by WPPA to take effect the first pay period in August. Voice vote taken with all “aye”; motion carried. Steve Struensee and Richard Burghaus left at 10:30. Joan Jalling, Stacy Otto, Sue Voigt, Chris Jensen, Jane Schmitz, Aaron Greisen, Harold Dillenbeck, Joe Meyer, Derek Weyer, Rick Dailey and Lorraine Beilke stepped back in. Terri Domaszek, Paul Lovinus, Tim Wentz, and Rick Skutak arrived at 10:31 am.

Union Dues Deduction

Motion made by Nancy Amacher, seconded by Al Bower to resume checkoff dues per the existing slips beginning with the second paycheck in August. Voice vote taken with four ayes and one nay (Rogers) motion carried. Paul Lovinus, Tim Wentz, Rick Skutak, Jacob Brunette, Chris Jensen, Jane Schmitz, Aaron Greisen, Harold Dillenbeck, Joe Meyer, Derek Weyer, Lorraine Beilke, Rick Dailey, and Terri Domaszek left at 11:35 am.

Charitable Organization Deduction

The Committee is in the beginning stages of looking into different options for employees to make a charitable contribution via payroll deduction. After more research is done the committee will revisit this topic.

Wellness Training Funding Request Application

The Wellness Committee will now be requesting an application be filled out by departments or individuals requesting funds from the committee. The completed application was presented to the committee. Not action taken. Jim Hirsch, Stacy Otto and Sue Voigt left at 11:39 am.

Third Party Administrator & Excess Work Comp Renewal Options

Janilee presented the Committee with a few different proposals for Workman’s Compensation Third Party Administrator. The proposals will be brought back next month to be presented to the committee.

Clark County Rehabilitation and Living Center Personnel Issues or Changes

Joan Jalling, CCRLC HR Manager, indicated they are currently hiring for various positions

Personnel Manager Report

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

- Reached out to various broker's for health insurance
- Janilee attended an FMLA/Labor Law Seminar in Madison
- Budget process is starting
- Blood drive held at the courthouse last week with around 20-24 participants
- Scheduling audiograms
- Job posting for Corporation Counsel is being reposted due to lack of applications

Vouchers

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

Work Comp

Motion made by Arlene Kodl, 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 Al Bower to receive and file the unemployment charges for June 2019 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 August 12th at 9:30 am in Room 307 at the Clark County Courthouse in Neillsville.

Adjournment

Motion by Al Bower, seconded by Arlen Kodl 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