



**PERSONNEL COMMITTEE
Tuesday, May 14, 2019 at 10:30am
MINUTES**

The Personnel Committee meeting was called to order by Vice Chairperson, Mary Bringe at 10:30am on Tuesday, May 14, 2019 in the Courthouse Conference Room 101.

Members Present: Vice Chair Mary Bringe, David Strudthoff, Alycann Taylor, Lorn Goede

Members Absent: Will Beitlich

Others in Attendance: Serena Inman, Dennis Brault, Ole Yttri

1. Call to Order
Bringe called the meeting to order at 10:33 am.
2. Affirmation of Proper Public Notice of meeting
Affirmed.
3. Audience to Visitors
4. A motion was made to approve the minutes from April 9, 2019 by Strudthoff, and a second by Goede. All ayes, motion carried.
5. A motion was made by Goede to approve vouchers for May, second by Taylor. All ayes, motion carried.
6. Discussion and possible action on approval to fill Personnel Assistant vacancy. Inman shared that position up until recently had been filled by Tanya Forkash, who has voluntarily resigned from the role. Inman requested position be filled as is part-time 20-25 hours weekly, with intentions of making the position a full-time benefited role within the 2020 calendar year. A motion was made by Taylor to fill position as is, second by Strudthoff. All ayes, motion carried.
7. Update to committee on Legal Affairs – Corp Counsel Survey to Department Heads: Strudthoff to share from Legal Affairs, however he was not present at committee meeting last week. Taylor requested clarification on the agenda item, Inman explained she had been asked by Strudthoff, as a committee member of Legal Affairs to develop a survey, that Legal Affairs had discussed and approved survey to be sent to department heads and supervisors in contact with Corporation Counsel to review their services in



preparation for their contract renewal at the end of the calendar year. No further discussion.

8. Director's Report – Serena Inman
 - a. Update on recruiting
 - i. Open Positions: Vernon Manor: Cook Part-time, L.P.N. Part-time, Pool R.N. and On-Call, and C.N.A. On-Call and Part-time, Sheriff's Office: Correction Officer both FTE & Full-time LTE, Highway Patrol Supervisor
 - ii. Recently Filled Positions: Vernon Manor: R.N. Full-time (days), On- Call R.N. and C.N.A, ADRC Administrative Assistant Full-Time, Sheriff's Office LTE Administrative Assistant, and anticipation of 6 students for part-time summer employment for Highway/Buildings & Facilities.
 - b. Horton Group to attend upcoming June 11th Personnel Committee Meeting for Benefits discussion for upcoming calendar year
 - c. Executive Committee: committee has asked for upcoming capital expenditures for the next five years from Department Heads. Inman presented a full compensation & benefits survey be completed in 2020 (up to \$75k), Electronic filing: moving all personnel files to electronic – can be done in house with minimal cost. Inman to bring these items to Executive Committee as potential expenses outside of Personnel Budget in the coming years.
9. Personnel Department Head Performance Evaluation – *The Chair may entertain a motion to enter into closed session pursuant to Wis. Statutes, Section 19.85 (1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."* A motion was made by Strudthoff to enter into closed session, second by Goede. Roll call vote – Strudthoff, Bringe, Goede, Taylor all yes. All ayes, motion carried. A motion was made to enter into open session by Strudthoff, second by Goede. Roll call vote – Strudthoff, Bringe, Goede, Taylor all yes. All ayes, motion carried.
10. Discussion of Agenda items for next meeting: Personnel Director Performance Evaluation continued discussion, and Horton Group Benefits Presentation/Discussion
11. Confirmation of next meeting date: June 11th, 2019 at 10:30 a.m. in Board Room
12. Adjourn Meeting: a motion to adjourn meeting at 12:18pm was made Strudthoff, second by Taylor. All ayes, motion carried.

Minutes respectfully submitted by Serena Inman, Personnel Director