



**PERSONNEL COMMITTEE
Tuesday, August 13, 2019 at 10:30am
MINUTES**

The Personnel Committee meeting was called to order by Chairperson, Will Beitlich at 10:30am on Tuesday, August 13, 2019 in the Courthouse Annex Conference Room 309.

Members Present: Will Beitlich, David Strudthoff, Mary Bringe, and Lorn Goede

Members Absent: Alycann Taylor

Others in Attendance: Serena Inman, Dennis Brault, Gail Muller, Phil Hewitt, Eric Evenstad, Ashley Oliphant, Kevin Larson, and Mike Windle

1. Call to Order
Beitlich called the meeting to order at 10:35 am.
2. Affirmation of Proper Public Notice of meeting
Affirmed.
3. Audience to Visitors
4. A motion was made to approve the minutes from July 9, 2019 by Bringe, and a second by Goede. All ayes, motion carried.
5. A motion was made by Strudthoff to approve vouchers for August, second by Bringe. All ayes, motion carried.
6. Review and take Action on Resolution Regarding Reorganization of Zoning Department:
Beitlich noted they would come back agenda item at the end of the meeting once the Zoning Committee had adjourned, as their meeting was still going on at this time.
7. Discussion on Personnel Office Location: Inman noted that it has been proposed and approved by Buildings and Facilities to move the Personnel Office location to the third floor of the Courthouse Annex building to occupy both conference room 309 and Diane McGinnis' current office (Resource and Community Development office). Phil Hewitt noted that this will take place in the fall potentially depending on maintenance availability as Diane will be then moving to the second floor in the Courthouse and they will remodel space in the Treasurer's office to make room for her. The current Personnel Office will become a conference room, so as not to lose any meeting space with the moves. Bringe notes that



she is supportive of this move as the Personnel office needs to have more confidentiality and allow for privacy for employees that may come to Personnel.

8. Review and Approve 2020 Personnel Budget: Inman notes that the budget has already been submitted to the Clerk's office, and that the only change to the budget was the additional Full-time position that was already approved by Full County Board in the July Board meeting. Inman also noted the Wellness Grant money that comes from our Health Insurance WCA has been placed into the line item for PR, but she will have Nancy in the clerk's office start a separate line item for that revenue and expense. A motion was made by Strudthoff to approve the 2020 Personnel Budget, and a second by Bringe. All ayes, motion carried.
9. Update on Hiring of Personnel Assistant Position: Inman updates the Committee on the hiring for this position, about twelve applications were received after re-posting as a full-time position. Inman interviewed a total of four individuals and made offer to Tanya Forkash who was with Personnel prior. Inman noted that a she did notice a handful of candidates that had prior human resources experience, however she had concerns about their high compensation requirements and also their willingness to stay in an entry level position. Beitlich voiced his support of re-hiring Tanya Forkash as she will be able to step into the position and need little training, and that is what the office needs. Bringe added that she had concerns about re-hiring, however it was up to Inman on making that decision and who she wants in the role.
10. Director's Report: Inman stated she did not have any updates to share with the committee that haven't already been discussed or will be discussed in upcoming agenda items.
11. 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 Bringe. All ayes, motion carried. A motion was made to enter into open session by Bringe, second by Goede. All ayes, motion carried. Strudthoff made motion in open session to add this topic to the next meeting agenda, second by Bringe. All ayes, motion carried.
12. Personnel investigation regarding potential misconduct of Human Services Department employee: *The Chair may entertain a motion to enter into a closed session, pursuant to Wisconsin Statutes 19.85 (1) (b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or*



other public employee or person licensed 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. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) Do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.” A motion was made by Strudthoff to enter into closed session, second by Bringe. All ayes, motion carried. A motion was made to enter into open session by Goede, second by Bringe. All ayes, motion carried

13. Revisit Agenda item #6: Review and take Action on Resolution Regarding Reorganization of Zoning Department: Oliphant discussed that the resolution had just been passed in the Zoning Committee meeting this morning to add an additional staff member to the Zoning Department. Oliphant discussed that the department has a FEMA audit every five years, and this position is crucial for a number of reasons: they currently cannot adequately enforce all ordinances, as there are a large number of septic system non-compliance, their current permit review process is slow, and there are concerns of emergency assistance being affected. There is also a necessity to have office coverage in the department at all times and that is not possible if herself, and the current assistant Zoning Administrator are both out in the field. With the past department head, Susan Burkhamer who has stayed on to help for several months they still have been unable to keep up with workload and demands. To offset costs of this new position the Zoning Committee has voted to increase permit fees in hopes that it will compensate for about 20% of the position. A motion was made by Strudthoff to approve resolution and send to County Board in September for their approval, second by Beitlich. All ayes, motion carried.
14. Discussion of Agenda Items for next meeting: Department Head Performance Evaluation, and an update on Benefits Renewal for 2020.
15. Confirmation of Next Meeting Date: September 10, 2019 at 10:30am
16. Adjourn Meeting: a motion to adjourn meeting at 12:15pm was made Goede, second by Strudthoff. All ayes, motion carried.

Minutes respectfully submitted by Serena Inman, Personnel Director