



**PERSONNEL COMMITTEE**  
**Tuesday, December 10th, 2019 at 10:30am**  
**MINUTES**

The Personnel Committee meeting was called to order by Chairperson, Will Beitlich at 10:36am on Tuesday, December 10th, 2019 in the Courthouse Jury Room (room location changed due to original room being unable to hold all those in attendance).

Members Present: Will Beitlich, David Strudthoff, Mary Bringe (via phone), Alycann Taylor and Lorn Goede

Members Absent:

Others in Attendance: Serena Inman, Timothy Gaskell, Ron Hoff, Dawn Nemec, Rachel Hanson, Sheila Olson, Dennis Brault, Roger Call, and Adrian Amelse.

1. Call to Order  
Bringe called the meeting to order at 10:36 am.
2. Affirmation of Proper Public Notice of meeting  
Affirmed.
3. Audience to Visitors
4. A motion was made to approve the minutes from November 12th, 2019 by Goede, and a second by Strudthoff. Roll Call vote, Strudthoff, Goede, Bringe, Taylor, Beitlich, all yes. All ayes, motion carried.
5. A motion was made by Strudthoff to approve vouchers for November second by Taylor. Roll Call vote, Strudthoff, Goede, Bringe, Taylor, Beitlich, all yes. All ayes, motion carried.
6. Discuss and take possible action on District Attorney Request to Add Administrative Assistant position hours:
7. Gaskell requested current Administrative Assistant position have 1-2 days added per week to assist with office needs, if request is not approved Gaskell respectfully requested that cost of additional hours be added to the elected officials salaries. Taylor asked how many hours per week would incur benefits eligible as that is where the bulk of the additional un-budgeted cost is coming from. Inman responded that would need to remain under 30 hours on average weekly to have the position remain non-benefit eligible. Bringe suggested that position be kept under 29.5 hours per week for the year 2020 and then if additional hours and benefits are needed they need to be included in the 2021 DA



department budget request. Beitlich agreed, and would like final approval for additional hours to also go to finance committee. A motion was made by Taylor that Personnel Committee supported hour increase to 29.5 hours weekly pending finance committee approval, second by Goede. Roll Call vote, Strudthoff, Goede, Bringe, Taylor, Beitlich, all yes. All ayes, motion carried.

8. Discuss and take possible action on Register of Deeds, Treasurer and County Clerk Elected Officials Salaries for 2021-2024. Inman presented resolution with increase of 6%, 2.5%, 2.5%, and 2.5% for 2021-2024 for Register of Deeds and Treasurer salaries. Inman explained comparables from our collective 9 county group show our current salaries are ranked last about \$4,000 lower annually than the next highest for Register of Deeds and Treasurer. Inman felt we needed to be more in line with average of the comparables rather than lower than the lowest of the group. Beitlich invited the current elected officials in attendance to voice their concerns and opinions. Olson said she was just there for support in those whose salaries were up for review, as hers was not currently. Hanson indicated that she felt their salaries needed some catching up to do. Nemec inquired if the county considered comparables other than other counties in their decision as in her past work she has surveyed area businesses when considering salaries. Beitlich indicated the group only does this every four years, and the process has always been in compare to other counties as they have the exact same position. Hoff asked the committee who was on the committee the last time salaries were reviewed – Beitlich, Bringe and Brault indicated they were. Hoff stated the last time salaries were reviewed no increase was given in 2017, 2018, and then a slight increase for 2019, and remained the same for 2020. Hoff felt this was not right and requested the County Clerk salary be at least 2.5% for each year. Inman stated that the committee finish discussion on the Register of Deeds and Treasurer salaries and then they could go into recommendation for County Clerk. Committee agreed recommendation was in line, but felt it was a larger increase that could be perceived negatively. Amelse said it would require some education on the board floor and perhaps the comparables could accompany the resolution for a better understanding of the resolution's recommendation for salaries. Bringe agreed and request Inman have the comparables with the resolution so the full board could look at them prior to voting. Inman stated that this was in line with what she was thinking in presenting resolution to the board. Inman stated she would like to go over recommendation for County Clerk's salary on the resolution - 1.5% for each year (2021-2024). Inman stated our current salary for the position was in line with the average of the comparables and ranked 4<sup>th</sup> highest of the 9 other counties we compare to. Hoff stated that Crawford County's was not listed in the group. Inman agreed and said that Crawford did not share salary information with her, even after several requests. Hoff indicated that he had that information. Inman stated after viewing salary information that Vernon County's County Clerk salary was still in line with average and did not support a large increase like Register of Deeds and Treasurer, which is why she steered towards being conservative and being in line with a cost of living increase for each year. A motion was made by Bringe to bring resolution as written to the County Board (6%, 2.5%, 2.5%, and 2.5% for 2021-2024 for Register of Deeds and Treasurer salaries, and 1.5% for each



year, 2021-2024 for County Clerk), second by Goede. Roll Call vote, Strudthoff, Goede, Bringe, Taylor, Beitlich, all yes. All ayes, motion carried.

9. Director's Report – Serena Inman

- a. Recruitment update: Backfilling Veterans Service Officer, and several Human Services Positions currently

10. Discussion of Agenda Items for next meeting: Bringe would like to discuss the 37.5 vs 40 hour work week to better understand the difference and why it was changed.

11. Confirmation of Next Meeting Date: January 14, 2020 at 10:30am

12. Adjourn Meeting: a motion to adjourn meeting at 12:21p.m. was made Taylor, second by Goede. Roll Call vote, Strudthoff, Goede, Bringe, Taylor, Beitlich, all yes. All ayes, motion carried.

Minutes respectfully submitted by Serena Inman, Personnel Director