

PERSONNEL
May 27, 2020

- Call to order** The meeting was called to order at 10:01 a.m. by Chairman Brad Steiner. Committee members present were Carl Orr, Duane Rogers and Gerry Krachey. Larry Kelley was absent. Also present were Cheri Leachman, Human Resources, County Board Chairman Tom Cornford, Treasurer Deanne Lutz, Property Lister Gigi Collins, Human Services Director Dan McWilliams, ADRC Director Roby Fuller, Register of Deeds Melissa Nagel, Commissioner Kyle Kozelka, Public Health Nurse Cindy Riniker, Sheriff Dale McCullick and Clerk Janet Geisler.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Krachey moved, Rogers seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Reopening of bldgs** Chairman Cornford stated he has asked for the opinion of Cindy Riniker, Public Health Officer. He is no hurry to open the buildings. Cindy Riniker, Public Health Officer, advised that she is looking to the Wisconsin Economic Development Corporation for guidance on how to reopen the buildings safely and what cleaning needs to be done, what kind of plexiglass to put in front and how many people are allowed in the building at the time. There was a discussion on wearing masks for the public or employees. A mask protects other people from the person who is wearing the mask.
- Supervisor Krachey would like to see people returning to work that are working from home. There will be a community wide voluntary testing taking place around June 12th for everyone which will show if there has been any community spread of the virus. The test would be the nasal swab. The National Guard will be assisting with the testing. Once the test results are returned it will give a truer picture of whether we do have a lot of community spread or if we don't. The testing is available for anyone. People would need to stay home after the testing or wear a mask afterwards until the results come back. Cindy would like the County Board Chairman's approval to move forward with the testing.
- The committee feels that there should not be a delay on what precautions need to be put in place so that we are ready when we decide to open up the buildings. There was much discussion among all those present on what needs to be done in each of their

offices before opening up to the public. There was discussion on putting up plexiglass, hand sanitizing and placing tape on the floor for social distancing.

Chairman Cornford stated that he would like things to stay the same as they are for now and put this again on next month's agenda regarding a date to open the building. Cindy Riniker and John Poots will work together on what items need to be ordered rather than each department ordering things separately. The costs should be tracked for Emergency Government in case these costs can be reimbursed.

Job descriptions

Highway Commissioner, Kyle Kozelka, appeared before the committee and presented updated job descriptions for Patrolman and Foreman. The Committee would like this to go through the Highway Committee for approval.

Rogers moved, Orr seconded to approve the job descriptions presented contingent upon approval from the Highway Committee. The motion carried with no negative votes cast.

Kyle advised that there are four employees for summer help. One is a new hire and the other employees were repeats from last year.

Human Resources

Temporary Change in Vacation Policy - Cheri Leachman, Human Resources, advised that the vacation policy was temporarily changed to allow employees an extra three months to use their vacation time due to COVID-19 issues. The policy expires December 31, 2020.

Hiring Policy – Cheri questioned if the County wanted all employees to have physicals, drug tests and criminal/abuse background checks. This would apply to both full-time and part-time employees. There would be costs involved with any type of testing. The policy does not apply to the Sheriff's department since they are covered under a union contract.

Steiner moved, Orr seconded to forward the hiring policy onto to the full County Board for approval.

Commissioner Kyle Kozelka has concerns that pertains to advertising in two County papers for two weeks. This is very expensive and not reliable.

Cheri stated that there may be some State guidelines that says the County must advertise in so many papers. She will check into this

further and let the committee know if the policy should be revised before going to County Board.

Steiner amended his original motion, Orr seconded to revise the hiring policy if necessary regarding the requirements for advertising. The motion carried with no negative votes cast.

Salaried employees – The list of salaried employees has been revised and all employees are being paid properly. Nothing else has been changed. The Jail Administrator and Investigators have been removed from the list since they do get overtime.

COVID – 19 Update – There are still some employees on emergency FMLA and sick leave. Some employees have also come off since they now have child care.

Chairman Steiner advised that labor attorney, Ed Corcoran, is retiring at the end of June. The committee needs to decide how to proceed for labor negotiations with the Sheriff's department and if an attorney is needed. A list was provided by the labor attorney of other attorneys that would be available.

Next meeting

June 24, 2020 at 10:00 a.m.

Adjourn

Krachey moved, Rogers seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:15 a.m.

**Janet Geisler
County Clerk**