

PERSONNEL COMMITTEE MINUTES

Wednesday, May 15, 2019
Clark County Courthouse, Room 307

Chairman Krempasky called the meeting to order at 1:00 PM.

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; Jane Schmitz, CCRLC; Derek Weyer, Planning & Zoning Administrator; Suzanne Schoen, Social Services; Heather Roman, Assistant Comptroller; and Wayne Hendrickson, County Board Chairman.

Minutes

Motion made by Arlene Kodl, seconded by Nancy Amacher to approve the Personnel Committee minutes from the April 12, 2019 meeting. Voice vote taken with all "aye"; motion carried.

Wage Rate Changes

Motion made by Sharon Rogers, seconded by Al Bower to approve the wage rate changes as submitted. Voice vote taken with all "aye"; motion carried.

Step Adjustment- Planning & Zoning Administrator

Motion made by Nancy Amacher to approve the step adjustment request for the Planning & Zoning Administrator to Pay Grade E, Step 2 at \$31.16. No second. Motion fails.

A report showing the number of employees that are receiving a less of an increase due to the transition to the new scale between the months of May through July will be brought to the next committee meeting to discuss.

Derek Weyer left at 1:18 pm

Highway Department Specific Personnel Policy

Motion made by Sharon Rogers, seconded by Al Bower to approve the Highway Departments Personnel Policy as presented. Voice vote taken with all "aye"; motion carried.

Sheriff's Department Wellness Training Funding Request

Motion made by Sharon Rogers, seconded by Arlene Kodl to approve the training request for Sheriff's Office employees through Breach Point Consulting with funding provided through the Wellness Budget. Voice vote taken with all "aye"; motion carried.

Social Services Department Wellness Training Funding Request

Motion made by Sharon Rogers, seconded by Nancy Amacher to approve the training request for Social Services employees with Brian Udermann with funding provided through the Wellness Budget. Voice vote taken with all "aye"; motion carried.

The option of doubling up and providing multiple sessions so other county employees can attend will be explored.

Third Party Administrators

Personnel Manager, Janilee Zvolena, reviewed the current contracts Clark County holds with Minute Men HR for Worker's Compensation and with Safety National for Excess Insurance. Both contracts are up at the end of 2019. The committee directed Janilee to go out and receive RFP's for both Workers Compensation and Excess insurance.

Wayne Hendrickson left at 1:50 pm

SAS Claims Lag Report

Personnel Manager, Janilee Zvolena, provided the Security Administrative Services (SAS) Lag Report to the committee showing there are a few outstanding medical claims that have yet to be paid. A few employees have provided the Personnel Office with letters they received indicating some of their claims will not be paid due to the contract with SAS expiring. Since Clark County's contract was up with SAS as of April 1st, 2019 the committee had discussion on what the next steps should be. No action was taken at this time and will be brought to the next meeting for further discussion.

Clark County Rehabilitation and Living Center Personnel Issues or Changes

An update for CCRLC was presented by Jane Schmitz, Executive Director, highlighting the following areas:

- CCRLC attended two career fairs in the area
- Local schools are coming to CCRLC to volunteer
- Meetings with the Teamsters and CCRLC employees were held to discuss dues
- Hiring is going well, but are having issues hiring for night shift
- Meetings have been held with employees to discuss the new wage scale

Personnel Manager Report

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

- Janilee and Kelly attended the WACPD Conference in Green Bay May 2-3
- Teamsters will be setting up meetings to meet with Clark County employees
- Janilee attended the CCEDC business/career expo in Greenwood May 8
- Reclassification process has changed from previous years. Reclassifications shall be reviewed /acted upon by the Personnel Committee from June 1st through June 30th only
- Retirements of Clark County employees
- Community Services eliminated the Birth to Three Speech Therapist position, effective June 30th
- A blood drive will be held at the courthouse on July 19th

Vouchers

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

Information Items

The following informational items were provided to the committee:

- Work Comp open claims over \$2,500
- Unemployment charges for April 2019

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 Monday, June 17 @ 9:30 am in Room 307 at the Clark County Courthouse in Neillsville.

Adjournment

Motion by Sharon Rogers, seconded by Nancy Amacher to adjourn at 2:26 pm. Voice vote taken with all "aye"; motion carried.

*Submitted by:
Kelly Mathis
Personnel Assistant
Clark County Personnel Office*