

**Minutes of the  
Bayfield County Personnel Committee Meeting  
4:00 PM, January 6, 2022  
Meeting was Held Remotely through Microsoft Teams  
and In Person in the Bayfield County Board Room**

**Members Present:** Dennis Pocernich, Tom Snilsberg (remote), Fred Strand, Marty Milanowski (remote), Brett Rondeau (remote)

**Others Present:** Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson (remote), Elizabeth Skulan-Human Services Director, Sheriff Paul Susienka, Gail Reha (remote)

Meeting called to order at 4:00pm by Chairman Rondeau

**Approval of Minutes of November 4, 2021:** *Motion Milanowski, Snilsberg to approve minutes of the November 4, 2021 Personnel Committee meeting. Motion Carried (5-0 )*

**Public Comment:** None received

**COVID Personnel Policy and area updates:** Abeles-Allison reviewed current guidance from the Health Department and some statewide statistics on covid cases and hospitalizations. The revised Federal CDC guidelines are anticipated to be adopted by the state early next week, which will then be implemented at the county level.

**COVID vaccine incentives.** 3 suggestions were made to help incentivize vaccines and boosters:

- 1) Allow use of paid time to receive vaccinations if being provided at a location incidental to the work site.
- 2) Allow up to 1 day of paid leave time for recovery from COVID vaccination side effects if needed.
- 3) Include COVID booster shots and vaccinations as wellness incentive activity.

*Motion Strand, Pocernich to implement the 2 vaccination incentive items. Motion Carried (5-0)*

**Demographics and educational and other incentives for Employee Recruitment and Retention options**

**a. Population Trends** <https://www.forward-analytics.net/wp-content/uploads/2021/12/Census-2020-High-Quality-Print.pdf>

Trends show slowing of population. Key concern is the drop in the number of youth, which will reduce the number of potential applicants in the future. The county will need to consider contracting for services and reviewing level of service delivery if we are unable to recruit staff. Remote work where feasible may also need to be considered.

**b. Tuition Assistance program; options in 2023**

<https://www.bayfieldcounty.wi.gov/DocumentCenter/View/12415/REVISED-Personnel-Policies--Procedures-Manual-Published-2021-08-05> page 113

Loan repayment programs are currently being offered by some employers. Bayfield County does not have a loan repayment program, but has a tuition assistance

program. Suggestion is to consider increasing the amount allowed for the tuition assistance program up to \$2,500 per year per employee, up to \$10,000 county-wide. We have averaged 2-3 participants per year.

**Law Enforcement Academy Sponsorship:** One deputy has been hired, one has been offered a conditional position pending completion of Law Enforcement Academy. There are currently 2 positions vacant with an additional position anticipated to be vacant this Spring.

The concept of “sponsoring” recruits for academy was discussed. A draft Agreement was reviewed, which outlined the parameters for sponsorship. The draft agreement was included in the meeting packet. Summary of the agreement is that the county would pay for the recruit to attend academy, plus expenses, then the recruit would commit to employment for a minimum of 3 years. If academy was unsuccessful or employment ended within the 3 years, the recruit would be responsible for reimbursing the county for designated portions of the expenses. Sheriff pointed out that the wages are budgeted. The county prefers that the recruits have completed the required college credits to be considered for sponsorship.

*Motion Pocernich, Milanowski to approve the amended draft Recruit Agreement and authorized the County Administrator and Human Resource Director to work out the details of the program with the Sheriff's office. Motion Carried. (5-0)*

## **2. Reports**

- a) **Leave Balances:** Summary of balances for sick and vacation balances was reviewed. These balances are accounted for (not unfunded).
- b) **Wage Assessment Process:** Presentation will be provided at the upcoming County Board meeting.
- c) **Human Resources Report:** Included in the packet.
- d) **Personnel Financial Report as of December 31, 2021:** The final week of pay in 2021 has not yet been included in the report. Final payroll and benefits costs are anticipated to be virtually identical to 2020.

*Motion Pocernich, Milanowski to enter into closed session pursuant to Wisconsin Statutes §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 and (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discussion and Possible action Regarding:*

- i. Closed Session Minutes of November 4, 2021*
- ii. Wages and compensation of various positions.*
- iii. Negotiations with WPPA regarding Law Enforcement Recruits.*

*Motion Carried (5-0). Entered closed session at 4:50pm.*

*Motion Milanowski, Pocernich to return to open session. Motion Carried (5-0). Returned to open session at 5:00pm*

*Meeting adjourned at 5:00 pm. Minutes respectfully submitted by Kristine Kavajecz*