

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, February 4, 2021
Meeting was Held Remotely through Microsoft Teams**

Members Present: Dennis Pocernich, Tom Snilsberg, Fred Strand, Marty Milanowski, Brett Rondeau

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director,

Meeting called to order at 4:05pm by Chairman Rondeau

Minutes of January 28, 2021: *Motion Strand, Pocernich to approve minutes of the January 28, 2021 Personnel Committee meeting. Motion Carried (5-0).*

Public Comment: None

Jailer Wage Step upon Certification: The committee discussed options and evaluated costs. No action was taken on this item.

Review of Year End Personnel Statistics, 2020: Statistics were reviewed. Additional statistics shared were that there were five “recordable” worker’s compensation claims in 2020 and paid/unpaid leave was equivalent to approximately 8% of hours worked. Employees worked over 312,000 hours in 2020.

Motion Milanowski, Snilsberg to enter into closed session pursuant to Wisconsin Statutes §19.85(1)(c,e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: and deliberating or negotiating the purchase of public property, vesting of public funds or conducting other specified business whenever competitive or bargain reasons require a closed session. Entered closed session at 4:24pm

Motion Milanowski, Snilsberg to return to open session. Motion Carried (5-0)

Returned to Open Session at 4:35pm.

Budget 2022 Letter: Topics for the Personnel Committee to consider when it comes to budgeting: wage adjustments effective on the first of the following year. Also recommend to departments to monitor part-time employees for benefit eligibility. Investigate all options available to avoid the need for staffing increases. Explore employer/employee cost-share percentages. Discuss employee -vs- contract employee pros/cons.

Reports

- a) Human Resources Report: January 2021 activities were reviewed. Significant time spent on Employee In-Service training and recruitment for COVID Vaccination clinic staff.
- b) Personnel Financial Report for the 2020 Year and end of January 2021: Total personnel expenses for 2020 in the General Fund were at about 94% of budget, or

\$9,416,715 (unaudited). Human Services expenses were right on budget. Highway expenses were virtually identical to the previous year. January 2021 expenses are on target for all funds.

- c) COVID Workplace Updates: Cases are very minimal since the first of the year.

Meeting adjourned at 5:00 pm

Minutes respectfully submitted by Kristine Kavajecz