

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, May 5, 2022
Meeting was Held Remotely through Microsoft Teams
and In Person in the Bayfield County Board Room**

Members Present: Dennis Pocernich, Mary Dougherty, Fred Strand Marty Milanowski, Brett Rondeau

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Luke Kleczka-Jail Administrator, Elizabeth Skulan-Human Services Director,

Meeting called to order at 4:00pm by

Elect Chair and Vice Chair:

Motion Milanowski to nominate Rondeau for Chairman

Motion Pocernich, Milanowski to close nominations and cast a unanimous vote for Rondeau for Chairman. Motion Carried (5-0)

Motion Strand to nominate Dougherty for Vice-Chair.

Motion Pocernich, Milanowski to close the nominations and case a unanimous vote for Dougherty for Vice-Chairman. Motion Carried (5-0)

Minutes of April 7, 2022: *Motion Milanowski, Pocernich, to approve minutes of the April 7, 2022 Personnel Committee meeting. Motion Carried (5-0)*

Public Comment: None received

Human Services CCS Behavioral Health Work Hours: Currently 2 CCS Service Facilitators working 37.5 hours per week. Both have requested to work 40 hours. A third CCS Service Facilitator and Behavioral Health Case Managers/Social Workers will be added to the section. Would like the option for these staff to work 40 hours per week. The CCS program is funded 95%-98% by federal/state dollars. Several other departments currently work 40-hour work weeks.

Motion Milanowski, Dougherty to authorize CCS Section employees be allowed to work up to 40 hours per week. Motion Carried (5-0)

Jail Hierarchy, Corporal and Sergeant Job Description: Kleczka reported that the Jail has recently moved to 12-hour shifts. The structure now is set up as teams so there is a Corporal assigned to each shift with their team. Kleczka provided an overview of the transition of the Jail Hierarchy over the past several years. The Jail Corporal job description was revised to more accurately reflect the actual duties being performed by the Corporals since the Sergeant positions were eliminated. A number of additional duties, program oversight and direct supervision of staff have been taken on by the Corporals. A recommendation was made to convert the Jail Corporal positions to Jail Sergeant positions effective January 1, 2023, in order to budget for the

modifications.

Motion Pocernich, Milanowski to revise the job description for Jail Sergeants. Motion Carried (5-0)

Motion Milanowski, Dougherty to convert Corporals to Jail Sergeants effective January 1, 2023. Motion Carried (5-0)

Personnel Policy Discussion

- a. Leave time: Review of a proposed modification to the funeral leave policy. The proposed modification will be discussed with Department Heads.
- b. Hours per year: Mixed feedback has been received from staff and Department Heads. Some in favor of working 37.5-hour work weeks and some prefer 40 hour work weeks. Point was made that

Reports

- a) Human Resources Report: Review of recent hires, resignations and retirements.
- b) Personnel Financial Report as of April 30, 2022: Expenses are very close to this same time last year, slightly less than last year. Highway is slightly above the expenses at this time last year, partially due to heavy snow response hours in the past couple of months.
- c) COVID Response Staffing Update: Maintenance staff hours were increased for additional cleaning due to COVID. Those additional hours are anticipated to end in the near future. An update was provided on staffing in the Health Department.
- d) An update was provided on recent meetings with staff that have expressed concerns with their placement on the wage schedule following the market analysis. Individual questions should be directed to the County Administrator or Human Resources Director.

The committee did not go into closed session.

Meeting adjourned at 4:50 pm. Minutes respectfully submitted by Kristine Kavajecz