

**Minutes of the  
Bayfield County Personnel Committee Meeting  
4:00 PM, June 2, 2022  
Meeting was Held Remotely through Microsoft Teams  
and In Person in the Bayfield County Board Room**

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

**Others Present:** Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kevin Johnson-Veterans Service Officer, Bob Anderson-Highway Commissioner, Craig Parks-Maintenance Supervisor, Ruth Hulstrom-Zoning Director, Sara Wartman-Health Director, Luke Kleczka-Jail Captain, Kim Mattson, Meagan Quaderer-Emergency Management Director, Gail Reha

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

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

**Public Comment:** None received

**Staffing Modifications:**

- a. Veteran Services and Emergency Management: Request to create two separate positions for the Veterans and Emergency Management offices rather than one individual providing office support to both offices. Kevin Johnson explained a proposal to split the position into two half-time positions. Johnson felt that he could secure ongoing grants to supplement the half-time position which could facilitate additional programs for veterans. Meagan Quaderer explained that a change be made to the Job Description for a half-time dedicated position in Emergency Management that could result in some funding from the state to support the position. The funding would require some mandatory specified training. The Veterans and Emergency Management Offices both support this recommendation for two separate half-time positions. Johnson reported that the existing staff member is supportive of this proposal and is aware there will be implications for benefits.  
*Motion Pocernich, Milanowski to convert the current full-time combined position in the Veterans and Emergency Management Offices to two separate half-time positions effective January 1, 2023. Motion Carried.*
- b. Full-Time Cook: Luke Kleczka reported that we have recently lost two part-time staff in the kitchen and we have been having extreme difficulty filling the positions. In addition, the elderly meal program was added to the kitchen duties. Due to the challenge of recruiting, a recommendation is made to offer a full-time position in an effort to recruit an applicant. *Motion Pocernich, Milanowski to authorize the hiring of a full-time cook. Motion Carried (5-0)*
- c. Temporary Full-Time CCO: *Motion Pocernich, Milanowski to authorize the hire of an additional full-time CCO.* Discussion on clarifying whether this would be a permanent full-time addition or whether it should be reassessed when an opening occurs. Intent is to add an permanent additional full-time CCO, which would be in

- lieu of one or two of the part-time positions. *Motion Carried. (5-0)*
- d. Permanent Nursing Supervisor: Abeles-Allison reviewed the current staffing levels in the Health Department and the current vacancies. A Temporary Nurse Supervisor position was created during the pandemic to assist with oversight of the nursing staff when additional staff were brought on during the pandemic response. The Health Director is otherwise responsible for supervision and evaluation of all other staff. Wartman explained that there are 4 nursing staff, plus temporary nursing staff. The Director is now supervising twelve permanent staff as well as oversight of 30 plus programs. She is requesting that the Nursing Supervisor position be made permanent. *Motion Pocernich, Milanowski to continue the Nursing Supervisor position in the Health Department. Motion Carried (5-0)*
  - e. Maintenance Staff: Proposal to continue the elevated hours for the part-time cleaning staff at 35 per week for the balance of 2022 and convert to full-time effective January 1, 2023. *Motion Pocernich, Milanowski to maintain the part-time cleaning staff at 35 per week for the balance of 2022 and convert to full-time effective January 1, 2023. Motion Carried. (5-0)*

**Funeral Leave Policy:** Policy was reviewed at the May meeting. *Motion Pocernich, Milanowski to approve the amended Funeral Leave policy effective immediately. Motion Carried (5-0)*

## Reports

- a) Flexible Benefits Administrator: A third party administrator is contracted to manage the flexible benefits program. There are some concerns with the existing service provider. A request is made to investigate changing benefit administrators and have this in place for Open Enrollment of 2023 benefits. A request for proposals would be developed and distributed.
- b) Telecommuting Focus Group: Initial meeting was held. Another meeting schedule where the group will begin to focus on specific details.
- c) Human Resources Report: Will be distributed to committee members.
- d) Personnel Financial Report as of May 31, 2022: Early in the year. Running under budget, due primarily to vacancies.

*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 closed session minutes of April 7 and reclassification requests of the Highway Patrol Superintendent and Zoning Office Manager positions. Motion Carried (5-0) Entered Closed session at 5:12pm.*

*Motion Pocernich, Milanowski to return to open session. Motion Carried (5-0) Returned to open session at 5:30pm*

Meeting adjourned at 5:30 pm. Minutes respectfully submitted by Kristine Kavajecz