

**Minutes of the  
Bayfield County Personnel Committee Meeting  
4:00 PM, January 7, 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, Kim Mattson, Paul Houck, Gwen Goodrich, Luke Kleczka, Kathleen Haiden, Elizabeth Skulan, Jennifer Brown, Gail Reha, Caloney Mesik, Lynn Divine, Brandon Miller,

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

**Approval of Minutes of December 3, 2020:** Milanowski, Snilsberg to approve minutes of the December 3, 2020 Personnel Committee meeting. Motion Carried (5-0)

**Public Comment:**

**Jail Lt Luke Kleczka** thanked the committee for taking action to adjust the wage grade for Jailers and Jail Corporals. He reviewed specific employee concerns for five employees that received minimal increases over what they would have received if the grade had not been modified. Kleczka is requesting that each of these five employees be increased an additional step.

**Reclassification of Jailer and Corporal Wage Classification:** Abeles-Allison reviewed the action that was taken by the Personnel Committee in December. Various options were reviewed if the committee's intent is to address the concerns that have been brought up. Suggestion was made for the Personnel Committee to consider advancing employees one step once they complete Jailer Certification.

**Reclassification of IT Network and Security Analyst Wage Classification:** Abeles-Allison shared the details of the wage analysis for the Network and Security Analyst position. Clarification that the existing staff in this position would be placed at the new grade at the level that reflected at least a 2.5% increase as of January 1, 2021. The purpose of the wage Grade adjustment is to ensure that the wage is competitive when recruiting for anticipated vacancy.

*Motion Pocernich, Milanowski to approve reclassification of Network and Security Analyst From Grade K to Grade L and place existing staff in the new grade at the step that reflects at least a 2.5% increase over their 2020 wage.*

**Human Services Social Worker Wage Classification:** Abeles-Allison and Kavajecz reviewed the recommendation for modifying SWI, II, and III each up one Grade on the wage schedule. Skulan announced that FS

*Motion Pocernich, Milanowski to approve reclassifying Social Worker I, II and III up one Grade Level each on the wage schedule and to place existing staff in the new grade at the step that*

*reflects at least a 2.5% increase over their 2020 wage. Motion Carried.*

**WIC Nutritionist Hours:** The county currently has a nutritionist that works 8 hours per week. Request is to increase this position to 20 hours per week on a trial basis for a three-month period. This expense is reimbursable through the WIC grant.

*Motion Milanowski, Snilsberg to approve increasing the WIC Nutritionist hours to 20 per week for a 3-month trial period. Motion Carried (5-0)*

### **Personnel Policy changes in 2021**

- a. Emergency Paid Leave:** Kavajecz reviewed the Federal Leave provisions that expired and reviewed a proposal for county policy modification to address COVID-related quarantine/isolation situations.

*Motion Strand, Milanowski to authorize the COVID leave policy as proposed, adding a limit of 20 work days and that the policy shall expire on June 30, 2021 unless extended by the Personnel Committee or County Board. Motion Carried (5-0)*

- b. Fair Labor Standards and Overtime Calculations:** The committee reviewed the topic of overtime for Jailers. The county currently follows the FLSA 7k exemption for overtime. Analysis of other counties as of the time of the meeting showed that 21 of 26 counties responding, follow the 7k exemption. The committee took no action on this item.

- c. Flexible Spending Accounts (FSA):** The committee discussed whether any of the options related to FSA's should be implemented. Employees were given the ability to make modifications to their FSA contributions in 2020. No action was taken on this item.

*Motion Milanowski, Snilsberg to enter in and out of 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 5:19pm.*

- i. Approve Closed Session Minutes of December 3, 2020:** *Motion Milanowski, Strand to approve closed session minutes of the December 3, 2020 personnel committee meeting. Motion Carried (5-0)*
- ii. WPPA Contract Negotiations:** Abeles-Allison reviewed status of the negotiations with WPPA.

*Motion Snilsberg, Milanowski to return to open session. Motion Carried (5-0)  
Returned to Open Session at 5:25pm.*

**Budget 2022 Letter:** Letter was sent out to all departments. Projected revenue reductions are less significant than what were originally anticipated, however, planning will still be critical.

### **Reports**

- a) Human Resources Report:**
- b) Personnel Financial Report for the month of December 2020:** General and Human Services funds are up slightly from 2019. Highway expenses were down slightly.

- c) **COVID Workplace Updates:** Employee close contacts and active cases have reduced over the past few weeks.

Pocernich suggested that the County Administrator Contract be reviewed as it has recently expired.

Meeting adjourned at 5:40pm

*Minutes respectfully submitted by Kristine Kavajecz*