

The Florence County Personnel and Law Enforcement Committee met at the Courthouse on February 6, 2020. The meeting was called to order by the Chair at 6:00 p.m. A quorum of committee members was present. Committee Supervisors present: Bomberg, Johnson, Kelley, Steber and Theer.

Absent: None

Others present: Supervisor Modschiedler, Sheriff Dan Miller, Chief Deputy Dave Gribble, Jail Corporal Don Hirn, Health Officer Annette Seibold and County Clerk/Administrative Coordinator Donna Trudell.

#### Agenda

Moved by Supervisor Johnson to approve the Agenda, as presented.

Motion Seconded by Supervisor Theer.

Motion carries, with all voting "Aye" on a voice vote.

#### Minutes

Moved by Supervisor Kelley to approve January 2<sup>nd</sup>, 9<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 29<sup>th</sup>, 2020 minutes, as presented.

Motion Seconded by Supervisor Steber.

Motion carries, with all voting "Aye" on a voice vote.

#### Child Support Bills

Moved by Supervisor Johnson approval of Child Support bills and recommend to the Audit and Budget Committee.

Motion seconded by Supervisor Steber.

Motion carried, with all voting "Aye" on a voice vote.

#### Highway Casual Worker/Animal Carcass Removal

Moved by Supervisor Steber approval to advertise and interview for Highway Casual Worker/Animal Carcass Removal position as recommended by the Highway Committee.

Motion seconded by Supervisor Theer.

Motion carried, with all voting "Aye" on a voice vote.

#### Deputy County Clerk

Moved by Supervisor Johnson approval to allow Part-time Deputy County Clerk the ability to comp hours to be used for a more consistent paycheck.

Motion seconded by Supervisor Kelley.

Motion carried, with all voting "Aye" on a voice vote.

#### Vehicle/Equipment Loan/Use Agreement Form

Moved by Supervisor Johnson to approve new Vehicle/Equipment Loan/Use Agreement Form to be added to the Personnel Policy.

Motion seconded by Supervisor Johnson.

Motion carried, with all voting "Aye" on a voice vote.

#### Telehealth WIC Provider

Moved by Supervisor Johnson to offer employment to candidate #1 for the Health Department Registered Dietitian for WIC via Telehealth as recommended by the Health Board Interview Committee.

Motion seconded by Supervisor Theer.

Motion carried, with all voting "Aye" on a voice vote.

#### Financial Manager Retirement

Moved by Supervisor Johnson approval to except the retirement and transition plans for the Financial Manager with regret. A target termination date of May 15, 2020 has been set.

Motion seconded by Supervisor Steber.

Motion carried, with all voting "Aye" on a voice vote.

#### Finance Director Job Description

Moved by Supervisor Theer to approve the revised Financial Manager/Finance Director job description and pay grade as recommended by MWK Consulting and Investment HR.

Motion seconded by Supervisor Steber.

Motion carried, with all voting "Aye" on a voice vote.

#### Finance Director Posting

Moved by Supervisor Johnson approval to advertise and interview for Finance Director position

Motion seconded by Supervisor Theer.

Motion carried, with all voting "Aye" on a voice vote.

#### Payroll Accountant New Job Position

Moved by Supervisor Johnson to approve the new Payroll Accountant job position that will report to the Financial Manager/Finance Director with responsibilities for payroll processing, benefits tracking, annual reporting and financial & administrative support to the Sheriff Office and send on to Audit & Budget and County Board for final approval.

Motion seconded by Supervisor Steber.

Motion carried, with all voting "Aye" on a voice vote.

#### Payroll Accountant Job Description

Moved by Supervisor Steber to approve the new Payroll Accountant job description and pay grade as recommended by MWK Consulting and Investment HR.

Motion seconded by Supervisor Johnson.

Motion carried, with all voting "Aye" on a voice vote.

#### Payroll Accountant Job Posting

Moved by Supervisor Johnson approval to advertise and interview for the new Payroll Accountant job position contingent on approval by Audit and Budget and County Board.

Motion seconded by Supervisor Steber.

Motion carried, with all voting "Aye" on a voice vote.

#### UW-Extension 4-H Summer Assistant LTE Position

Moved by Supervisor Johnson approval to advertise and interview for the UW-Extension 4-H Summer Assistant LTE position as recommended by the UW-Extension Committee.

Motion seconded by Supervisor Kelley.

Motion carried, with all voting "Aye" on a voice vote.

#### UW-Extension Summer Horticulture Assistant LTE Position

Moved by Supervisor Theer approval to advertise and interview for the UW-Extension Summer Horticulture Assistant LTE position as recommended by the UW-Extension Committee.

Motion seconded by Supervisor Johnson.

Motion carried, with all voting "Aye" on a voice vote.

#### K9 Update

Sheriff Miller reported that Deputy Windell and Rambo graduate on Friday, February 7, 2020 and will be certified and on the road the following week.

#### Lexipol Policy Update

Sheriff Miller reported continued progress with completion in 3 to 4 months.

#### Establish Jail Fees

Sheriff Miller discussed the Jail Fee Schedule and asked for Committee approval. Miller is also working with the State Department of Collections for inmate reimbursement.

Moved by Supervisor Steber approval for the Jail Fee Schedule and working with the State Department of Collections for inmate reimbursement.

Motion seconded by Supervisor Johnson.

Motion carried, with all voting "Aye" on a voice vote.

#### Sheriff and Emergency Management Monthly Reports

Sheriff Miller presented the Sheriff's Department monthly report. He informed the Committee that the month of January recorded 386 calls for service, 10 arrests, 50 citations, 33 warnings, 114 traffic stops, 37 accidents and 84 calls received to 911 services. Sheriff's fee's, Emergency Management/Hazmat, 2019 Jail Commissary revenue, fines, Commissary sales tax, sale of old snowmobile and Bellin Health reimbursement totaled \$39,196 and the 2020 K9 fund received \$442. The Sheriff and other County and School representatives met recently to discuss more details of a School Resource Officer.

Chief Deputy Gribble with Emergency Management reported continued work with the school on the upcoming Active Shooter Exercises in March and August 2020.

#### Sheriff and Emergency Government Bills

Moved by Supervisor Johnson approval of Sheriff and Emergency Government's monthly bills and recommend to the Audit and Budget Committee.

Motion seconded by Supervisor Theer.

Motion carried, with all voting "Aye" on a voice vote.

#### Closed Session

Moved by Supervisor Johnson to adjourn to Closed Session Pursuant to the following:

- WI State Stat. §§ 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the meeting is to determine how many correction officers need to be hired.
- WI State Stat. §§ 19.85(1)(c) and (e) Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or

exercises responsibility. The purpose of setting wages for Elected Officials prior to April 15, 2020 for the November, 2020 Election

Motion Seconded by Supervisor Kelley.

Motion carries, with all voting "Aye" on a voice vote.

#### Open Session

Moved by Supervisor Johnson to reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session.

Motion Seconded by Supervisor Kelley.

Motion carries, with all voting "Aye" on a voice vote.

Moved by Supervisor Johnson approval to accept Corrections/Dispatch letter of retirement effective March 10, 2020.

Motion seconded by Supervisor Steber.

Motion carries, with all voting "Aye" on a voice vote.

Moved by Supervisor Johnson approval to offer employment to candidate #1 from the January 9 interviews for a Full-time Corrections/Dispatch position contingent any further testing.

Motion seconded by Supervisor Steber.

Motion carries, with all voting "Aye" on a voice vote.

Moved by Supervisor Johnson to approve the Part-time Corrections/Dispatch position to become a Full-time position and advertise and interview.

Motion seconded by Supervisor Steber.

Motion carries, with all voting "Aye" on a voice vote.

#### Resolution

Moved by Supervisor Johnson approval to adopt Resolution 2020-01 to allow to Establish Total Annual Compensation for County Elected Officials Pursuant to Wis. Stat. §59.22 and send on to the Audit and Budget Committee and County Board to finalize.

Motion seconded by Supervisor Theer.

Motion carries, with all voting "Aye" on a voice vote.

#### Adjourn

There being no further business.

Moved by Supervisor Johnson to adjourn the meeting.

Motion Seconded by Supervisor Steber.

Motion carries, with all voting "Aye" on a voice vote.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Donna Trudell, County Clerk