

The Florence County Personnel and Law Enforcement Committee met at the Courthouse on March 2, 2023. The meeting was called to order by the Chair. Members present were Supervisors: Bomberg, Johnson, Mills, Theer. Excused: Steber

Agenda:

Moved by Supervisor Johnson to approve the agenda as presented. Motion seconded by Supervisor Mills. Motion carries, with all voting "Aye" on a voice vote.

Minutes:

Moved by Supervisor Theer to approve February 2, February 13 (Special) and February 21 (Special), 2023 meeting minutes, as presented. Motion seconded by Supervisor Mills. 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 Theer. Motion carries, with all voting "Aye" on a voice vote.

Annual Conflict of Interest Disclosure:

Moved by Supervisor Johnson to approve the new Conflict of Interest Disclosure form (annually), which follows the County's Code of Ethics Ordinance. Motion seconded by Supervisor Theer. Motion carries, with all voting "Aye" on a voice vote.

Employee Exit Checklist Form:

Moved by Supervisor Mills to approve a new Employee Exit Checklist Form (to be filled out by Department Heads). Motion seconded by Supervisor Theer. Motion carries, with all voting "Aye" on a voice vote.

Employee Hire Checklist Form:

Moved by Supervisor Johnson to approve a new Employee Hire Checklist, which includes, position authorization, pay change, and status changes. Form to be filled out by the Department Head. Motion seconded by Supervisor Mills. Motion carries, with all voting "Aye" on a voice vote.

Change of Name/Address Form:

Moved by Supervisor Johnson to approve a newly created Change of Name/Address Form for the employee to fill out. Motion seconded by Supervisor Theer. Motion carries, with all voting "Aye" on a voice vote.

Performance Improvement Plan (PIP) Form:

Moved by Supervisor Johnson to approve a newly created Performance Improvement Plan (PIP) Form to be filled out by the Department Head. Motion seconded by Supervisor Mills. Motion carries, with all voting "Aye" on a voice vote.

Payout or Freeze Grandfathered Sick Leave Banks:

Moved by Supervisor Mills to approve to freeze or payout grandfathered sick leave banks at the current rate of pay. Motion seconded by Supervisor Johnson. Motion carries, with all voting "Aye" on a voice vote.

Move all employees to same pay periods:

Moved by Supervisor Johnson to approve finance to move all employee's to the same pay period. Currently, there are three (3) different pay periods and with the implementation of the new finance system, they strongly suggested that we get everyone on the same pay period. Kim Merrill, Finance Manager, will send out letters explaining this to employees and giving them payback options with a deadline to decide. Motion seconded by Mills Motion carries, with all voting "Aye" on a voice vote.

Floating Holidays:

No action taken. Discussion only. Kim Merrill, Finance Manager, addressed the committee about recommending a floating holiday for departments that have their scheduled day off on the County's observed holiday. Currently, departments are taking off the day before the County's observed holiday and that department is shut down two days that week. By giving the employees a floating holiday, they could use it when they wanted. It was mentioned to the Highway Department and they seemed to like the idea. The Committee wants to see it written in policy form and brought back to the next meeting for more discussion.

Paid Time Off Policy:

No action taken. Discussion only. A brief discussion took place about changing over to PTO. Merrill, Finance Manager, said she wants to run this by the auditors first. The Committee recommends that we do more research and talk to department heads before we bring back for more discussion.

ADRC Employment Offer:

Moved by Supervisor Theer approval to offer employment to candidate #1 for the ADRC Benefit Specialist position as recommended by the ADRC Hiring Committee. Motion seconded by Supervisor Johnson. Motion carries, with all voting "Aye" on a voice vote.

UW-Ext LTE 4-H Summer Intern Employment Offer:

Interviews were postponed until March 20, 2023. Table for now

UW-Ext LTE Summer Horticulture Assistant Employment Offer:

Moved by Supervisor Theer approval to offer employment to candidate #1 for the UW-Extension LTE Summer Horticulture Assistant as recommended by the UW-Ext Hiring Committee. Motion seconded by Supervisor Johnson. Motion carries, with all voting "Aye" on a voice vote.

Sheriff Corporal Employment Offer:

Moved by Supervisor Theer approval to offer employment to candidate #1 for the Corporal position as recommended by the Personnel Hiring Committee. Motion seconded by Supervisor Mills. Motion carries, with all voting "Aye" on a voice vote.

New Job Position, Job Description & Wage:

Moved by Supervisor Johnson approval of new job position, description and wage for a LTE Land Conservation Road Stream Crossing Technician as approved by the Land Conservation Committee and Zoning Committee. Wages to be funded through a Land Information Grant. This

position will move on to A&B and County Board for final approval. Seconded by Supervisor Mills. Motion carries, with all voting "Aye" on a voice vote.

Advertise and Interview:

Moved by Supervisor Theer approval to advertise and interview for the LTE Land Conservation Road Stream Crossing Technician as recommended by the Land Conservation Committee and Zoning Committee. This is contingent on the final approval from A&B and County Board. Seconded by Supervisor Johnson. Motion carries, with all voting "Aye" on a voice vote.

Code Red:

Moved by Supervisor Johnson approval to put all employees, elected officials and County Board Supervisors cell/home numbers into Code Red for a mass message when there is bad weather or other emergencies. Seconded by Supervisor Theer. Motion carries, with all voting "Aye" on a voice vote.

Resignation:

Moved by Supervisor Johnson approval to accept, with regret, letter of resignation for a full-time Deputy Sheriff employee. Last day of employment will be March 3, 2023. The Committee thanks you for your years of service. Seconded by Supervisor Mills. Motion carries, with all voting "Aye" on a voice vote.

Sheriff Monthly Report:

Sheriff Miller presented to the Committee the report for January 2023.

Calls for Service – 703

911 calls received – 107 and Two (2) 911 texts received and one (1) sent.

Road Deputies and Jail Activities:

- 23 arrests/bookings in jail
- 9409 Jail Log of Activity
- 83 Deputy incident reports
- 94 citations issued and 43 Warnings
- 5 felonies and 2 Misdemeanors prosecutions (filed and open)
- 134 traffic stops
- 14 crashes, 10 deer accidents
- 7 K9 Deployments, 3 K9 drugs found

Fines and Revenues collected \$28,482.95

Florence County Sheriff's Office received a dual gold award for Lexipol for both the jail and law enforcement. Daily training bulletins, policy updates and staff keeping up on everything.

Second K9 is on the road and is being deployed a lot.

Miller talked about the floors in the evidence garage and will need to be addressed soon.

Amanda Mulvey, mentioned that since the building is a critical facility listed for the county under the Hazard Mitigation Plan. She suggested getting some good pictures and applying for grant funding to replace the garage.

Chairwomen Bomberg thanked Sheriff Miller for the report.

No action.

Emergency Management Report:

Amanda Mulvey, Emergency Management Coordinator, monthly report

HazMat: No incidents. HazMat Team physicals are scheduled for March 20th.

EMS: Participated in the Keeping It Real program in Aurora on February 14th and received good feedback.

Operational Plan near completion with submission anticipated by March 10th. The FCEMS Leadership Team attended the WEMSA Conference for one afternoon and received pediatrics first-in bags for all the agencies in the area.

Recruitment and hiring postings are beginning for general staffing of licensed personnel. CPR & Stop The Bleed training renewals were completed for Sheriff's Office employees in house.

Hazard Mitigation Planning: The open house meeting was held at the Courthouse on February 16th. There were no attendees or comments submitted. The plan has been forwarded on to FEMA for review at this time.

LEPC: The next meeting will be held on April 26th, 2023 at 8:45 a.m.

EMPG/EPCRA: Tier II Reporting for 2023 outreach/completions. Transition to the IPP (Integrated Preparedness Planning) and initial workshops have begun for the 2023 fiscal year.

Amanda attended the Governor's Conference and pre-conference training. She was officially seated to the Governor's Interoperability Council 911 Subcommittee during the February 16th meeting as the WEM representative for Wisconsin.

Bay community College in Iron Mountain is having an EMS Conference on May 12 & 13, she said they could set up a vendor table there for \$150, that would allow us to do recruitment. She said they would be participating in that.

Chairwomen Bomberg Thanked Amanda for the report.
No action.

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 carries, 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). (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 approve employee FML and work from home.

Motion Seconded by Supervisor Mills. Motion carries, with all voting "Aye" on a voice vote.

Open Session:

Moved by Supervisor Mills to reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session. Motion seconded by Supervisor Johnson. Motion carries, with all voting "Aye" on a voice Vote.

Moved by Supervisor Johnson approval to allow employee to temporary work from home until her release date of May 29, 2023. Department Head is to monitor her work and keep the committee abreast on how things are going. It was approved to allow employee to work Overtime to get caught up and to work with Bridgette Vanlaanen, CPA, to complete year-end. Motion seconded by Supervisor Mills. Motion carries with all voting "Aye" on a voice vote.

Adjourn:

Meeting was adjourned by the Chair at 6:55 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Kelly Prevost". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Kelly Prevost
Deputy County Clerk