

MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
Monday February 11, 2019

Present: J. Gifford, L. Raikowski, G. Zastrow, M. Jacowski

Excused: V. Miresse

Staff: L. Belanger Tess, S. Wenzler

Others: M. McDonald, K. Mallick, R. Przybelski, C. Holman, S. Rifleman

Call to Order

Chairperson J. Gifford called the meeting to order at 5:27 p.m.

Roll Call – Present: J. Gifford, G. Zastrow, L. Raikowski, M. Jacowski. Excused: V. Miresse.

Review/Approval of Minutes –January 3, 2019

Motion by G. Zastrow to approve minutes for January 3, 2019 as presented. Second by L. Raikowski.

M. Jacowski stated he did not think they should be starting the meeting before the listed time. No motion or action was taken.

Call to Order

Chairperson J. Gifford called the meeting to order at 5:30 p.m.

Roll Call – Present: J. Gifford, G. Zastrow, L. Raikowski, M. Jacowski. Excused: V. Miresse.

Review/Approval of Minutes –January 3, 2019

Motion by G. Zastrow to approve minutes for January 3, 2019 as presented. Second by L. Raikowski. Vote: all ayes.

Vendor Invoice List – December 2018 – no questions

Correspondence

- Consumer Price Index – December 2018
- The Frontline Supervisor – January 2019
- The EAP Connection – February 2019
- The Wellbeing Journey – January 2019 and February 2019
- AFSCME Local 311 (Highway) Notice of Commencement of Contract Negotiations
L. Belanger Tess informed the Committee that a date was set for the initial meeting for later in February.
- AFSCME Local 311 (Highway) Petition for Annual Certification Election
L. Belanger Tess explained that the annual certification election is generally in April.

Director's Report –

L. Belanger Tess informed the HR Committee that interviews for the HR Advisor position that is currently vacant, from Ray Heitzinger's retirement, are occurring this week and that there was a good pool of qualified candidates.

L. Belanger Tess informed the Committee that the 1095-C forms associated with Health Care Coverage went out in tandem with the 2018 W-2's.

Public Comments: Members of the public who wish to address the Human Resources Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

1. Update re: Refill of Position Requests
No questions
2. Discussion and Possible Action re: Resolution Authorizing the Addition of 1.0 FTE for a New Economic Support Services Benefit Recovery Specialist Position for the PCHHS Department to be Funded with Existing Enhanced Medicaid Program Funds and a Subsequent Budget Adjustment

Motion by L. Raikowski to authorize the addition of 1.0 FTE for a new Economic Support Services Recovery Specialist as presented. Second by G. Zastrow.

R. Przybelski explained the needs for the position, the funding mechanism for the position, and how the position works within the consortium Portage County of which Portage County is a member.

Vote: all ayes.

3. Discussion and Possible Action re: Benefits for Transition from Elected Coroner to Permanent Fulltime Medical Examiner

L. Belanger Tess reviewed the memo included in the packet and explained County Executive Holman, Chief Medical Examiner Rifleman and L. Belanger Tess met to review and discuss. S. Rifleman is requesting, for some recognition for his 38 years of service as the elected Coroner, to start vacation at the 10 years of service level, effective January 7, 2019, the date he transitioned from Coroner to Medical Examiner.

M. Jacowski stated he is in favor of waiving the trial period and approving vacation, but is not in favor of providing longevity or years of service credit for sick leave conversion. L. Belanger Tess clarified S. Rifleman is only requesting recognition for the vacation benefit.

Motion by M. Jacowski to waive the 1 year trial period and start vacation at 10 years of service for S. Rifleman effective his position start date as the Chief Medical Examiner of January 7, 2019. Second by L. Raikowski. Vote: all ayes.

Motion by G. Zastrow to enter into Closed Session. Second by L. Raikowski. Roll Call Vote: J. Gifford – aye, G. Zastrow – aye, M. Jacowski – aye, L. Raikowski – aye.

Enter into Closed Session pursuant to 19.85 (1)(c) for the purpose of:

- a. Discussion and Possible Action re: Request for Extended Leave Without Pay for Health Care Center Certified Nursing Assistant. Closed Session pursuant to Wis. Stats. 19.85 (1)(c)

- b. Discussion and Possible Action re: Request for Extended Leave Without Pay for Health Care Center Registered Nurse. Closed Session pursuant to Wis. Stats. 19.85 (1)(c)
- c. Discussion and Possible Action re: Request for Donation of Vacation and Compensatory Time to Fellow Employee – Health Care Center Registered Nurse. Closed Session pursuant to Wis. Stats. 19.85 (1)(c)

Motion by M. Jacowski to reconvene into Open Session for the purpose of taking action on Closed Session items. Second by L. Raikowski. Vote: all ayes.

Motion by M. Jacowski to approve the Request for Extended Leave Without Pay for the Health Care Center Certified Nursing Assistant thru March 8, 2019, or earlier if a valid Return to Work slip is presented, and if further extension is needed the medical documentation and request must be received within 5 business days of the last appointment. Second by L. Raikowski. Vote: all ayes.

Motion by G. Zastrow to approve Extended Leave Without Pay for the Health Care Center Registered Nurse for up to 12 weeks from when medically unable to work. Second by L. Raikowski. Vote: all ayes.

Motion by J. Gifford to approve the request for Donation of Vacation and Compensatory Time to Fellow Employees for the Health Care Center Registered Nurse for all employees of Portage County to be able to donate. Second by M. Jacowski. Vote: all ayes.

Next Meeting: Thursday, February 7, 2019 at 5:00 p.m.

Motion to adjourn by G. Zastrow. Second by L. Raikowski. Vote: all ayes.

Meeting adjourned 5:58 p.m.