

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, July 2, 2020**

**Meeting was Held Remotely through Microsoft Teams and in person at the Bayfield
County Board Room, Washburn, WI**

Members Present: Dennis Pocernich, Tom Snilsberg, Fred Strand, Marty Milanowski

Members Excused: Brett Rondeau

Others Present: Kristine Kavajecz-Human Resources Director, Sara Wartman-Health Director (remotely)

Meeting called to order at 4:00pm by Vice-Chairman Snilsberg

Public Comment: None

Minutes of June 4, 2020: Motion Pocernich, Milanowski to approve minutes of the June 4, 2020 Personnel Committee meeting. Motion Carried (4-0)

Update of Courthouse Staffing: Kavajecz reported that the majority of employees are back to work on-site. Very few exceptions apply.

Covid -19 Policies: Two documents were reviewed that outlined the currently policies and procedures regarding precautions to be taken when working on-site, and protocols to follow when travel occurs.

Health Department Staffing:

Sara Wartman joined the meeting remotely. She explained that the department has been advertising for a .43FTE for quite some time. She is proposing that this position be increased to Full-Time temporarily to attract applicants and also to provide redundancy in the department to ensure that program deliverables are met while existing staff are tasked with COVID-related duties. Funding is available both through the COVID allocation and through new grant funded programs that the position would support. Wartman explained that a BSN/BAN educational level is preferred over RN certification because the higher education provides a more broad scope of concepts and administration, whereas the RN certification focuses on specific service delivery.

Wartman explained that the WIC program is requiring that a Dietician be on staff. The position is not permitted to be contracted. WIC recommends a 16-hour per week position, whereas the department believes that 8 hours per week will be sufficient and could facilitate providing a higher wage, making the position attractive as a supplemental job.

Motion Strand, Pocernich to authorize the lateral transfer of Mary Spoden from a PT LPN position in WIC to a PT LPN position in the Public Health office. Motion Carried (4-0)

Motion Pocernich, Milanowski to authorize the vacant Part-Time Public Health Nurse position to be increased to a Limited Term full-time Public Health Nurse Position for one year. At the end of that year, the position shall be reduced to .43% time as originally requested. Motion Carried

(4-0)

Motion Pocernich, Strand to authorize the hiring of a part-time Dietician, working up to 8 hours per week and with the ability to telecommute.

Motion Pocernich, Strand to amend the motion to include that the hourly wage for the Dietician not exceed \$40 per hour. Motion Carried (4-0) Motion Carried on the original motion as amended (4-0).

Motion Strand, Milanowski to hire two temporary contact tracers now, to be training and utilized if needed, with Human Resources to determine the appropriate rate.

Motion Carried (4-0) Discussion that funding for these position will be covered by COVID funds.

Wartman exited the meeting at this time.

Human Resources Report: Handout was provided. Kavajecz reviewed recent promotions, hires and current vacancies.

Personnel Financial Report: Nothing significant to note. Report was included in the meeting packet.

Motion Pocernich, Milanowski to enter into closed session pursuant to Wisconsin Statutes:

- a. §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.*
 - i. Approve Closed Session Minutes of June 4, 2020*
 - ii. WPPA Negotiation Preparations*
 - iii. Employee specific compensation.*

Motion Carried. Entered closed session at 5:10pm Kavajecz was allowed to remain in the meeting.

Motion Strand, Pocernich to move into open session. Motion Carried. (4-0) Entered open session at 5:13pm

Meeting adjourned at 5:13 pm.

Minutes respectfully submitted by Kristine Kavajecz