

**Minutes of the  
Bayfield County Personnel Committee Meeting  
1:00 PM, February 1, 2017  
County Board Room, Bayfield County Courthouse, Washburn, WI**

**Members Present:** Brett Rondeau, William Bussey, Dennis Pocernich,  
**Members Excused:** Harold Maki, Rachel Coughtry

**Others Present:** County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant,  
Attorney Mindy Dale, Elizabeth Skulan-Human Services Director,

Meeting called to order at 1:05pm by Rondeau

**Approval of Minutes of January 5, 2017:** *Motion Pocernich, Bussey to approve minutes of the January 5, 2017 Personnel Committee meeting. Motion Carried (3-0)*

**Public Comment:** None

*Motion Bussey, Pocernich to enter in and out of closed session pursuant to Wisconsin Statutes §19.85(1)(c,e) for the purpose of:*

- a. Approval of closed session minutes of December 1, 2016*
- b. To consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Multiple Departments)*
- c. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; mediation with the WPPA bargaining unit.*

*Motion Carried. Abeles-Allison, Kavajecz and Dale were invited to remain in the closed session. Entered closed session at 1:08pm.*

*Motion Pocernich, Bussey to return to open session. Motion carried. Entered open session at 1:38pm.*

**Youth Transition Social Worker Position:** Elizabeth Skulan joined the meeting at this time. Abeles-Allison explained that the current employee in this position has been given notice that her Social Worker Position will end in September when her temporary social work certificate expires. The Human Services Department is proposing to change the position to a Specialist Position, move the current employee to the new position and freeze her wage. Skulan reported that about half of the counties that were surveyed have a Certified Social Worker in this position, however, they also do additional duties that would require social work. The proposal would be to add this position at one Level Lower than a Social Worker on the pay

schedule.

*Motion Pocernich, Bussey to create the position of Youth Transition Specialist at one pay level below Social Worker, to offer the position to Kristin Opperman and if accepted, freeze Opperman's wage at her current wage until such time as the wage schedule catches up to her. Motion Carried.*

Abeles-Allison asked Skulan for input on the potential of a work from home policy in her department. Skulan provided some input that she has gathered from other counties that are utilizing work from home options. The committee discussed technology and policies that would need to be considered and finalized prior to offering this option.

**Personnel Policy Modifications:** Discussion was held regarding whether overtime is to be paid for hours worked on an observed holiday, or the actual holiday.

*Motion Pocernich, Bussey, to return to closed session. Motion Carried. Entered closed session at 2:12pm. Rowley Jones entered the meeting at this time.*

*Motion Pocernich, Bussey to return to open session. Motion Carried.  
Returned to open session at 5:49pm*

Reports: These items were not discussed.

- a. Personnel Statistics
- b. Working from Home Discussion
- c. Health Insurance
- d. Benefit Card

Meeting Adjourned at 5:49pm.

*Minutes respectfully submitted by Kristine Kavajecz*