

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, May 7, 2020
Meeting was Held Remotely through Microsoft Teams**

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

Members Excused: None

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Human Resources Director

Meeting called to order at 4:00pm by Rondeau

Election of Chair and Vice-Chair:

Motion Snilsberg to nominate Rondeau for Chairman. Motion, Pocernich, Milanowski to close nominations and cast unanimous ballot for Rondeau as Chairman. Motion Carried. (5-0)

Motion Strand to nominate Snilsberg for Vice-Chairman. Motion Pocernich, Strand to close nominations and cast unanimous ballot for Snilsberg as Vice-Chairman. Motion Carried.(5-0)

Public Comment: None Received

Approval of Minutes of March 5, 2020: *Motion Pocernich, Snilsberg to approve minutes of the March 5, 2020 Personnel Committee meeting. Motion Carried. (5-0)*

Personnel Committee Ordinance Overview: Abeles-Allison explained that this information is provided as orientation for the new committee members. Personnel Policies, Union Negotiations and Authorization of New Positions are primary duties of this committee.

Personnel Overview including benefits and policies: Abeles-Allison demonstrated where personnel related documents and policies are found on the Bayfield County web site. An overview of how the wage schedule works was reviewed. A summary of county benefits that apply to the majority of full-time employees was reviewed.

Carry Over Vacation Policy

- a. Extension of COVID-19: *Motion Pocernich, Strand to extend the COVID19 policy allowing employees with anniversaries on or before May 31, 2020 to carry over up to five days of vacation for six months. Motion Carried.*
- b. Permanent Change regarding carry over Vacation: *Allow 5 days of carry-over. Motion Pocernich, Snilsberg to authorize a permanent change allowing 5 days of carry-over vacation for all employees for 3 months. Motion Carried (5-0)*

Reports

- a) Human Resources Report: Kavajecz reviewed the report that was included in the

- packet.
- b) COVID
 - a. Implications for Recruitment: As discussed in the HR Report, recruitment is ongoing. Unemployment has been seen as a barrier to recruitment efforts.
 - b. Temporary COVID Personnel Policy Review: Completed earlier in the meeting.
 - c. COVID Transition: “Call First” campaign. Beginning to transition employees back to on-site work beginning May 11, with offices physically opening on May 18. Maintenance is installing sneeze-guards. Masks, hand sanitizer, sanitizing solution will be provided for all employees.
 - c) Personnel Financial Report for the month of April 2020: Personnel financials April 2020 is about \$220,000 less than 2019. This is primarily due to the elimination of the HRA payment at the beginning of the year, which will be reflected in health insurance premiums paid throughout the year instead.

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

- c. *§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 January 30, 2020*
 - ii. *WPPA Side letter Consideration.*

Motion Carried. Entered closed session at 4:45pm

Motion Milanowski, Snilsberg to move into open session. Motion Carried. Entered open session at 4:55pm

Meeting adjourned at 4:55 pm.

Minutes respectfully submitted by Kristine Kavajecz