

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

**Meeting was Held Remotely through Microsoft Teams and in person at the Bayfield
County Emergency Operations Center (EOC), Washburn, WI**

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, Mary Dougherty, Kevin Johnson, UW Extension office

Meeting called to order at 4:00pm by Rondeau

Public Comment: None

Minutes of May 7, 2020: Motion Milanowski, Strand to approve minutes of the May 7, 2020 Personnel Committee meeting. Motion Carried (5-0)

Updated Telecommuting Policy: A copy of the draft policy was provided in the meeting packet and was reviewed by the committee. The policy was temporarily modified when many employees were requested to telecommute at the onset of the COVID-19 pandemic. Several of the provisions in the agreement were suspended at that time to accommodate childcare, office location and other expectations that were included in the original telecommuting policy. The policy being presented generally reverts to the original telecommuting policy, with some modifications that are being proposed as a result of lessons learned during the pandemic.

Suggestion was made to limit the amount of time that employees will be allowed to telecommute. Comment was made that the committee should be setting broad policy and that department heads should be allowed to manage their staff within those policies.

Specific topics discussed include:

- Number of days per week allowing employees to telecommute.
- Requiring employees to work on-site for 6 months before being allowed to telecommute.
- Support from IT regarding trouble-shooting, but not going into the home for set up of equipment.
- Not allowing home computers to connect to the county network.

Motion Pocernich, Milanowski to approve the updated telecommuting agreement as presented with the modification that only county-owned computers may be connected to the network and requiring that employees must be in their position for six months before being eligible to telecommute. Motion Carried. (5-0)

County Veteran Service Office and Emergency Management Staff: Abeles-Allison explained that Michelle Anderson has been acting CVSO while Kevin Johnson was deployed. With the retirement of Clerk, Nancy Brown, a recommendation is being made to create the position of

Veterans Benefit Specialist and award that position to Michelle Anderson. Michelle may also assist the Emergency Management department with office duties in the interim until a replacement Clerk is hired.

CVSO Kevin Johnson explained that his intent is to expand the duties of whatever position is approved for his office.

Motion Milanowski, Pocernich to approve one full-time position serving half time in the Veteran's Service and half time in the Emergency Management office. Motion Carried (5-0)

2021 Planning, wages and benefits discussion: Abeles-Allison explained that the county will need to begin considering wages and benefits for 2021.

Reports

- a) Human Resources Report: Review of the changes occurring in the Sheriff's Office.
- b) COVID Planning / Existing efforts / plan for employees
- c) Personnel Financial Report for the month of May 2020:

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 May 7, 2020

- ii. WPPA Side letter Consideration.

Motion Carried. Entered closed session at 5:32 pm Strand, Dougherty and Kavajecz were allowed to remain in the meeting.

Motion Pocernich, Milanowski to move into open session. Motion Carried. (5-0) Entered open session at 5:35pm

Meeting adjourned at 5:35 pm.

Minutes respectfully submitted by Kristine Kavajecz