



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: Tuesday, February 2, 2021

TIME: 4:15 p.m.

PLACE: **Manitowoc County Heritage Center**
1701 Michigan Avenue, Manitowoc, WI 54220
(County Board Meeting Room)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request for Crisis Respite Stipend
4. Discussion and possible action regarding request to convert Outpatient Psychotherapist position to Clinical Case Manager position
5. Discussion and possible action regarding Resolution Authorizing Self-Insurance Status For Worker's Compensation
6. Discussion regarding review of 2020 recruitment
7. Discussion regarding review of 2020 hires
8. Discussion regarding review of 2020 performance reviews
9. Adjournment

Date: January 25, 2021

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Personnel Committee
February 2, 2021

PRESENT: Supervisors Maresh, Behnke, Baumann, Vogt, Metzger.

The meeting was called to order at 4:15 p.m.

A motion to approve the December 1, 2020 Personnel Committee minutes was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

There was no correspondence or public comment.

A motion to authorize a \$150 Crisis Respite Stipend to salaried staff at the Human Services Department who agree to provide crisis respite care was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

A motion to approve the conversion of a vacant Outpatient Psychotherapist position to a Clinical Case Manager position was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

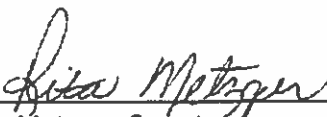
A motion to approve the Resolution Authorizing Self Insurance Status for Worker's Compensation was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

2020 recruitment, hiring and performance review information was discussed.


The next meeting of the Personnel Committee has not been scheduled. The Committee agreed that it may meet before the March County Board meeting if necessary.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 5-0.

Meeting adjourned at 4:40 p.m.



Rita Metzger, Secretary



Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: Tuesday, March 16, 2021

TIME: 6:00 p.m.

PLACE: Expo Merchants Building
4921 Expo Drive, Manitowoc WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding Resolution Authorizing Addition of 1.0 Full-Time Equivalent Human Services Employee (Comprehensive Community Services Supervisor)
4. Adjournment

Date: February 26, 2021

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
March 16, 2021

PRESENT: Supervisors Behnke, Baumann, Vogt, Metzger. Supervisor Maresh was excused.

The meeting was called to order at 6:00 p.m.

A motion to approve the February 2, 2021 Personnel Committee minutes was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 4-0.

There was no correspondence or public comment.

A motion to authorize the Resolution Authorizing Addition of 1.0 Full-Time Equivalent Human Services Employee (Comprehensive Community Services Supervisor) was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 4-0.


The next meeting of the Personnel Committee will be held on May 4, 2021 at 4:15 p.m.

A motion to adjourn was made by Supervisor Vogt, seconded by Supervisor Behnke and carried 4-0.

Meeting adjourned at 6:07 p.m.



Rita Metzger, Secretary



Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: May 4, 2021

TIME: 4:15 p.m.

PLACE: Manitowoc County Heritage Center
County Board Meeting Room
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding Resolution Amending Section 23.05 of the Employee Policy Manual: Security of Computer Resources
4. Discussion and possible action regarding request to add 1.0 FTE Adult Protective Services Worker (Human Services Department)
5. Discussion and possible action regarding request to add 1.0 FTE Children's Long Term Support Waiver Specialist (Human Services Department)
6. Discussion and possible action regarding request for authorization to reimburse expenses to employee that were received more than 60 days after being incurred
7. Discussion and possible action regarding employee request for an unpaid leave of absence
8. Update on vacant Dairy Agent position – UW Extension
9. Adjournment

Date: April 27, 2021

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
May 4, 2021

PRESENT: Supervisors Maresh, Behnke, Vogt, Metzger. Supervisor Baumann was excused.

The meeting was called to order at 4:15 p.m.

A motion to approve the March 16, 2021 Personnel Committee minutes was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 4-0.

There was no correspondence or public comment.

A motion to approve the Resolution Amending Section 23.05 of the Employee Policy Manual (Security of Computer Resources) was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 4-0.

A motion to approve the Resolution Authorizing Additional 1.0 Full-Time Equivalent Human Services Department Employee (Adult Protective Services Ongoing Social Worker) was made by Supervisor Behnke, seconded by Supervisor Metzger and carried, 4-0.

A motion to approve the Resolution Authorizing Additional 1.0 Full-Time Equivalent Human Services Employee (Children's Long-Term Support Waiver Specialist) was made by Supervisor Metzger, seconded by Supervisor Behnke and carried, 4-0.

A motion to authorize reimbursement of expenses to a Sheriff's Department employee that were received more than 60 days after being incurred was made by Supervisor Metzger, seconded by Supervisor Vogt and carried, 4-0.


Agenda item 7 (employee request for unpaid leave of absence) was pulled from the agenda.

The status of the vacant Dairy Educator position at UW Extension was discussed. This item will be carried forward to the June 1, 2021 Personnel Committee agenda.

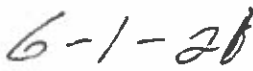
The next meeting of the Personnel Committee will be held on June 1, 2021 at 4:15 p.m. at the Administrative Office Building.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 4-0.

Meeting adjourned at 4:55 p.m.



Rita Metzger, Secretary



Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: Tuesday, June 1, 2021

TIME: 4:15 p.m.

PLACE: Manitowoc County Administrative Office Building
1110 South 9th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding vacant Dairy Educator position – UW Extension
4. Discussion regarding County Executive Salary for 2022 – 2026 term
5. Discussion regarding County Board Salary for 2022-2024 term
6. Adjournment

Date: May 25, 2021

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
June 1, 2021

PRESENT: Supervisors Maresh, Behnke, Vogt, Metzger, Baumann.

The meeting was called to order at 4:15 p.m. with all Supervisors present.

A motion to approve the minutes of May 4, 2021 Personnel Committee was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

Correspondence: Correspondence from County Executive Ziegelbauer, dated May 25, 2021, was distributed.

Public Comment: Maura Yost spoke regarding the County Executive salary for the 2022-2026 term. Public comment was closed at 4:17 p.m.

The decision to proceed with contracting with UW Extension for a full-time Dairy Educator that will be entirely paid for by Manitowoc County was discussed. The Committee requested an update at the August 3rd meeting.

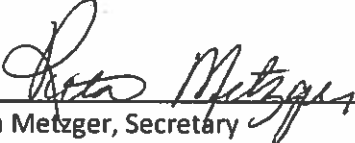
The County Executive salary for the 2022 -2026 term was discussed. This item will be carried over to the August 3rd meeting.

The County Board salary for the 2022- 2024 term was discussed.


The next meeting of the Personnel Committee will be held August 3, 2021 at 4:15 p.m. at the Administrative Office Building.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Behnke and carried 5-0.

Meeting adjourned at 5:04 p.m.



Rita Metzger, Secretary



Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: Tuesday, August 3, 2021

TIME: 4:15 p.m.

PLACE: Manitowoc County Administrative Office Building
1110 South 9th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business
 - a. Roll call
 - b. Minutes of June 1, 2021
 - c. Correspondence – Letter from Executive Ziegelbauer regarding County Executive Salary
2. Public comment
3. Discussion regarding vacant Agriculture Educator position – UW Extension
4. Discussion and possible action regarding County Executive Salary for 2022 – 2026 term
5. Adjournment

Date: July 27, 2021

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

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Personnel Committee
August 3, 2021

PRESENT: Supervisors Maresh, Behnke, Vogt, Metzger, Baumann.

The meeting was called to order at 4:15 p.m. with all Supervisors present.

A motion to approve the minutes of June 1, 2021 Personnel Committee was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

Correspondence: Correspondence from County Executive Ziegelbauer, dated May 25, 2021, was reviewed.

There was no public comment.

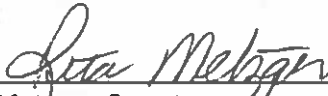
The status of recruitment for the Agriculture Educator position was discussed.

A motion to approve the Resolution Establishing County Executive Compensation for 2022-2026 Term was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

The next meeting of the Personnel Committee will be held September 7, 2021 at 4:15 p.m. at the Administrative Office Building.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

Meeting adjourned at 4:40 p.m.



Rita Metzger, Secretary



Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: Tuesday, September 7, 2021

TIME: 4:15 p.m.

PLACE: Manitowoc County Administrative Office Building
1110 South 9th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, approval of previous minutes, correspondence)
2. Public comment
3. Discussion regarding vacant Agriculture Educator position – UW Extension
4. Discussion and possible action regarding Resolution Approving Settlement of 2022-2023 Collective Bargaining Agreement with Sheriff's Department Employees Represented by Wisconsin Professional Police Association
5. Discussion and possible action regarding request to offer starting salary above midpoint for CCS Supervisor position
6. Adjournment

Date: August 27, 2021

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
September 7, 2021

PRESENT: Supervisors Maresh, Behnke, Vogt, Metzger, Baumann.

The meeting was called to order at 4:15 p.m. with all Supervisors present.

A motion to approve the minutes of August 3, 2021 Personnel Committee meeting was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

There was no correspondence.

Public Comment: 19 people spoke at Public Comment. All public comment was related to the proposed Resolution Prohibiting Mask and Vaccine Compulsion in Manitowoc County. Public input was closed at 4:50 p.m.

The proposed Resolution Prohibiting Mask and Vaccine Compulsion in Manitowoc County was discussed. It was the consensus of the Committee to not advance this Resolution to a future meeting.

The status of recruitment for the Agriculture Educator position was discussed.

A motion to approve the Resolution Approving Settlement of 2022-2023 Collective Bargaining Agreement with Sheriff's Department Employees Represented by Wisconsin Professional Police Association was made by Supervisor Vogt, seconded by Supervisor Metzger and carried, 5-0.


A motion to approve the request for authorization to offer a starting salary above midpoint for the CCS Program Supervisor was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

The County Executive gave a brief summary of personnel related items that will be included in the proposed 2022 budget. Some of the items that will be included are: a move of some Human Services Department employees to the Office Complex, a consolidated vacation schedule, and a general wage increase of 2.0%. A complete report will be provided to the Committee at the October 5th meeting.

The next meeting of the Personnel Committee will be held October 5, 2021 at 4:15 p.m. at the Administrative Office Building.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

Meeting adjourned at 5:21 p.m.



Rita Metzger, Secretary



Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: Tuesday, October 5, 2021

TIME: 4:15 p.m.

PLACE: Manitowoc County Administrative Office Building
1110 South 9th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, approval of previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding restructure of Staff Accountant position – Human Services Department
4. Discussion regarding vacant Agriculture Educator position – UW Extension
5. Discussion regarding County Executive proposed 2022 Budget:
 - a. Consolidated vacation schedule
 - b. FTO Premium Pay effective November 28, 2021
 - c. General wage increase effective December 26, 2021
 - d. Increase in maximum of pay ranges
 - e. Increase in working condition premium effective December 26, 2021
 - f. New positions
 - g. Reclassifications
6. Discussion regarding revised Section 12 of Employee Policy Manual
7. Adjournment

Date: September 28, 2021

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
October 5, 2021

PRESENT: Supervisors Maresh, Behnke, Vogt, Metzger, Baumann.

The meeting was called to order at 4:15 p.m. with all Supervisors present.

A motion to approve the minutes of September 7, 2021 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried, 5-0.

There was no correspondence or public comment.

Agenda item 3 (Discussion and possible action regarding restructure of Staff Accountant position – Human Services Department) was pulled from the agenda. The Human Services Department is no longer interested in restructuring the position.

The status of recruitment for the Agriculture Educator position was discussed.

Personnel policy changes, new positions, reclassified positions and transferred positions that will be included in the County Executive proposed 2022 budget were discussed.

The next meeting of the Personnel Committee will be held immediately prior to the November 2, 2021 County Board meeting if necessary.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

Meeting adjourned at 5:14 p.m.



Rita Metzger, Secretary



Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
(stand-up) MEETING NOTICE

DATE: Tuesday, November 2, 2021

TIME: 6:15 p.m.

PLACE: Manitowoc County Heritage Center
County Board Meeting Room
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Roll call.
2. Discussion and possible action regarding request for authorization to offer starting salary above midpoint of pay range for Business Analyst Position.
3. Adjournment.

Date: October 29, 2021

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
November 2, 2021

PRESENT: Supervisors Maresh, Behnke, Baumann, Vogt, Metzger.

The meeting was called to order at 6:15 p.m.

A motion to authorize a starting salary above midpoint of the pay range for the Business Analyst position was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

The next meeting of the Personnel Committee will be on December 7th at 4:15 p.m.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 5-0.

Meeting adjourned at 6:20 p.m.



Rita Metzger, Secretary



Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: Tuesday, December 7, 2021

TIME: 4:15 p.m.

PLACE: Manitowoc County Administrative Office Building
1110 South 9th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, approval of previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request to offer starting rate above midpoint: Data Informatics Analyst
4. Discussion regarding state funding of UW Extension positions
5. Discussion regarding establishing salaries for Clerk of Court, Coroner and Sheriff for 2023-2026 term
6. Personnel Department planning for 2022
7. Adjournment

Date: November 30, 2021

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
December 7, 2021

PRESENT: Supervisors Maresh, Behnke, Vogt, Metzger, Baumann.

The meeting was called to order at 4:15 p.m. with all Supervisors present.

A motion to approve the minutes of the October 5, 2021 and November 2, 2021 Personnel Committee meetings was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

There was no correspondence or public comment.

A motion to approve the request to offer a starting salary above midpoint for the Data Informatics Analyst was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 5-0.

State funding of UW Extension positions was discussed.

Salaries for the 2023-2026 term for the Clerk of Court, Coroner and Sheriff were discussed. This item will be carried over to the January Personnel Committee meeting.

Personnel Department planning for 2022 was discussed.

The next meeting of the Personnel Committee will be Tuesday, January 4th at 4:15 p.m.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

Meeting adjourned at 5:02 p.m.



Rita Metzger, Secretary



Date

Minutes taken by Sharon Cornils, Personnel Director