



**PERSONNEL COMMITTEE
Tuesday, July 9, 2019 at 10:30am
MINUTES**

The Personnel Committee meeting was called to order by Chairperson, Will Beitlich at 10:30am on Tuesday, July 9, 2019 in the Courthouse Conference Room 101.

Members Present: Will Beitlich, Mary Bringe, Alycann Taylor, Lorn Goede

Members Absent: David Strudthoff

Others in Attendance: Serena Inman

1. Call to Order
Beitlich called the meeting to order at 10:30 am.
2. Affirmation of Proper Public Notice of meeting
Affirmed.
3. Audience to Visitors
4. A motion was made to approve the minutes from June 11, 2019 by Taylor, and a second by Bringe. All ayes, motion carried.
5. A motion was made by Bringe to approve vouchers for July, second by Goede. All ayes, motion carried.
6. Discussion and possible action on Self-Funding for Insurance
 - a. Chairman Beitlich requested thoughts on moving forward with self-funding for health insurance for 2020. Taylor and Bringe expressed concerns about risk and learning more about all that it may entail. Inman responded with concern about managing the program without additional staff, as it would be too much for one person to manage on top of the other duties of the Personnel Office. Goede voiced support of self-funding, as it would potentially save money for the county, but understanding that there may be risk involved. Beitlich would like to see where WCA takes us for 2020, and then really dig deeper into self-funding for the following year, 2021. Inman suggested later this winter we could have Horton Group come back and continue the discussion, as well as invite Viroqua Area Schools, Business Manager to come speak to the committee and share their experience with self-funding. Taylor and Bringe agreed that this would be a good



approach. Committee consensus to hold off on self-funding and explore further for plan year 2021.

7. Discussion and possible action on staffing for Personnel Office moving forward
 - a. Inman updated the committee on the struggles with filling the current part-time administrative assistant role. We have received very little in terms of applications, and concern about the longevity of filling the role part-time, as it doesn't provide much incentive for one to stay long-term without receive full-time hours and benefits.
 - b. Office coverage continues to be an issue – Inman expressed concern about taking time off, and it being a daunting task leaving the office without coverage.
 - c. Inman presented the committee with costs to making the current role full-time at either 30 hours weekly or 37.5 hours weekly. It would not have any impact on the 2019 budget, however it would be an increase of roughly \$20,000-\$30,000 to the 2020 budget. Prior to 2019, the Personnel office was staffed with two 30 hour per week staff, Inman strongly suggested that the office requires two regular full-time positions (37.5 hours weekly), staff to run closer to where it needs to be, and to provide proper office coverage and assistance to staff and the public. A motion was made by Taylor to bring resolution to the county board to request additional funding to the 2020 budget to increase the current part-time 25 hour per week administrative assistant position to a full-time 37.5 hour per week position, second by Goede. All ayes, motion carried.

8. Director's Report – Serena Inman
 - a. Worker's Compensation
 - i. Claims have been on the rise this year – primarily Vernon Manor. Majority of claims involving lifting strains. Inman has discussed with Vernon Manor Administrator Amanda Hoff on bringing an expert to presenting on proper lifting techniques. There are options through Gundersen Business Health and our insurance carrier, Aegis.
 - b. Family Medical Leaves
 - i. Requests for leave have also been on the rise, with 35 current open leave requests.
 - c. Recruitment
 - i. Recruitment overall has slowed down – current openings: Full-time Correctional Officers, Part-time Sheriff's Patrol Deputy, Full-time and Part-time Cooks at Vernon Manor, and On-call & Part-time C.N.A.'s for Vernon Manor. Taylor voiced difficulty of filling cook positions in the area, many local business struggle finding quality candidates for cook positions.
 - d. Revamp to County Website
 - i. Inman will be meeting with our new website vendor, on July 26th to discuss what Personnel's needs will be for the new website. Main goal would be for an easier application process, similar to Jefferson County website. Inman



also presented ideas on making the website more attractive to job candidates, i.e. featuring current employees on the website discussing what they like about Vernon County and their job. Inman suggested committee members visit Jefferson County's website and Iowa County's website as examples. Bringe asked about current application process, as she has heard candidates have issues with not being able to fill out application electronically. Inman clarified that it does have some issues, you can fill out our general application electronically, however our Sheriff's office application you cannot fill out electronically without a specific PDF editing software. Inman hopes to remedy this with the new website.

9. Discussion of Agenda items for next meeting: Personnel Director Performance Evaluation continued discussion, and Personnel Budget Approval
10. Confirmation of next meeting date: August 13, 2019 at 10:30 am
11. Adjourn Meeting: a motion to adjourn meeting at 12pm was made Taylor, second by Bringe. All ayes, motion carried.

Minutes respectfully submitted by Serena Inman, Personnel Director