

PERSONNEL COMMITTEE MEETING MINUTES
UNIFIED COMMUNITY SERVICES

Tuesday, September 1, 2020
200 W. Alona Lane, Lancaster, Wisconsin

MEMBERS PRESENT VIA Zoom: Nancy Howard, Amy Kite, Gary Ranum, and Patrick Schroeder (Chair).

MEMBERS PRESENT VIA Zoom in office: Mary Ellen Tredinnick.

OTHERS PRESENT VIA Zoom: Jeff Lockhart, Cheryl Knapp, and Jan Sudmeier.

1. CALL TO ORDER/ROLL CALL: 6:07 p.m.; quorum present.
2. OPEN MEETINGS LAW CERTIFICATION: A notice was published in the Herald Independent, stating the date, time and place of the Personnel Committee meeting. Notice was also posted in four public locations, on Grant and Iowa Counties websites and sent to local radio stations. Notice given that meeting will be conducted via electronic videoconferencing. Verified by Cheryl Knapp.
3. AGENDA: Mary Ellen Tredinnick moved to approve the agenda. Motion seconded by Amy Kite and passed unanimously.
4. INTRODUCTIONS AND PUBLIC COMMENTS: None.
5. EMPLOYMENT, PROMOTION, or COMPENSATION of EMPLOYEES: Jan Sudmeier reported on budget projections for 2020, as well as the draft 2021 budget being balanced. Cheryl Knapp reported that health insurance premiums for 2021 are unknown at this time, but Grant County recommended using an 8% increase in the rates for the 2021 budget. Grant County is budgeting for a 1% wage increase on January 1st, and a 1% wage increase on July 1st. Nancy Howard moved to recommend to the Finance Committee that the 2021 budget include:
 - Increasing wage rates for Patient Accounts, Administrative Professional, and Bookkeeper to bring those positions closer to comparable rates; and
 - A 1% across the board salary increase on January 1, 2021, and a 1% across the board salary increase on July 1, 2021.Motion seconded by Gary Ranum and passed unanimously.

Cheryl Knapp reported that a computer error gave employees who were represented by Teamsters Union Local No. 695 on June 28, 2011 an additional \$.05 per hour longevity increase after 30 years of service. Gary Ranum moved to recommend to the Finance Committee that the 2021 budget include the additional \$.05 per hour longevity after 30 years of service for employees who were represented by Teamsters Union Local No. 695 on June 28, 2011. Motion seconded by Mary Ellen Tredinnick and passed unanimously.

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6. CHANGES TO EMPLOYEE HANDBOOK: Draft revisions to the Employee Handbook regarding Information Technology; Travel Time and Mileage and Other Expense Reimbursement; Garnishments; Longevity Pay; Equal Employment Opportunity /Anti-Discrimination Policy; and Complaint Resolution were reviewed. The Committee requested that the Complaint Resolution policy be reviewed by an attorney. Gary Ranum moved to approve the proposed revisions regarding Information Technology; Travel Time and Mileage and Other Expense Reimbursement; Garnishments; Longevity Pay; and Equal Opportunity/Anti-Discrimination Policy. Second by Amy Kite and passed unanimously.
7. ADJOURNMENT: Mary Ellen Tredinnick moved to adjourn at 6:35 p.m. Motion seconded by Nancy Howard and passed unanimously.

Cheryl Knapp, Recorder