



PORTAGE COUNTY

MEETING MINUTES

HUMAN RESOURCES COMMITTEE

PORTAGE COUNTY ANNEX
CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

Thursday, August 3, 2023

5:00 PM

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-872-242-7813 , after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 485 831 08, then press #

To attend this meeting by video: [Click here to join the meeting](#)

CALL TO ORDER

The Human Resources Committee meeting was called to order by Chair Larry Raikowski at 05:00 PM

Members Present: Larry Raikowski, Chris Doubek, Matt Jacowski

Members Excused: Vinnie Miresse

Members Absent: Steve Cieslewicz

Staff Attending: L. Belanger Tess

Others Attending: J. Pavelski, N. Check (web)

PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

CORRESPONDENCE

1.
 - The Frontline Supervisor - June 2023
 - The EAP Connection - June and July 2023
 - The Wellbeing Journey - July and August 2023

APPROVAL OF MINUTES

2.
 - Human Resources Committee May 4, 2023
 - Human Resources Committee May 31, 2023

A motion was made by C. Doubek, seconded by M. Jacowski, to approve the minutes from May 4, 2023. Motion to approve carried by voice vote, with no negative votes.

A motion was made by C. Doubek, seconded by M. Jacowski, to approve the minutes from May 31, 2023. Motion to approve carried by voice vote, with no negative votes.

REPORTS

3.
 - Vendor Invoice List - May and June 2023
 - Consumer Price Index - May and June 2023
 - Health Plan Financial Performance Analysis-Executive Overview - May 2023
 - Recruitment Update - July 26,2023
 - Quarterly Reports
 - Employees Hired with Negotiated Wage and/or Vacation
 - Human Resources Department Budgets
 - Human Resources Department

- Employee Benefits
 - Health Insurance
- Director's Report
 - Health and Human Services Update
 - Recruit Deputy
- Human Resources Committee Chair Update
 - Options and Alternatives for amending or replacing the current Special Meeting Attendance policies and procedures

DISCUSSION/POSSIBLE ACTION

4. Discussion/Possible Action Re: Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

None

5. Discussion and Possible Action re: Flexible Spending Account (FSA) - How to handle annual maximum contribution increases

A motion was made by M. Jacowski, seconded by C. Doubek, to approve staying with the current method of increasing flexible spending maximum contribution limits based on when the IRS sets the new limits. If maximum contribution limits are increased prior to open enrollment, Portage County will increase for the upcoming year. If maximum contribution limits are increased during or after Portage County's open enrollment, Portage County will increase the following year. This method will require an amendment fee of \$100 per year. Motion to approve carried by voice vote, with no negative votes.

6. Discussion and Possible Action re: Dates of Per Diem Increases for County Board Supervisors and County Board Chair

A motion was made by L. Raikowski, seconded by C. Doubek, to approve proposal #2 and move wage increases for County Board Chair and County Board Supervisors to January 1st with a transition to split the 2024 increase by allocating half of the increase on 04/16/2024 and the other half of the increase on 01/01/2025. Motion to approve carried by voice vote, with no negative votes.

7. Discussion re: Elected Officials Compensation for the April 2024 - April 2026 Term for County Board Supervisor

8. Discussion re: Elected Officials Compensation for the April 2024 - April 2026 Term for County Board Chair

9. Discussion and Possible Action re: New Position Requests

- Enterprise Resource Planning (ERP) Project Manager - 20 hours/week
- Public Information Officer (PIO)/Social Media position

Discussion was held about checking with other counties and/or cities if any organization would be interested in sharing the ERP Project Manager position to make it a full-time position. It was also discussed that this may qualify for the Wisconsin Innovation Grant program if shared with another entity.

A motion was made by M. Jacowski, seconded by C. Doubek, to approve the New Position Requests of Enterprise Resource Planning (ERP) Project Manager - 20 hrs/week and Public Information Officer (PIO)/Social Media position. Motion to approve carried by voice vote, with no negative votes.

NEXT MEETING DATE

Next meeting is scheduled for Thursday, August 31, 2023 at 5:00 p.m. instead of September 7, 2023.

ADJOURNMENT

Motion by M. Jacowski, second C. Doubek, all ayes to adjourn. Meeting was adjourned at 6:19 p.m.