



PORTAGE COUNTY

PORTAGE COUNTY ANNEX
CONFERENCE ROOM 5 - **PLEASE NOTE**
CHANGE OF ROOM
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

MEETING MINUTES

HUMAN RESOURCES COMMITTEE

Thursday, November 2, 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: 307 244 242, 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

Human Resources Members Present: Vinnie Miresse (web), Larry Raikowski, Chris Doubek, Matt Jacowski, Steve Cieslewicz

Staff Attending: L. Belanger Tess, C Wojchik

Others Attending: N. Check, J. Pavelski, M. Deininger (web), K. McDonald (web), M. Lukas, M. McDonald, K.Vagueiro, T. Reed (web), B. Kawalski (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.

None

CORRESPONDENCE

1.
 - Frontline Supervisor - October 2023
 - EAP Connection - October 2023
 - The Wellness Journey - November 2023

APPROVAL OF MINUTES

2. Human Resources Committee Minutes - October 5, 2023

A motion was made by C. Doubek, seconded by S. Cieslewicz , to approve the minutes from October 5, 2023. Motion to approve carried by voice vote, with no negative votes.

REPORTS

3.
 - Vendor Invoice List - September 2023
 - Consumer Price Index - September 2023
 - Health Plan Financial Performance Analysis-Executive Overview - August and September 2023
 - Employee Assistance Program (EAP) Utilization Report - January 1, 2023-September 30, 2023
 - Recruitment Update - October 26, 2023
 - Actuarial Certification regarding adequacy of stop loss coverage under Wisconsin Statutes 120.13(2)(c)
 - Director's Report
 - 2024 Wellness Incentive Program Update
 - Corrections Salary Adjustment Request

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: Resolution Approving 3.00% Annual Adjustment to the 2024 Portage County Salary Schedules

A motion was made by M. Jacowski, seconded by C. Doubek, to approve the resolution approving 3.00% annual adjustment to the 2024 Portage County salary schedules. Motion to approve carried by voice vote, with no negative votes.

6. Discussion and Possible Action re: Health and Human Services - Authorization for two limited term employment (LTE) Administrative Associate I positions for up to 2088 hours for each position

A motion was made by C. Doubek, seconded by S. Cieslewicz, to approve the Health and Human Services authorization for two limited term employment (LTE) Administrative Associate I positions for up to 2088 hours for each position. Motion to approve carried by voice vote, with no negative votes.

7. Discussion and Possible Action re: Health Plan - Implementation of Clinical Equivalents Drug List program effective January 1, 2024

A motion was made by M. Jacowski, seconded by S. Cieslewicz, to approve the health plan implementation of the Clinical Equivalents Drug List program effective January 1, 2024. Motion to approve carried by voice vote, with no negative votes.

8. Discussion and Possible Action re: Approving and Authorizing QBE as the Stop Loss Provider for the Portage County Health Insurance Plan for 2024

A motion was made by M. Jacowski, seconded by V. Miresse, to approve the resolution approving and authorizing QBE as the stop loss provider for the Portage County health insurance plan for 2024. Motion to approve carried by voice vote, with no negative votes.

9. Discussion and Possible Action re: Update to Schedules on File in Human Resources Department

- Shift Differential and Compensatory Time

A motion was made by M. Jacowski, seconded by V. Miresse, to approve the proposed update to the shift differential and compensatory time schedules on file in the Human Resources Department effective 1/1/2024 with the modifications of moving the second shift Highway Mechanic and Highway Operator II-Night Person to \$2.00 an hour and to move the third shift Highway Night Watchperson to \$3.00 an hour with the removal of step up pay for those positions. Motion to approve carried by voice vote, with no negative votes.

NEXT MEETING DATE**10. Thursday, December 7, 2023 at 4:00 p.m. - please note time change****ADJOURNMENT**

Motion by S. Cieslewicz, second M. Jacowski, all ayes to adjourn. Meeting was adjourned at 6:12 p.m.