



PORTAGE COUNTY

MEETING MINUTES

HUMAN RESOURCES COMMITTEE

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

Thursday, December 7, 2023

4:00 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: 434 731 433, 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 04:00 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 (web), J. Pavelski, T. Reed (web), M. Davis, L. Meddaugh

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.
 - The Frontline Supervisor - November 2023
 - The EAP Connection - November 2023
 - The Wellbeing Journey - December 2023

APPROVAL OF MINUTES

2. November 2, 2023

A motion was made by M Jacowski, seconded by S. Cieslewicz, to approve the minutes from November 2, 2023. Motion to approve carried by voice vote, with no negative votes.

REPORTS

Supervisor Miresse entered meeting at 4:05 PM.

3.
 - Vendor Invoice List - October 2023
 - Consumer Price Index - October 2023
 - Health Plan Financial Performance Analysis-Executive Overview - October 2023
 - Recruitment Update - November 30, 2023
 - Director's Report
 - Updated Memorandum of Understanding - Recruit Deputy
 - 2024 Health Flexible Spending Account (FSA) Contribution Cap
 - 2023 Years of Service statistics - all permanent employees
 - Occupational Employment and Wage Statistics (OEWS) Report for the Pay Period including 11/12/2023

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. 2023 Employee Years of Service Recognition**6. Discussion and Possible Action re: Resolution changing the pay structure and rate of pay for County Board of Canvassers and County Election Tabulators**

A motion was made by M. Jacowski, seconded by C. Doubek to approve the resolution changing the pay structure and rate of pay for County Board of Canvassers and County Election Tabulators. Motion to approve carried by voice vote, with no negative votes.

7. Discussion and Possible Action re: Updates to Schedules on File in the Human Resources Department

- Step Up Pay - update effective January 1, 2024

A motion was made by M. Jacowski, seconded by S. Cieslewicz to approve the updates to Schedules on File in the Human Resources Department - Step Up Pay - update effective January 1, 2024. Motion to approve carried by voice vote, with no negative votes.

8. Discussion and Possible Action re: Approval of Portage County's Anti-Harassment Policy

A motion was made by S. Cieslewicz, seconded by M. Jacowski to approve Portage County's Anti-Harassment Policy. Motion to approve carried by voice vote, with no negative votes.

9. Discussion and Possible Action re: Resolution Approving and Adopting a Revision to Portage County Code of Ordinances Section 3.11.13 (8) - Employee Rules of Conduct, Prohibition Regarding Sexual Harassment

A motion was made by V. Miresse, seconded by M. Jacowski to approve the resolution approving and adopting a revision to Portage County Code of Ordinances Section 3.11.13 (8) - Employee Rules of Conduct, Prohibition Regarding Sexual Harassment. Motion to approve carried by voice vote, with no negative votes.

NEXT MEETING DATE Thursday, January 4, 2024 at 4:00 p.m.

ADJOURNMENT

Motion by S. Cieslewicz, second C. Doubek, all ayes to adjourn. Meeting was adjourned at 4:20 p.m.