



PORTAGE COUNTY

MEETING MINUTES

HUMAN RESOURCES COMMITTEE

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

Thursday, March 7, 2024

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: 354 871 247, 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: Larry Raikowski, Chris Doubek, Matt Jacowski, Steve Cieslewicz (web)

Members Excused: Vinnie Miresse

Staff Attending: L. Belanger Tess, C Wojchik

Others Attending: N. Check, J. Pavelski, C. Wisinski, M. Deininger (web), K. McDonald (web), M. Clark (web), D. Hickethier (web), M. Lukas, T. Trzinski, T. Reed (web), C. Cousins

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.
 - February and March 2024 EAP Flyers
 - March 2024 Wellness Newsletter

APPROVAL OF MINUTES

2. February 8, 2024

A motion was made by M. Jacowski, seconded by C. Doubek, to approve the minutes from February 8, 2024. Motion to approve carried by voice vote, with no negative votes.

REPORTS

3.
 - Vendor Invoice List - January 2024
 - Consumer Price Index - January 2024
 - Recruitment Update - February 29, 2024
 - Director's Report
 - 2024 Non-Discrimination Testing for Flexible Spending Plan
 - Affirmative Action Plan/Exemption Request
 - County Jailer Election of Protective or General Category
 - State and Local Fiscal Recovery Funds (SLFRF) Request for Enterprise Resource Planning (ERP) position

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: Revision to Portage County Ordinance Section 3.11 County Human Resources Policy, 3.11.9.6 - Holidays

A motion was made by M. Jacowski, seconded by C. Doubek, to approve the revision to Portage County Ordinance Section 3.11 County Human Resources Policy, 3.11.9.6-Holidays. Motion to approve carried by voice vote, with no negative votes.

6. Discussion and Possible Action re: Abolishing the Elective Office of Surveyor and Designating that Surveyor Duties be Performed by a Full-Time County-Employed Surveyor

A motion was made by C. Doubek, seconded by M. Jacowski, to approve abolishing the Elective Office of Surveyor and Designating that Surveyor Duties be Performed by a Full-Time County-Employed Surveyor. Motion to approve carried by voice vote, with no negative votes.

7. Discussion and Possible Action re: Resolution authorizing a reorganization that results in changing the current 40 hour per week Legal Associate/Victim Witness hybrid position to a 40 hour per week Victim-Witness Coordinator position

A motion was by C. Doubek, second by M. Jacowski to approve the resolution authorizing a reorganization that results in changing the current 40 hour per week Legal Associate/Victim Witness hybrid position to a 40 hour per week Victim-Witness Coordinator position. Discussion was held.

Motion by M. Jacowski, second by C. Doubek to amend the resolution and re-write to provide for one Victim Witness Specialist and one Victim Witness Coordinator position in the office and to send back to Public Safety/Emergency Management Committee. Motion to approve carried by voice vote, with no negative votes.

A vote was taken on the resolution as amended. Motion to approve carried by voice vote, with no negative votes.

8. Presentation and Discussion re: 2023 Health Plan Review

County Board Supervisor S. Cieslewicz left meeting at 4:53 p.m.

NEXT MEETING DATE Thursday, April 4, 2024, at 5:00 p.m. - NOTE BACK TO 5:00 P.M.

ADJOURNMENT

Motion by M. Jacowski, second C. Doubek, all ayes to adjourn. Meeting was adjourned at 5:11 p.m.