



PORTAGE COUNTY

MEETING MINUTES

HUMAN RESOURCES COMMITTEE

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

Tuesday, July 8, 2025

7:30 AM

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: 110 138 735, then press #

To attend this meeting by video: [Join the meeting now](#)

CALL TO ORDER

The Human Resources Committee meeting was called to order by M. Jacowski at 07:32 AM

Members Present: Matt Jacowski, Larry Raikowski, Chris Doubek, Suzanne Oehlke, Janell Wehr

Staff Attending: L. Belanger Tess

Others Attending: J. Pavelski, N. Check, M. McDonald, C. Kostuchowski, M. Deininger (web), K. McDonald (web), M. Clark (web), J. Jossie (web), C. Wisinski (web), C. Schultz (web), J. Iwanski (web)

CORRESPONDENCE

1.
 - EAP Flyers – June and July 2025
 - Wellness Newsletter – June and July 2025
 - Special Meeting Submission Process and Ordinance Changes Memo

PRESENTATIONS

REPORTS

2. Special Meeting Attendance Reports (Portage County Ordinance 3.1.47 & 3.1.48)

None

3.
 - Vendor Invoice List - May and June 2025
 - Consumer Price index - April and May 2025
 - Health Plan Financial Performance Analysis-Executive Overview - April and May 2025
 - Recruitment Update
 - Quarterly Reports
 - Employees Hired with Negotiated Wage and/or Vacation
 - Human Resources Department Budgets
 - Human Resources Department
 - Employee Benefits
 - Health Insurance
 - Director's Report
 - Civil Rights Compliance (CRC) Period Extended through December 31, 2026

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 public comment ordinance and the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

None

APPROVAL OF MINUTES

4.
 - Draft Human Resources Committee Minutes - May 7, 2025

A motion was made by L. Raikowski, seconded by C. Doubek, to approve the minutes from May 7, 2025. Motion to approve carried by voice vote, with no negative votes.

DISCUSSION/POSSIBLE ACTION

5. Discussion and Possible Action re: Resolution Authorizing 3.0 Full Time Equivalent (FTE) and 2.0 Part Time Justice Programs Positions

A motion was made by L. Raikowski, seconded by S. Oehlke, to approve the resolution authorizing 3.0 full time equivalent (FTE) and 2.0 part time Justice Programs positions. Motion to approve carried by voice vote, with no negative votes.

6. Discussion and Possible Action re: Authorization under Portage County Code of Ordinances Section 3.11.5 (2), Procedure - Limited Term Employees, to Authorize an Additional 1040 hours for the Health Care Center Finance Manager LTE Position

A motion was made by C. Doubek, seconded by S. Oehlke, to approve the authorization under Portage County Code of Ordinances Section 3.11.5 (2), Procedure - Limited Term Employees, to authorize an additional 1040 hours for the Health Care Center Finance Manager LTE position. Motion to approve carried by voice vote, with no negative votes.

7. Discussion and Possible Action re: 2026 Budget Guidelines - Health Insurance Premiums, Premium Contributions and Health Savings Account (HSA) Contribution

A motion was made by M. Jacowski, seconded by J. Wehr, to approve a health insurance premium increase of 20% for the 2026 Budget Guidelines with employee and employer premium contribution remaining the same as 2025 for the 2026 Budget Guidelines. Motion to approve carried by voice vote, with no negative votes.

A motion was made by C. Doubek, seconded by L. Raikowski, to approve the Health Savings Account (HSA) employer contribution for 2026 Budget Guidelines the same as 2025. Motion to approve carried by voice vote, with no negative votes.

These are all for 2026 Budget Guidelines only and final premiums, premium contributions, and HSA employer contribution for 2026 will be approved later in the year.

8. Discussion re: 2026 Budget Guidelines - Wages
9. Discussion and Possible Action re: New Position Request - Human Resources Advisor

A motion was made by C. Doubek, seconded by J. Wehr, to approve the new position request for a Human Resources Advisor position. Motion to approve carried by voice vote, with no negative votes.

NEXT MEETING DATE

10. Thursday, August 7, 2025 at 5:00 p.m.

ADJOURNMENT

Motion by L. Raikowski, second S. Oehlke, all ayes to adjourn. Meeting was adjourned at 8:12 a.m.