



# PORTAGE COUNTY

## MEETING MINUTES

### HUMAN RESOURCES COMMITTEE

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

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Thursday, December 8, 2022

5:00 PM

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#### REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 582 894 417, then press #

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

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to [human.resources@co.portage.wi.us](mailto:human.resources@co.portage.wi.us). The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

#### CALL TO ORDER

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

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

Staff Attending: L. Belanger Tess, C Wojchik

Others Attending: J. Pavelski, T. Neuenfeldt, N. Check, S. Wenzler (web), L. Roth (web), K. Vagueiro, C. Wisinski (web), M. Lukas (web), S. Gollnick (web), A. Modrzewski (web), A. Haffele (web), T. Heyman (web), J. Jossie (web), C. Piotrowski, M. McDonald, A. Haldeman (web), J. Reckner (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.**

#### APPROVAL OF MINUTES

1. December 1, 2022

A motion was made by C. Doubek, seconded by S. Cieslewicz, to approve the minutes from December 1, 2022. Motion to approve carried by voice vote, with no negative votes

#### CORRESPONDENCE

2.
  - The EAP Connection - December 2022
  - The Wellbeing Journey - December 2022

#### DISCUSSION/POSSIBLE ACTION

3. Discussion/Possible Action Re: Regarding 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

4. Discussion and Possible Action re: APPROVING 2.00% ANNUAL ADJUSTMENT TO THE 2023 PORTAGE COUNTY SALARY SCHEDULES, ADOPTION OF SALARY SCHEDULE UPDATES FROM MCGRATH HUMAN RESOURCES GROUP, APPROVING THE METHOD OF EMPLOYEE PLACEMENT INTO THE UPDATED SALARY SCHEDULES, APPROVING EMPLOYEES RECEIVING ANNUAL STEP INCREASE ON JANUARY 1ST, AND APPROVING AMENDMENTS TO APPLICABLE PORTAGE COUNTY CODE OF ORDINANCES SECTION 3.11 – COUNTY HUMAN RESOURCES POLICIES

L. Belanger Tess walked the Committee through the placement assumptions. Additional discussion regarding placement was held. It was also discussed how to summarize all the placement assumptions into the resolution. The Committee discussed the timing of implementation and the budget impact of the current placement as presented. The Committee agreed to try to implement on January 1, 2023 by submitting to County Board for the December 20, 2022 County Board meeting, having a Human Resources Committee meeting on December 19, 2022 to review any possible placement changes after Department Heads had a change to review, and to finalize the budget impact.

L. Belanger Tess offered a suggestion on changes to the resolution to summarize the placement assumptions and language for the Fiscal Note. L. Belanger Tess proposed the following:

- the ninth WHEREAS be modified to read 'WHEREAS, the Human Resources Committee also reviewed and discussed the general method of placement of employees, with the Human Resources Department and Department Heads, to place employees in steps that provide credit for experience in their current position; and',
- the 10th WHEREAS be deleted,
- the Fiscal Note modified to state 'will be completed prior to or at the December 20, 2022 County Board meeting', and
- the NOW, THEREFORE, BE IT RESOLVED, be modified to read 'NOW, THEREFORE, BE IT RESOLVED, that the attached 2023 salary schedules of Salary Schedule-General and Salary Schedule-Temporary be adopted effective January 1, 2023, with a 2.00% increase, and with the recommended updates from McGrath Human Resources Group as referenced above; with the general method of placement of employees that provide credit for experience in their current position, except in cases where the placement is already at the top of the proposed salary schedule in which the person would be placed at the highest step; and approve the attached revisions to the Portage County Code of Ordinances Human Resource Policy section 3.11 effective January 1, 2023 so that employees receive step increases January 1<sup>st</sup> annually and to update language to apply to updated salary schedules.

A motion was made by M. Jacowski, seconded by C. Doubek, to approve the proposed modified resolution approving 2.00% annual adjustment to the 2023 Portage County Salary Schedules, adoption of salary schedules updates from McGrath Human Resources Group, approving the method of employee placement into the updated salary schedules, approving employees receiving annual step increase on January 1st, and approving amendments to applicable Portage County Code of Ordinance Section 3.11-County Human Resources Policies. Motion to approve carried by voice vote, with no negative votes.

5. Discussion and Possible Action re: Update to Shift Differential Schedule to eliminate Shift Differential for Custodian and Lead Custodian contingent upon County Board Approval of Salary Schedules

A motion was made by M. Jacowski, seconded by C. Doubek, to approve the Update to Shift Differential Schedule to eliminate shift differential to Custodian and Lead Custodian contingent upon County Board Approval of Salary Schedule. Motion to approve carried by voice vote, with no negative votes.

#### **NEXT MEETING DATE**

The next meeting will be held on Monday, December 19, 2022 at 3:30 p.m.

6. Thursday, January 5, 2023 at 4:00 p.m.

#### **ADJOURNMENT**

Motion by S. Cieslewicz, second by M. Jacowski, all ayes to adjourn. Meeting ended at 6:45 p.m.

*Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.*

*Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.*