

From: [Agendas and Minutes](#)
Subject: Agenda: PERSONNEL COMMITTEE 2025-11-05 9:00 AM
Date: Wednesday, October 29, 2025 12:09:04 PM

Agenda - Draft



Washburn County
PERSONNEL COMMITTEE
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TO: Linda Featherly
Jocelyn Ford
Lolita Olson, Vice Chair
Brian Berg
Agenda and Minutes
News Media
Tim Kessler, Ex-Officio

FROM: Hank Graber, Chair
Darci Peckman-Krueger, Administrative Coordinator/HR Director

MEETING DATE: 11/05/2025

TIME: 9:00 AM

PLACE: Washburn County Services Center - Board Room

1. Call the meeting to order
2. Please silence your electronic devices
3. Roll Call
4. Approval of Minutes from the Regular Meeting held on October 9th, 2025.
5. Citizens' Comments
6. Committee Chair Comments
7. Report of Previously Approved Positions and Vacancies still open
 - a. Public Health Supervisor/Health Officer
 - b. Zoning Administrator
 - c. Child Welfare Case Manager/Social Worker
 - d. LTE Jailer/Dispatcher
 - e. LTE Sub Cook

- f. Temporary up to 2-year position – Community Health Worker - ADRC
- 8. Report of Positions that have been filled
 - a. Information and Assistance Specialist
 - b. Disability Benefit Specialist
- 9. Discuss and approve 5.1 Health, Dental, and Vision Insurance Change to remove Insurance offering for employees who work less than 30 hours per week in the handbook for 2026
- 10. Discuss updating section 3.5 Vacation in the handbook
- 11. Resolution to Approve update to Employee Handbook Sections 3.5 Vacation; 3.6 Sick Leave; 3.7 Mental Health Day; 5.1 Health, Dental and Vision Insurance; and 5.13 Safety Protection to be updated in the 2026 Employee Handbook to be effective on January 1, 2026 and Attachment A.
- 12. Discuss the job description for the CCS/CSP Supervisor
- 13. Discuss the job description for the MH/AODA/APS Lead Social Worker
- 14. Discuss LTE hours and hours not covered by an LTE
- 15. Discuss and inform the committee on insurance renewals for 2026
- 16. Discuss the evaluation process for Department Heads for 2025
- 17. Advise the committee of this month's recipients of Kudos Cards
- 18. Approval to roll over into 2026 vacation time over 2 weeks
- 19. HR Directors report:
- 20. Set next Meeting Date for January 7th, 2026, and Potential Agenda Items
- 21. Approve Per Diems and Adjourn

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's Office at 468-4600 at least 24 hours prior to the meeting.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.