



Kewaunee County  
EXECUTIVE COMMITTEE MEETING

**AGENDA**

October 4, 2022 5:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 5:00 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, John Mastalir, Tom Romdenne, Joe Lukes, Aaron Augustian, Scott Jahnke. Members Excused – Virginia Haske, Kim Kroll. Others Present – Matt Joski, David DePeau, Scott Feldt, Ross Loining, Dave Myers, Tracy Nollenberg, Jason Veaser.

**Approve October 4, 2022 Agenda:** Augustian moved, Paape seconded to approve the agenda. Motion carried.

**Approval of September 12, 2022 Minutes:** Augustian moved, Lukes seconded to approve the September 12, 2022 minutes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report:** Feldt informed the committee that the jail cook is now vacant due to a resignation and that the item will be taken up later in the agenda. Feldt also informed the committee that Lieutenant Eric Pieschek has been placed on paid administrative leave. In the interim, the Sheriff will be appointing a temporary Patrol Lieutenant until the situation is resolved. Questions followed regarding administrative leave with pay and the need for potential overtime.

**Department Performance Measures:** Feldt provided examples of performance measures that could be collected by various departments for review. Feldt also suggested that departments return to submitting annual reports for review by committees and the board.

**Satisfaction Surveys:** Feldt provided a sample survey and survey questions for the Veterans Services office to review. Feldt indicated that he will move forward with creating a survey and reviewing the survey before sending it out.

**Personnel Policy Items - Remote Work Policy:** Discussion began with the draft of a Remote Work policy drafted by Corporation Counsel DePeau. Olson stated that the policy could state that employees are required to perform their regularly assigned duties during normal work hours from the employee's usual place of business. Discussion followed as to the policy suggestion by Olson. It was agreed by the committee that assigned work could require employees to work in locations outside of the office but is common for the employee (e.g. sheriff deputies and highway workers). Feldt asked for clarification for those instances where an employee would perform work outside of the office and not part of their normal duties. Olson responded that those instances can receive approval and/or clarification from the Executive Committee. A question was raised as to what was done in the past. Feldt indicated that unofficially performed work remotely as the situation warranted. Mastalir suggested the issue given the department heads and administrator to address. Paape responded this was not an issue until employees began working more time remotely and



not in the office. Olson reiterated that employees will be expected to perform their assigned duties from their usual place of business during normal business hours.

### **Approval to Fill Vacancies**

**Human Services Director** – Feldt explained that while a succession plan is in place for 2023, the Human Services Director position is technically vacant and needs approval to be filled. Mastalir moved, Romdenne seconded to approve the filling of the Human Services Director position. Motion carried.

**Administrative Assistant – Veterans Services** – Feldt informed the committee that the position is still in the recruitment phase and technically vacant. Paape moved, Romdenne seconded to fill the position. Olson asked the committee if they want to consider whether the position should be filled as a full-time position. It was asked whether staff from the County Treasurer or County Clerk's office could be utilized to assist the Veterans Services office. Feldt responded that the Clerk and Treasurer could be invited to speak to the committee. In addition, Feldt indicated he is looking at the potential of using the ADRC or Human Services Department to assist but this would be part of a larger space planning study to hopefully be conducted in 2023. Paape and Romdenne rescinded their motion and second.

**Jailer/Dispatcher – Sheriff's Department** – Feldt indicated that the jailer/dispatcher position is currently in the recruitment process (initial interviews) it is still vacant and needs approval to be filled. Augustian moved Mastalir seconded to fill the jailer/dispatcher position. Motion carried.

**Jail Cook – Sheriff's Department** – Feldt explained that the jail cook position became vacant earlier in the month due to a resignation. The position is a part-time position and therefore needs approval from the committee to be filled. Mastalir moved, Romdenne seconded to fill the position. Motion carried.

### **Staff Recruitment for New Jail Facility**

**Approval to begin position recruitment:** Joski gave a summary as to the need to begin the recruitment of positions for the staffing of the new jail facility. Joski, Veaser and Feldt explained the time required to recruit and train jailer/dispatcher positions. 5.0 FTE positions will be required when the jail facility opens in 2025. During the interim, the Sheriff's department expects that a minimum of three positions will retire during that period. In addition, history has indicated that candidates will drop off or resign shortly after being hired. Because of the fluidity of the hiring of candidates and the uncertainty of how many employees will retire and resign, the recruitment process should begin immediately. The committee reviewed and discussed a summary timeline provided. Joski expressed his concern that if the hiring schedule is not followed that the new jail facility will be completed but the county will be unable to open the facility as it does not have the needed bodies to adequately staff the jail.

Mastalir moved, Jahnke seconded to authorize the hiring of additional positions for a total of 18 positions to staff the jail. Discussion followed as to the number of positions to hire and when those positions should be filled. Motion failed 2 ayes and 3 nays (Mastalir and Jhanke voting aye and Romdenne, Lukes and Paape voting nay).

Romdenne moved, Lukes seconded to the recruitment and training process and schedule for new jailer/dispatcher positions as presented by administration. Any deviation must be presented to Executive Committee for approval. Motion carries.



**Authorization to add temporary transition (union) positions:** Joski and Veeseer explained the request to creating a number of temporary union positions to assist in the transition of moving to a new facility. The county has a number of experienced jailer/dispatcher positions that will assist with the construction of the facility and with the creations of policies and the training of staff on those policies. Romdenne asked about the purpose of the transition team. Joski responded that the transition team assists in the creation of policies and the training of staff in those new policies, in addition to monitoring the construction of the facility to ensure that no operational issues result from a lack of oversight from operational staff. Joski indicated that when a patrol officer resigns or retires, the most experienced jail positions are often the next in line to be promoted to the patrol officer (union) position. Because of this, it would be to the detriment of jailer position to continue to assist the county in the transition, as the person would lose their place (and seniority) if they did not take the patrol position. The county would lose needed experience if the jailer were to accept the patrol position as they are an integral part of the transitions, especially from policy creation and training standpoint. Therefore, to keep the knowledge of experienced jailers and protect those staff from losing out on taking a patrol position, administration proposes the creation of temporary union positions to assist in this transition. Discussion followed regarding the request and the reason for the temporary union positions. A question was raised whether this is creating additional positions from what has already been approved. Joski explained these are not additional new positions. Up to three current positions would be modified as temporary union positions to assist the county and protect the staff person. Once the new jail has been opened the temporary positions would be returned back to their normal non-union positions. A letter will be drafted to be sent to the union explaining the request and seeking their approval. Paape requested that the draft letter to the union be brought to the committee from which action can be taken.

**Discussion Regarding Administrator's Hours of Work:** Olson explained that he has received concerns regarding whether the County Administrator could be working for another entity (Village of Luxemburg) during regular business hours. Discussion followed as to whether the administrator can adequately fulfill his duties and still assist another local government, or whether the Administrator should be working for another entity during normal business hours. The Committee agreed that the County Administrator shall be working for the county during regular business hours (8:00 a.m. - 4:40 p.m.) Monday through Friday.

**Next Meeting:** November 7, 2022 at 6:00 p.m.

**Adjournment:** Mastalir moved, Lukes seconded to adjourn. Motion carried. Meeting adjourned at 6:50 p.m.