

**EMPLOYEE RELATIONS COMMITTEE
DOUGLAS COUNTY
Tuesday, June 11, 2019, 9:30 a.m., Courthouse Room 207-C
1313 Belknap Street, Superior, Wisconsin**

Meeting was called to order at 9:31 a.m. by Middleton.

REVIEW OF MARCH 2019 MINUTES

No revisions; minutes accepted.

COURTHOUSE CELEBRATION

Middleton states an unofficial group, not a committee, has been established to document ideas and concerns. June 18th of 2020 has been tentatively established as the date of the celebration, the unofficial group will meet on Friday June 14th for a casual discussion. Ideas for the celebration should be submitted to Middleton for review.

REVIEW OF EMPLOYEE RELATIONS BY-LAWS

Lundgren reviewed by-laws and made corrections, stated that the by-laws were simplified. Further edits will be discussed by the committee with the County Clerk. Ronchi asks about a Statement of Purpose for the committee, as well as an informational page to be distributed to new members. Lundgren will draft informational page and purpose statement for next meeting.

EMPLOYEE TRAINING OPPORTUNITIES

Corbin states employee training will be taking place in September. Reasonable suspicion training is finalized; other training could include a Windows 10 walk through and customer service. Further training brought up by committee members included administration of Narcan, CPR/AED, and personal safety. Committee is asked to reach out to HR or Admin with ideas.

OTHER BUSINESS

Minter states there is no disability access in the jail, suggests placing a push button on the door to the jail, Corbin will discuss the issue with Risk Management. Lundgren states the venue for the 2019 Holiday party has been reserved. Corbin and Doucette state merit rewards are supposed to go through County Board meeting in June, and should be paid out possibly in July.

FUTURE AGENDA ITEMS

Merit rewards

Responses to Judge Glonek's Safety Committee

Review of informational items draft and purpose of statement for the committee

Holiday party

EMPLOYEE OF THE QUARTER

One nomination was received, selection committee accepted nomination.

Next meeting September 10, 2019 at 9:30 a.m. in Courthouse Room 207-C.

Meeting was adjourned at 10:00 a.m. by Middleton.

Respectfully submitted,

Melissa Pratt, Human Resource Department Representative/Recording Secretary