

THE FOLLOWING ARE THE OPEN MINUTES OF THE HEALTH & HUMAN SERVICES PERSONNEL COMMITTEE HELD AT THE HEALTH & HUMAN SERVICES CENTER, 571 COUNTY ROAD A, ROOM #0903, GREEN LAKE, WI ON TUESDAY, MARCH 26, 2013 AT 5:00 P.M.

PRESENT: Nolan Wallenfang, Chairman
Cindy Skipchak, Member
Richard Trochinski, Member
Joe Gonyo, Member

EXCUSED: Robert Malchetske, Member

OTHERS PRESENT: LeRoy Dissing, Director

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

Call to Order: Wallenfang called the meeting to order at 5:00 p.m.

Approval of Agenda: Motion/second (Skipchak/Gonyo) to approve the agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Trochinski/Skipchak) to approve the February 13, 2013 personnel minutes. All ayes. Motion carried.

Review Updated Job Descriptions: Dissing presented the revised job descriptions for Supported Employment Program Coordinator; Production Supervisor; Teacher; Children & Family Services Unit Manager; Administrative Assistant; Deputy Director; Adult Protective Services Social Worker; Benefit Specialist; Disability Benefit Specialist; Nutrition/Volunteer Specialist; Mealsite Manager; ADRC Director; Clinical Services Unit Manager; Jail Recidivism Counselor; Intensive In-Home Clinical Therapist; Juvenile Court Dispositional Social Worker; Economic Support Worker; and Financial Employment/Social Services Planner positions for Committee review/approval. Motion/second (Skipchak/Wallenfang) to recommend approval of the revised positions: Supported Employment Program Coordinator; Production Supervisor; Teacher; Children & Family Services Unit Manager; Administrative Assistant; Deputy Director; Adult Protective Services Social Worker; Benefit Specialist; Disability Benefit Specialist; Nutrition/Volunteer Specialist; Mealsite Manager; ADRC Director; Clinical Services Unit Manager; Jail Recidivism Counselor; Intensive In-Home Clinical Therapist; Juvenile Court Dispositional Social Worker; Economic Support Worker; and Financial Employment/Social Services Planner. All ayes. Motion carried.

Vacant Position(s) Review: Children & Family Services Case Manager: Dissing read a letter of resignation from Kristin Kohls, Children & Family Services Case Manager, effective April 5, 2013.

Dissing reviewed the vacation Children & Family Services Case Manager position/updated job description with Committee members. Dissing explained the need to fill this position. Motion/second (Skipchak/Gonyo) to recommend to County Personnel to fill the vacant Children & Family Services Case Manager position and approve the updated job description. All ayes. Motion carried.

Closed Session under WI Statute 19.85 (1) (c) (f) & (g) for Personnel Issues: Motion/second (Skipchak/Gonyo) to adjourn to closed session. Roll call vote. Skipchak-aye; Gonyo-aye; Trochinski-aye; Wallenfang-aye. All ayes. Motion carried.

Return to Open Session for Decision: Motion/second (Skipchak/Gonyo) to adjourn closed session and return to open session. Roll call vote. All ayes. Motion carried.

Motion/second (Wallenfang/Gonyo) to recommend hiring Dale Grahn for the Material Handler/Bus Driver position. All ayes. Motion carried. If Grahn declines, the position will be offered to Eric Dryden.

Future Agenda Items: Personnel Evaluations; Position hiring

Future Meeting Date: No meeting scheduled.

Adjournment: Motion/second (Skipchak/Wallenfang) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:40 p.m.