

PERSONNEL COMMITTEE MEETING
April 15, 2010

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 4:00 PM on Thursday, April 15, 2010 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Schroeder
Elden Dallman
Bob Krause
Howard Sell
Maureen Schweder

Also Present: Marge Bostelmann, County Clerk	Sheriff Mark Podoll
Orrin Helmer, County Board Chair	Chief Deputy Mark Putzke
John Selsing, Corporation Counsel	Tom Jonkers
Brenda Keller, HR Consultant	Leone Seaman
	LeRoy Dissing

AGENDA

Motion/second (Sell/Krause) to approve the agenda. Motion carried.

MINUTES

Motion/second (Dallman/Schweder) to approve the negotiation minutes of March 18, 2010. Motion carried.

CLOSED SESSION

Motion/second (Dallman/Sell) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, (g) conferring with legal counsel to discuss pending litigation. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Dallman/Sell) to resume open session. Roll call vote, 5 ayes – 0 nays, motion carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

The Committee approval Keller moving forward with an employee reprimand.

Motion/second(Dallman/Sell) to approve the evaluations of Linda Van Ness and Emily Cahoon.

PUBLIC COMMENT

CORRESPONDENCE – None

APPEARANCES – None

CARRYOVER OF VACATION

Tom Jonkers requested to carryover 6 days of vacations. Discussion was held.

Motion/second(Sell/Krause) to deny the vacation carryover. Roll call vote, 5 ayes and 0 nays, motion carried.

FILLING OF VACANT POSITIONS –

Dissing requested permission to fill 2 vacant positions:

The Mental Health Case Manager – Dissing explained that need for this position and that they are changing the job description to RN preferred rather than RN required.

Child Welfare Worker – Dissing explained the need for the position and that the case load is about 20 to 25 cases right now.

Motion/second(Dallman/Schweder) to fill the positions as requested and the job description for the Mental Health Case Manager. All ayes, motion carried.

An LTE will be hired for the FRI summer program.

APPROVE JOB DESCRIPTIONS – SHERIFF DEPARTMENT

The Committee reviewed the job descriptions for the Court Services Officer and Court Security Deputy. These are both non-union based on the union contract.

Motion/second(Krause/Schweder) to approve the job descriptions. Motion carried.

Motion/second(Sell/Dallman) to fill the positions. Motion carried.

CHANGE IN MAINTENANCE SCHEDULE

Leone Seaman stated that she is opposed to the proposed change in the maintenance department work schedule. Schroeder thanked her for her comments. Discussion was held.

Motion/second(Schweder/Dallman) to approve the changes in the Maintenance Schedule. Motion carried.

HR REPORT

WCA Seminar “From Hiring to Firing and Steps in Between” – Keller gave an overview of the seminar meeting.

RESOLUTIONS/ORDINANCES

CLERK’S REPORT

Bostelmann informed the Committee that Judge McMonigal appointed a Judicial Assistant who will begin on April 26th. As a condition of employment she requested a week unpaid leave the week of May 3 to May 7th. By Statute, this position serves at-will at the pleasure of the Court.

VOUCHERS

Vouchers were presented in the amount of \$4,254.03.

Motion/second(Dallman/Krause) to approve the vouchers. Motion carried

COMMITTEE DISCUSSION

Long Range Plan:


Future meeting date: May 20, 2010

Future agenda Items for action and Discussion:

ADJOURNMENT

Motion/second (Krause/Sell) to adjourn at 5:30 PM. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk