

PERSONNEL COMMITTEE MEETING

April 12, 2007

The meeting of the Personnel Committee was called to order by Chair John Brennan at 3:00 PM on Thursday, April 12, 2007 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: John Brennan
Margaret Hollander
Elden Dallman
Bob Krause
Gene Schroeder

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
John Selsing, Corporation Council
Sheriff Mark Podoll
LeRoy Dissing, HHS Deputy Director

AGENDA

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

PUBLIC COMMENTS None

MINUTES

Motion/second (Dallman/Hollander) to approve the minutes March 15, 2007 and March 21, 2007 with a correction on 5 ayes and 0 nays. Motion carried.

CORRESPONDENCE None

APPEARANCES None

Sheriff Podoll appeared and stated that he will be presenting a part time male position to the Committee next month.

CARRYOVER VACATIONS None

SUPERVISION OF MAINTENANCE STAFF - LTC

Helmer explained that Mendleski is currently on Family Medical leave. The P&I Committee moved to contract with an individual for a limited term (12weeks) contract to fill the position during Mendleski absence. Helmer and Bostelmann have talked with John Simpson who was a Facilities Service Manager for Pluswood in Oshkosh for 34 years and has retired. Mendleski is aware of this and is willing to be available to help.

Motion/second(Hollander/Krause) to approve the short term contract with John Simpson for a Maintenance Supervisor. Motion carried.

FILLING OF VACANT POSITIONS

Data Entry Specialist – Dissing explained that the person in this position posted into the Resource Specialist. This position was reviewed and explained what the duties of the position are.

Juvenile Court intake worker – An employee has posted into the DBS/RCS and the position was reviewed by the HHS Board.

Clinical Therapist – The employee in this position resigned. Dissing explained the changes in the title and job description as approved by the HHS Board.

Community Integration Program aide – The employee in this position has resigned. The HHS Board approved filling the position.

Summer Program Aide – This is the summer program aide for kids with disabilities. The same person who had the position last year is willing to return.

Motion/second(Schroeder/Dallman) to approve filling the positions as requested by the Health and Human Services Board. Motion carried.

SECURITY OFFICER POSITION JOB DESCRIPTION

Podoll presented a job description for the security officer. This position will be going to the County Board in April.

Motion/second(Schroeder/Hollander) to approve the job description. Motion carried.

APPROVAL OF SHARED LEAVE No requests at this time.

HR REPORT

- Review letter to Department Heads – The committee reviewed the letter regarding cell phones and special needs and accommodations. The committee approved the letter and the Keller will send it out to the department heads.
- Absentee Policy – Keller presented an attendance policy for review and to discuss next month.
- Conference – Keller requested permission to attend the WACPD/WPELRA conference in Wisconsin Dells May 17th and 18th. *Motion/second(Helmer/Dallman)* to approve Keller attending the conference. Motion carried.

POSTING CLARIFICATION OF WAGE SCALE FOR DISABILITY BENEFITS SPECIALIST/RESOURCE CENTER SPECIALIST

Dissing explained that an employee has posted into the social worker position in the Aging Long Term Care Department from Family and Child unit. The position was posted at a social worker I position and the employee is a social worker II. This will be a post down and the person

will have a pay reduction. Dissing explained that the County has a policy that if a social worker moves within their current unit they would stay at the same social worker classification. If the person moves to another unit they would need to meet the requirements in that unit before moving to a social worker II. The HHS Board at their meeting on April 10th recommended that the employee positioning into the position go back to a social worker I level for the aging/long term care unit.

Motion/second(Schroeder/Dallman) to accept the recommendation at HHS Board to follow past practice and that the position be filled at the Social worker I classification. Motion carried.

UPDATE JOB DESCRIPTIONS HHS

HHS management is still reviewing some of the descriptions and will bring them next month.

RESOLUTIONS/ORDINANCES None

CLERK'S REPORT: None

VOUCHERS

Brenda Keller, Resources Consulting for April 2007 in the amount \$3,003.00

Motion/second (Hollander/Dallman) to approve the voucher. Motion carried

CLOSED SESSION

Motion/second(Hollander/Krause) to move into closed session per ss. 19.85(1)(c) to discuss employee evaluations and personnel matters, (c) Confer with legal counsel. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

The Committee heard an exit interview of a HHS employee.

COMMITTEE DISCUSSION

Next regular meeting: May 10th at 3:00 pm.

Attendance Policy, Job descriptions.

ADJOURNMENT

Motion/second(Hollander/Dallman) to adjourn at 4:25 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk