

PERSONNEL COMMITTEE MEETING

April 13, 2006

The meeting of the Personnel Committee was called to order by Vice-Chair Margaret Hollander at 3:00 PM on Thursday, April 13, 2006 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Margaret Hollander
Bob Krause
Elden Dallman
Howard Sell
John Brennan

Also Present: Marge Bostelmann, County Clerk
John Selsing, Corporation Counsel
Brenda Keller, HR Consultant
Mike Handel, Sheriff
Mark Trochinski, Undersheriff
LeRoy Dissing, HHS Deputy Director

AGENDA

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

MINUTES

Motion/second(Dallman/Sell) to approve the minutes for March 16, 2006. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE

Letter from Jim Hebbe stating that they have begun the hiring process for the summer LTE position.

APPEARANCES

Dissing requested permission to approve hiring a Clinical Therapist at the 3rd step. The employee offered the positions has 15 years experience, a Master's Degree and the 3000 hours of service and is able to have billable hours immediately.

Motion/second(Dallman/Krause) to approve filling the position at the 3rd Step. Motion carried.

CARRY OVER VACATIONS None

EVALUATE VACANT POSITIONS

LeRoy Dissing presented an evaluation for the Production Aide Worker position at FRI. Shirley Hayes who is currently in the position is retiring after 30 years. He is requesting permission to fill the position.

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

HR REPORT

- **Review Vehicle Policy:** Keller presented three different sample paragraphs for the Committee to review and choose which one is best for the policy.
Motion/second(Brenner/Dallman) to approve the first paragraph as amended.
Motion carried.
- **Submission of Leave Slips Policy:** Keller and Bostelmann explained situations are occurring that leave reports are not being turned in on a timely manner. Keller drafted language for the Personnel Policy and Procedures Manual.
Motion/second(Brennan/Sell) to approve the leave language. Motion carried.
- **Information from Fox Valley Labor Negotiations 4/12.** Keller presented information from the last Fox Valley Labor Negotiations group.

RESOLUTIONS/ORDINANCES

Amend Person Policy and Procedures Manual – Vehicle Policy and Solicitation Policy

Motion/second(Brennan/Krause) to approve the resolution. And send on to the county Board.
Motion carried.

Relating to Creation of Aging & Disability Resource Center Coordinator. Dissing presented a resolution based on a grant from the State for \$300,000. The Grant program is a cooperative effort with Marquette and Waushara County.

Motion/second(Dallman/Brennan) to approve the resolution. Motion carried.

CLERK'S REPORT None

VOUCHERS

Brenda Keller Consulting Month of May \$2,994.08

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

CLOSED SESSION

Motion/second(Sell/Brennan) to move into closed session per ss. 19.85(1)(c)(f)(g) to discuss employee evaluations, personnel matters, personnel discipline, confer with legal counsel, negotiation strategies. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

Motion/second(Krause/Sell) to accept the annual evaluation for Robert Podgorski and probationary evaluation for Jennifer Stanek. Motion carried.

COMMITTEE DISCUSSION

Next regular meeting: May 11, 2006 at 3 PM.

Future Agenda Items:

ADJOURNMENT

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

Submitted by,

Margaret Bostelmann
County Clerk