

PERSONNEL COMMITTEE MEETING

April 14, 2005

The meeting of the Personnel Committee was called to order by Chair Bernie Kasierski at 3:00 PM on Thursday, April 14, 2005 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Bernie Kasierski
Margaret Hollander
Bob Krause
Elden Dallman
Howard Sell

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
Linda Van Ness, HHS
John Selsing, Corporation Council
Bob Podgorski, Highway
Mark Trochinski, Law Enforcement
Al Shute, Land Development Director

AGENDA

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

MINUTES

Motion/second(Dallman/Krause) to approve the minutes for March 10, 2005. Motion carried.

CORRESPONDENCE

A copy of a letter was sent to Shane Griesbach from John Selsing regarding the IUOE Vacation Pay Grievance was sent to the Committee. Selsing has not received a response from Griesbach.

Keller's hours for the month of March was sent to the Committee.

APPEARANCES None

EVALUATE VACANT POSITIONS

Podgorski appeared to discuss the need to fill the vacant position of State Patrolman at the Highway Department. The Highway Committee made a motion to fill the position after review.

Motion/second(Krause/Sell) to approve filling the vacant State Patrolman position in the Highway Department. Motion carried.

Linda Van Ness appeared to explain that William Steber resigned from his position of Clinical Therapist. The Health and Human Services Committee made a motion that this position is filled.

Motion/second(Dallman/Sell) to approve filling the vacant position of Clinical Therapist. Motion carried.

JOB DESCRIPTION

A revised job description for the State Patrolman position was presented. The revision changes the title to State Patrolman/*Highway Maintenance Worker* and includes the CDL requirements. A letter from Bob Jahns, Union President approved the title change, but also stated that the description is not to be changed in any other way. Bostelmann will send a letter to Jahns regarding the CDL requirement.

Motion/second(Krause/Hollander) to approve the change in the job description and have Bostelmann communicate with the union that the CDL requirement changed. Motion carried.

OFFICE HOURS OF OPERATION

Kasierski appeared at the department head meeting and discussed that all office should be open during the hours the Courthouse is open. Department head were receptive to this.

NON-UNION EVALUATION FORMS

Bostelmann looked back at the Ordinance regarding update of the evaluation process and noted that the form was not part of the ordinance and did not need to be sent to County Board for approval.

CARRYOVER VACATIONS

A letter from Jim Hebbe was presented requesting 44 hours of vacation to be carried over for Derek Kavanaugh. The Land Conservation Committee has approved the request.

Motion/second(Hollander/Krause) to approve the request from Derek Kavanaugh to carry over 44 hours of vacation.

RESOLUTIONS/ORDINANCES

A resolution from the Law Enforcement Committee was presented for an LTE for Corrections/Communications Officer Position in the Sheriff's Office.

Motion/second(Hollander/Sell) to approve the resolution as presented and send to the April County Board meeting. Motion carried.

HR REPORT

- **State Bill 142/Assembly Bill 48 Information:** Keller explained that the bills being presented mandate correction officers to be considered protective status for retirement purposes. Green Lake County jailers currently have protective status. Keller also explained that this is not a permission subject of bargaining. She noted that clerical staff in the Green Lake County Sheriff's office is also under the protective status. The determination of protective status is a decision that is made by the ETF and this classification for clerical/office administration may not be appropriate.
- **Fox Valley Labor Negotiations Group Report:** Keller sent the Committee information from the Fox Valley Labor group. The changes in the CDL regulations are a concern and should be monitored.
- **Request for attendance at WACPD:** Keller is requesting permission to attend the WACPD conference in May.
Motion/second(Krause/Hollander) to approve Keller attending the conference.
Motion carried.

CLOSED SESSION

Motion/second(Sell/Hollander) to move into closed session per ss. 19.85(1)(c)(g) to discuss employee evaluations. Roll call vote, 5 ayes – 0 nays, Motion carried.

RESUME OPEN SESSION

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

Motion/second(Sell/Dallman) to approve the probationary evaluations for Ellen Plantz, Gerald Stanuch, Steve Westpfahl, and Matt Kirkman, and department head evaluations for Jim Hebbe, Al Shute, and Bob Podgorski. Motion carried.

VOUCHERS

Brenda Keller	Consulting	\$2,882.63
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Motion/second(Dallman/Krause) to approve the voucher. Motion carried.

CLERK'S REPORT

Bostelmann presented a list of evaluation dates for employees. Bostelmann will notify the department heads if evaluations are not timely.

COMMITTEE DISCUSSION

Next regular meeting: April 19th at 1:30. May 12, 2005 at 3:00 pm.

Future Agenda Items:

ADJOURNMENT

Motion/second(Hollander/Sell) to adjourn at 4:10 PM. Motion carried.

Submitted by,

Margaret Bostelmann
County Clerk