

PERSONNEL COMMITTEE MEETING

August 11, 2005

The meeting of the Personnel Committee was called to order by Vice-Chair Margaret Hollander at 3:00 PM on Thursday, August 11, 2005 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

Absent: Bernie Kasierski

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

AGENDA

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

MINUTES

Motion/second(Dallman/Sell) to approve the minutes for July 14, 2005. Motion carried.

CLOSED SESSION

Motion/second(Sell/Dallman) to move into closed session per ss. 19.85(1)(c)(f)(g) to discuss employee evaluations, personnel matters, personnel discipline, WPPA grievance, confer with legal counsel, exit interview. Roll call vote, 4 ayes – 0 nays, one absent. Motion carried.

RESUME OPEN SESSION

Motion/second(Sell/Krause) to resume open session. Roll call vote, 4 ayes-0 nays, Motion carried.

Motion/second(Dallman/Krause) to approve the probationary evaluation for Becky Pence and Hanna Lueneburg. Motion carried.

CORRESPONDENCE

Al Shute sent a letter supporting the extension of the HR Consultant contract.

APPEARANCES None.

EVALUATE VACANT POSITIONS None.

CARRY OVER VACATIONS None

CLERK'S REPORT

HRA Presentation – Kim Hurtz explained the Health Reimbursement Account. She explained that this is a flex account that can carryover. She presented information on other Counties in the GHT that have HRA and how the County can realize savings from premiums.

HR REPORT

- **Proof of driver’s license/violations:** Keller suggested that a copy of driver’s licenses be required when a new person is hired and at time of renewal.
Motion/second(Dallman/Sell) to approve the amending the personnel policy and procedure manual. Motion carried.
- **Review CDL disqualification:** Keller put together a draft statement of policy for CDL violations; she also sent a copy to the Highway union. Keller will wait to see what the union has to say about the proposed policy and will report back to the Committee.
- **Municipality exemption for “H” endorsements for CDL holders:** Keller presented a letter from USDOT stating that Counties do not need to have “H” endorsement.
- **Information from Fox Valley Labor Negotiator’s meeting:** Keller presented information from the last Labor Negotiator’s meeting.
- **Review HR contract:** Keller presented a proposal to the committee for a two year renewal with a 3% increase in the first year and 2% increase on the second year.
Motion/second(Krause/Dallman) to renew the contract with a 3% increase in the first year and the 2% increase in the second year. Motion carried.

RESOLUTIONS/ORDINANCES

Relating to Establishing the Family Court Commissioner Wage without Step Increases:
The Judicial Law Committee discussed if the position should be a contract service or employee with benefits. The conclusion from the Judicial Law Committee was that this position be treated the same as the corporation counsel position. If the corporation counsel position is changed from an employee status to a contracted service then the Family Court Commissioner would be the same.
Motion/second(Sell/Krause) to approve the resolution and send it on to the County Board. Motion carried.

Relating to the Creating of a Part-time Deputy Sheriff assigned to Patrol. The Committee discussed the part time status and the fact that no total annual hours are given on the resolution. The part time status gives more flexibility to eliminate overtime shifts. This is scheduled for the County Board in September. The Committee would like to see additional information for next month.

VOUCHERS

Brenda Keller	Consulting	\$2,858.33
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Motion/second(Sell/Krause) to approve the voucher. Motion carried.

COMMITTEE DISCUSSION

Next regular meeting: September 15, 2005 at 3:00 pm.

Future Agenda Items: Resolutions: part-time deputy assigned to patrol, CDL policy,

Helmer brought up that Committees do not understand evaluation of department heads and the date that the department head was last evaluated. Bostelmann will send out information to Committee Chairs on department head evaluations and the dates they are needed.

ADJOURNMENT

Motion/second(Dallman/Krause) to adjourn at 5:10 PM. Motion carried.

Submitted by,

Margaret Bostelmann
County Clerk