

PERSONNEL COMMITTEE MEETING

August 16, 2007

The meeting of the Personnel Committee was called to order by Chair John Brennan at 2:00 PM on Thursday, August 16, 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
Gene Schroeder
Bob Krause
Margaret Hollander
Elden Dallman

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

AGENDA

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

MINUTES

Motion/second (Hollander/Krause) to approve the minutes of July 12, 2007. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES

Sheriff Podoll stated that Deputy Brady Konkel has resigned effective August 15th from the County. He also stated that Keller has been very helpful to him on HR issues in his first 9 months of his position.

Dean Slark appeared to explained that the Ag and Extension Committee accepted the recommendation of the Personnel Committee to change the criteria of the Program Specialist to needing 2 years of experience in the department rather than 6 years. The job descriptions were approved last month by Personnel with that recommendation.

CARRYOVER OF VACATION None

FILLING OF VACANT POSITIONS

HHS Receptionist Position – LeRoy Dissing stated that the receptionist at HHS has posted to another position. The HHS board recommends that the position be filled.

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

Dissing explained that the Long-term Care Case Manger position which is fully funded by the State is open. The HHS board recommends that the position be filled.

Motion/second(Schroeder/Dallman) to fill the position. Motion carried.

Dissing explained that the psychiatric nurse position was filled. The person does not have a bachelor degree but is an RN. She has good psychiatric experience. Dissing is proposing she be placed in a class 5 of the pay scale until she has her 4 year degree and then will go to class 6. The union has agreed with the proposal.

Dissing is requesting approval to start the employee at the 6 month step of class 5.

Motion/second(Dallman/Krause) to approve the psychiatric nurse starting at the 6 month step of class 5 and have Bostelmann sign the agreement for the County. Motion carried.

PAY GRADE REVIEW AND RECOMMENDATION

- Corporation Counsel – Keller explained how she came to the recommendation of Grade 18. She also explained that the County Ordinance states that the Corporation Counsel will receive the same pay increase as other elected officials. Helmer stated that if this position should receive an increase in pay, then it should be taken to the County Board for an increase. Schroeder stated that he would like to see an accounting of the hours spent for the position. Discussion was held.

Motion/second(Schroeder/Krause) to recommend that the Corporation Counsel's salary remain the same with pay increases in accordance with the current Ordinance governing the Corporation Counsel. Motion carried.

- Asst. Corporation Counsel – The Assistant Corporation Counsel is not an employee and a monthly payment is made to Selsing Law Office for the position. The Assistant Corporation Counsel position will receive the same increase as the Corporation Counsel.
- Legal Secretary to Corporation Counsel – Keller recommended a wage scale of Grade 9. This would be an increase of \$1,493.15 annually. Schroeder again requested that the Committee receive an accounting of the hours spent on County time. No action was taken at this time regarding a pay grade change.
- Family Court Commissioner – Keller graded the position at 16 which is substantially higher than what is currently being paid. No action was taken at this time regarding a pay grade change.

HR REPORT

- Arbitration Award relevant to Attendance Policy – Keller sent the committee that arbitration award regarding an attendance policy. The Committee will put a hold on discussions regarding a Green Lake County attendance policy at this time.
- Request to renew HR Consultant Contract – Keller listed some of the activities she has been involved with over the last 2 contract years. Keller presented a one year contract extension with a 2.5% increase.

Motion/second(Schroeder/Hollander) to extend the contract at 2.5% increase. Motion

carried.

- Employee Suggestions – Keller presented a request for a bike rack at the Courthouse. Keller will see if the city provides bike racks for the downtown area. A picnic table was requested to be placed at the Highway Shop I building. A fair picnic table was left out at the Highway department for employees. An individual questioned why the dress code is not being enforced. The dress code will be reviewed at the next department head meeting. A picnic table was requested to be placed behind the Courthouse. Employees will be encouraged to use the park area for lunches rather than the trying to place a picnic table near the parking lot area.
- Request for attendance to WACPD 9/27 – 9/28 meeting.
Motion/second(Dallman/Schroeder) to approve Keller attending the WACPD conference in September. Motion carried.
- Definition of Limited Term Employee (LTE) – Bostelmann stated that she asked Keller to give a clearer definition of a LTE. Discussion was held on different scenarios. This will be presented next month.

SPACE NEEDS REVIEW HR

Bostelmann stated that Venture, C.R. Meyer, and Potter Lawson recommended 150 sq. ft. for someone related to HR duties.

Motion/second(Schroeder/Dallman) to recommend 150 sq feet office space for human resources. 4 ayes, 1 nay (Hollander) carried

2008 BUDGET REVIEW

The mediation/Arbitration budget is the same as last year at \$4900

The Administrative contract shows an increase of 2.5% in the contract amount for Keller.
Motion/second(Schroeder/Hollander) to approve the budgets and send on to the Finance Committee. Motion carried.

10 HOUR DAYS FOR HIGHWAY

A letter was presented from Bob Podgorski stating that the Highway Committee recommends approval of the union request for a continuation of 10 hour work days through September.

Motion/second(Schroeder/Dallman) to approve the recommendation to continue the 10 hour work days through the month of September. Motion carried.

RESOLUTIONS/ORDINANCES None

CLERK'S REPORT: None

VOUCHERS

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

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

CLOSED SESSION

Motion/second(Hollander/Dallman) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, AFSCME Courthouse FMLA Grievance, Highway Community Worker Grievance, Professional Social Worker Grievance and Contract disputes, outside employment policy, and 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.

ANNOUNCE FINDINGS OF CLOSED SESSION

Union grievance relating to Community Service Worker at the Highway department will be resolved. Corporation Counsel will send Wishman a letter of understanding. Changes to outside employment policy will be sent to Wishman.

COMMITTEE DISCUSSION

Next regular meeting: September 13 at 2:00 pm.

Future Agenda items for action and discussion: Limited Term Employee and Secondary employment,

ADJOURNMENT

Motion/second(Hollander/Schroeder) to adjourn at 5:20 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk