

PERSONNEL COMMITTEE MEETING

December 13, 2007

The meeting of the Personnel Committee was called to order by Chair John Brennan at 3:00 PM on Thursday, December 13, 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
Bob Krause
Gene Schroeder
Elden Dallman

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
Carla Hardgrave, UWEX Ag agent
LeRoy Dissing, HHS Deputy Director

AGENDA

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

MINUTES

Motion/second (Schroeder/Dallman) to approve the minutes of November 15, 2007 correcting that Brennan called the meeting to order. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES

Judy Street Child Support Administrator: At the Law Enforcement meeting last night the Committee approved hiring Terri Stellmacher as Child Support Administrator.

Motion/second(Schroeder/Krause) to accept the Law Enforcement recommendation to hire Terri Stellmacher as Child Support Administrator as of January 28th 2008 at the 1st step of the Child Support Administrator classification. Motion carried.

LeRoy Dissing announced that Mary Johanknecht was hired as the Psychiatric Nurse. The Health & Human Service board recommends she be hired at the 3rd step.

Motion/second(Dallman/Schroeder) to approve hiring Mary Johanknecht at the 3rd step. Motion carried.

CARRYOVER OF VACATION

Request to from Jane Thomas to carryover 2 ½ days and Renee Schuler to carryover 2 days in the Register of Deed office due to the emergency surgery of Leone Seaman.

Dissing presented a request from Ruth Holmquist from Health & Human Services to carryover 4 days of vacation.

Motion/second(Dallman/Krause) to approve the carryover of vacation days as requested in accordance with County policy. Motion carried.

FILLING OF VACANT POSITIONS

Judy Street also requested permission to fill the vacant position in the Child Support Office. *Motion/second(Schroeder/Dallman)* to approve filling the position of Child Support Specialist II effective January 28th. Motion carried.

PART-TIME SENIORITY IN SHERIFF'S DEPARTMENT

No action.

HR REPORT

- Discuss process to record time worked – Keller presented recording keeping requirements for employee hours of work. Time sheet examples were presented. Discussion was held. The committee wants to avoid duplication but make sure all information is needed to comply with federal requirements. This will be discussed with department heads and current record keeping by individual departments will be reviewed. Currently, Green Lake County's pay checks includes the day the check is dated. Discussion was held on how payroll can be recalculated to hold back 5 days of pay prior to the paycheck being issued.
- Review proposed Maintenance Shift Schedule – Discussed in closed session.
- Review proposed Senate Bill S2123 – Keller presented information regarding a Federal Bill that would federalize collective bargaining in all States. Keller pointed out that States differ on issues and this would not be good for individual states.
- Newspaper Article on Regional Jail – Keller presented an article from the Oshkosh Northwestern regarding serious discussion between Outagamie County and Winnebago County on working cooperatively.
Motion/second(Schroeder/Hollander) that John Brennan send a letter to Luther Olson requesting that state law makers look at legislation that would make it easier for counties to work together. Motion carried.

RESOLUTIONS/ORDINANCES None

CLERK'S REPORT: None

VOUCHERS

Brenda Keller, Resources Consulting for November 2007 in the amount \$3,078.08
Motion/second (Krause/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, Contract disputes, AFSCME grievance – revision of the Social Worker advancement Policy; Maintenance Shift Schedule (g) confer with legal counsel. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Dallman/Hollander) to approve the revision to the Social Worker Advancement policy. Motion carried.

Motion/second(Dallman/Hollander) to approve the annual evaluation for Jim Hebbe and the probationary evaluation of Jennifer Brown. Motion carried.

Motion/second(Schroeder/Dallman) to accept the following negotiated maintenance shifts:
Maintenance helper/custodians' shifts will be 5:00 am to 1:30 pm; 7:30 am to 4:30 pm and a new shift of 3:00 pm to 11:30 pm with shift differential \$.20.
The Maintenance Repairperson's shift will be 6:00 am to 2:30 pm.
Re-post the 3 to 11:30 pm shift with the shift differential.
Maintain the schedule through the end of the contract.
Motion carried.

COMMITTEE DISCUSSION

Next regular meeting: January 10, 2008 at 3:00 pm.

Future Agenda items for action and discussion: time sheets

ADJOURNMENT

Motion/second(Hollander/Schroeder) to adjourn at 5:10 PM. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk