

## PERSONNEL COMMITTEE MEETING

February 12, 2009

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, February 12, 2009 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Schroeder  
Elden Dallman  
Maureen Schweder  
Bob Krause  
Howard Sell

Also Present: Marge Bostelmann, County Clerk  
Orrin Helmer, Board Chair  
Dan Priske, County Board Vice-Chair  
John Selsing, Corporation Counsel  
Brenda Keller, HR Consultant  
Mark Podoll, Sheriff and Mark Putzke, Chief Deputy  
Linda Van Ness, Director, HHS and LeRoy Dissing, Deputy Director HHS  
Jerry Buethin, Veteran Service Officer  
Scott Weir, Maintenance Supervisor  
Molly Spaulding and Jason Kauffeld, UWEX

Present: Kathy Doro, Missy Zamzow, Paul Gunderson, Jason Kauffeld, Bob Jahns and Al Shute

### AGENDA

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

### MINUTES

*Motion/second (Dallman/Schweder)* to approve the minutes of January 15, 2009. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

APPEARANCES – None

CARRYOVER OF VACATION – None

### FILLING OF VACANT POSITIONS

Deputy Veteran Service Officer: Jerry Buethin explained that Laurie Cluppert has given her resignation. The position is 26.25 hours per week or  $\frac{3}{4}$  of 35 hours. A few changes have been made to the job description. Discussion held.

*Motion/second(Dallman/Sell)* to approve filling the position as requested with a review in 6

months to determine if the hours can be reduced. Motion carried.

### **HR REPORT**

- **Final Draft letter for Municipalities** – Discussion was held on the 5 year comparison of employees to be included with the letter. Schweder question why this is being included with the letter. Schroeder would like to see this included and discussed at the Towns Association meeting. Discussion held. Keller will bring back the letter next month for signatures and then send out the letter on April 1<sup>st</sup>.
- **Information from Fox Valley Labor Negotiators** – Keller updated the committee on employee relations in other counties.
- **Right to Search Policy** – Keller presented two samples of a “right to search policy”. Discussion was held. There is no problem at this time. Selsing suggested a procedure be drafted in the case of suspicion of a weapon or drugs but that a policy is not needed.
- **New rules for FMLA** – Keller explained the changes in the FMLA regulation and that the major change is military care giver time.

### **HOW TO RAISE REVENUE**

Keller had a suggestion in the suggestion box stating that agendas for conferences be reviewed closely and determined if the training is appropriate and that those who attended conferences share rooms when appropriate. Discussion was held on payment of 3 meals a day for a one day seminar out of County. Keller will look at the current language in the policy and will make suggestions on changes at the next meeting. Molly Spaulding will send Keller the state meal and travel policy for comparison.

### **DISCUSSION LEAN TRAINING**

Bostelmann summarized some of the emails from department heads on implementation of LEAN. Management would have to be supportive of the procedure. Discussion was held. Keller will bring back a cost to train 25 people in LEAN Thinking and request volunteer departments. Discussion was also held relating to the need for a county strategic plan prior to implementing LEAN.

### **RESOLUTIONS/ORDINANCES** – None

### **CLERK’S REPORT**

Bostelmann presented a request from the AFSCME Unions to investigate the State Health Plan: Discussion was held. If the County wants to look at the state, a \$2500 assessment fee is required. The union representatives attending the meeting were asked if they would pay half of the assessment. The union will look at splitting the cost with the county and notify Bostelmann. ***Motion/second(Krause/Sell)*** that if the unions will pay half of the assessment then the County will pay the other half for the assessment. Motion carried.

Disciplinary procedure for employees not wearing name badges: Discussion was held on the name badge policy. Keller and Bostelmann will enforce the policy as necessary.

**VOUCHERS**

Brenda Keller, Resources Consulting for January, 2009 in the amount \$3,155.03  
Davis & Kuelthau, Research Law Enforcement pay compliance with FSLA \$1,203.00

*Motion/second (Dallman/Schweder)* to approve the vouchers. Motion carried

**CLOSED SESSION**

*Motion/second (Dallman/Sell)* to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Negotiations – change in employee hours: Grievances, (f) Personnel Medical History (g) confer with legal counsel to discuss pending litigation. Roll call vote, 5 ayes – 0 nays, motion carried.

**RESUME OPEN SESSION**

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

**ANNOUNCE FINDINGS OF CLOSED SESSION**

*Motion/second(Dallman/Schweder)* to accept the probationary evaluation for Liz Otto, Georgia Zills, Adam Quade and send Doug Nighbor evaluation back to the Highway Department for further review and discussion and send the annual evaluation for Al Shute back to Land Use Planning & Zoning for further discussion. Motion carried.

Selsing will send a letter to the AFSCME Courthouse Union to discuss a change in hours for a Maintenance Department position.

**COMMITTEE DISCUSSION**

**Long Range Plan:** The footings and foundation is in. The progress is going along well.

**Next regular meeting:** Tuesday March 10, 2009 at 3:00 pm.

**Future Agenda items for action and discussion:** County Mandates

**ADJOURNMENT**

*Motion/second (Dallman/Krause)* to adjourn at 5:55 PM. Motion carried.

Submitted by,



Marge Bostelmann  
County Clerk

