

PERSONNEL COMMITTEE MEETING

January 13, 2005

The meeting of the Personnel Committee was called to order by Chair Bernie Kasierski at 3:00 PM on Thursday, January 13, 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
John Selsing, Corporation Council
Vic Kneddle, State Deferred Compensation
Laura Polcyn, Communications Admin.
Linda Van Ness, HHS Director
LeRoy Dissing, Deputy Director, HHS
Leone Seaman, ROD
Shane Griesbach – IUOE
Gretchen Malkowski - IUOE

AGENDA

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

MINUTES

Motion/second(Dallman/Sell) to approve the minutes for December 16, 2004. Motion carried.

CORRESPONDENCE

A letter was received from Deb Sweeney requesting to carry over 2 days of vacation time.

A letter was received from Al Shute requesting to carry over 5 ½ days of vacation.

A letter was received from Bob Podgorski requesting to carry over 5 days of vacation.

Motion/second(Krause/Dallman) to approve the requests to carry over vacation time as per County Policy. Motion carried.

APPEARANCES

Vic Kneddle, State Deferred Compensation. Kneddle explained the State plan for deferred compensation. Bostelmann will provide the Committee with information regarding the

current Nationwide Deferred Compensation plan and put this on the agenda for discussion and consideration next month.

Laura Polcyn, Communications Administrator. Polcyn was asked to come and meet the Committee. Kasierski asked Polcyn how things are going in her new position. She stated that she is getting ready for the TIME system certification and is working on several policies and the wireless 911 system. She has met the County police chief's and will meet the fire chiefs next month.

She stated that the part time employees are working well with filling shifts and she will be working a shift this weekend. Helmer asked how many shifts she will be working in a month. Polcyn was unaware of the issue. The job description states that shifts will be filled whenever possible. Polcyn stated that three to five shifts per month seems reasonable for her to cover.

Linda Van Ness, HHS Director, appeared to discuss the dress code. Van Ness stated that last October the County adopted a dress policy. HHS adopted a dress policy in 2003 stating that jeans can be worn on dress down days. Bostelmann sent out an email last week to department heads stating that casual office attire did not include jeans, and that employees were not to wear jeans unless they were cleaning, moving files, etc. Van Ness stated that it was her understanding that employees, at the discretion of the department head, could wear jeans on dress down days. Van Ness requested clarification regarding the two policies. The Committee agreed that jeans could be worn on special dress down days with approval by the department head. Bostelmann will notify the department heads of this clarification.

EVALUATE VACANT POSITIONS

County Clerk, Account Clerk II : Bostelmann told the Committee that Bev Roeder is retiring. Bostelmann explained why the position is needed and presented an updated job description.

Motion/second(Hollander/Dallman) to approve the updated job description and approve filling the position. Motion carried.

Register of Deeds, Account Clerk II: Seaman explained that Renee Schuler was part time in her office and successfully posted into the full time position. The part time position now needs to be filled. The job description does not need to be updated.

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

JOB DESCRIPTION - none

RESOLUTIONS/ORDINANCES - none

HR REPORT

- **Consumer Driven Health Plans Report**: Keller presented information on Health Plan such as FSA, HRA, HSA and MSA. The Committee will review the material.
- Keller presented information from the Fox Valley Negotiators Meeting.

CLOSED SESSION

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

RESUME OPEN SESSION

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

VOUCHERS

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

CLERK’S REPORT

Amendment to County Flex Plan: Bostelmann explained the amendment is required because the Working Families Relief Act of 2004 changed the definition of “dependent”.

Motion/second(Sell/Dallman) to approve the amendment and authorize Bostelmann to sign the amendment. Motion carried.

Bostelmann told the Committee that she would review the current County deferred compensation plan for costs and returns and invite representatives of the current plan if necessary.

COMMITTEE DISCUSSION

Next regular meeting: February 10, 2005 at 3:00 pm.

Future Agenda Items: Deferred Compensation

ADJOURNMENT

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

Submitted by,

Margaret Bostelmann
County Clerk