

**PERSONNEL COMMITTEE MEETING**  
**July 21, 2011**

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 4:00 PM on Thursday, July 21, 2011 in the Training Room, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Joanne Guden  
Dan Priske  
John Zelenski

Absent: Gene Henke  
Maureen Schweder

Also Present: Marge Bostelmann, County Clerk  
John Selsing, Corp Counsel  
LeRoy Dissing, HHS Deputy Director  
Linda Van ness, HHS Director  
Sheriff podoll  
Chief Deputy Mark Putzke  
Becky Pence, Highway Admin Assist  
Terry Stellmacher, Child Support Administrator  
Jerry Beuthin, VSO,  
Dan Borowski, Phillips Borowski  
Bob Jahn, Highway Department  
Tony Daley, Berlin Journal

**AGENDA**

*Motion/second (Priske/Zelenski)* to approve the amended agenda. All ayes. Motion carried.

**MINUTES**

*Motion/second (Priske/Zelenski)* to approve the minutes of June 23, 2011. All ayes. Motion carried.

**PUBLIC COMMENT (3 MIN LIMIT)** None

**CORRESPONDENCE** None

**APPEARANCES** None

**FILLING VACANT POSITIONS**

Highway Sign Man

Highway Mechanic II

Pence appeared to explain the need for the Highway Sign Man and the Highway Mechanic.

Discussion held.

*Motion/Second(Priske/Zelenski)* to approve filing the vacant position in the Highway position.

Motion carried

VSO Part-Time Account Clerk II – Beuthin presented information on replacing the position to ½

time. He also requested permission to hire a LTE until the position is filled. He has discussed this with past employee Laurie Cluppert. She is willing to help out if approved.

*Motion/Second(Priske/Zelenski)* to approve filling the position and hire Laurie Cluppert on an average of 20 hours per week for not more than 60 days. Motion carried

Child support Part-Time Account Clerk II

Stellmacher appeared and explained that she believes that the department no longer needs this position, but would like the position to be kept vacant at this time not eliminated.

*Motion/Second(Zelenski/Priske)* to accept Stellmacher's suggestion to keep the position open at this time and leave it as vacant. Motion carried

HHS Economic Support Worker/Change in job description

Dissing presented information on the new program mandates from the State Budget. He explained the needed changes in the job description, training needs and requirements.

*Motion/Second(Priske/Zelenski)* to approve filling the position and the updated job descriptions. Motion carried

### **JOB DESCRIPTION UPDATE**

Child Support I & II: Stellmacher stated that because she will not be filling the part-time position she has revised the two job descriptions to include the financial responsibilities. She also requested that the Specialist II position require 3 rather than 4 years as a Specialist I to be able to advance.

*Motion/Second(Priske/Zelenski)* to approve the changes in the job descriptions pending Judicial Law Enforcement Emergency Management Committee approval. Motion carried

### **RESOLUTIONS/ORDINANCES**

- Res. 14-2011 Extension of a LTE Recidivism Reduction Aide in the Corrections Division of the Sheriff's Office: Podoll explained that this is a grant funded program.

*Motion/Second(Zelenski/Priske)* to approve the resolution. Motion carried

- Res. 15-2011 Extension of the LTE Master Control Aide Program in the sheriff's Office: Podoll explained the cost saving by this position.

*Motion/Second(Priske/Zelenski)* to approve the resolution.

- Res. 16-2011 Extension of the Two Limited Term Employment (LTE) Jail Recidivism Counselors in the Department of Health & Human Services: Dissing explained that this is a grant funded program.

*Motion/Second(Zelenski/Priske)* to approve the resolution. Motion carried

### **BUDGET REPAIR BILL IMPLEMENTATIONS – Dan Borowski**

Dan Borowski appeared to discuss the transition process now that the State has passed the Budget Repair Bill and the State Budget. Borowski explained the process of decision making for the Grievance Procedures. Bostelmann presented a draft letter to send out to all employees regarding the transition period.

A special meeting will be scheduled for August 9<sup>th</sup> to begin drafting the Grievance Procedure. Borowski will be at the special meeting to guide the Committee through the outline of a Procedure. The outline and explanation of the Grievance Procedure was given to the members for review prior

to the meeting.

A Wisconsin County Mutual Insurance Corporation Budget Repair Bill Consortium meeting will be held on August 3<sup>rd</sup> in Stevens Point.

*Motion/Second(Priske/Zelenski)* to approve Bostelmann and any committee member to attend August 3<sup>rd</sup> meeting in Stevens Point. Motion carried

### **CLERK'S REPORT**

- Approval for Wisconsin Association of County Personnel Directors Conference – Bostelmann stated that Keller had attended these meeting in the past. The meeting is scheduled for September 15-16 in Waukesha County and will focus on the Budget Repair Bill implementation.

*Motion/Second(Priske/Zelenski)* to approve Bostelmann attending the meeting on September 15-16. Motion carried

### **CLOSED SESSION**

*Motion/second (Priske/Zelenski)* to move into closed session per ss. 19.85(1)c: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility – Exit Interview, Termination Agreement, Evaluations (f)Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration or specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed on public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data: Highway Employee. (g) Conferring with legal counsel to discuss pending litigation. Roll call vote, 3 ayes – 0 nays, motion carried.

### **RESUME OPEN SESSION**

*Motion/second (Priske/Zelenski)* to resume open session. Roll call vote, 3 ayes – 0 nays, motion carried.

### **ANNOUNCE FINDINGS OF CLOSED SESSION**

Putzke informed the committee of a signed termination agreement with a law enforcement employee.

Van ness explained a resignation agreement with an HHS employee. The agreement was approved by the Committee.

An exit interview was reviewed from an retired highway employee.

The Committee denied a highway employees request for unpaid leave pending further documentation.

### **COMMITTEE DISCUSSION**

Selsing will be going to Stevens Point on Monday July 25<sup>th</sup> for a WCA seminar on County Relations After 2011 – Wisconsin Act 10

- Future meeting date: Special Meeting for Grievance Procedure August 9<sup>th</sup>. Regular meeting August 18, 2011
- Future Agenda items for action & discussion

**ADJOURNMENT**

*Motion/second (Priske/Zelenski)* to adjourn at 5:55 PM. All ayes. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk