

PERSONNEL COMMITTEE MEETING

March 10, 2009

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, March 10, 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
Bob Krause
Howard Sell

Absent: Maureen Schweder

Also Present: Marge Bostelmann, County Clerk
Dan P里斯ke, County Board Vice-Chair
John Selsing, Corporation Counsel
Brenda Keller, HR Consultant
Sheriff Mark Podoll, and Mark Putzke, Chief Deputy
Linda Van Ness, Director, HHS and LeRoy Dissing, Deputy Director HHS
Jerry Beuthin, Veteran Service Officer
Scott Weir, Maintenance Supervisor
Bob Podgorski, Highway

Also Present: Traci Soda and Bob Jahns

AGENDA

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

MINUTES

Motion/second (Dallman/Krause) to approve the minutes of February 12, 2009. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

APPEARANCES – None

CARRYOVER OF VACATION – None

FILLING OF VACANT POSITIONS

Combining Deputy Veteran Service Officer with Child Support position: Bostelmann explained that Terri Stellmacher, Child Support Administrator, is able to reduce one of the Child Support position to ½ time. Jerry Beuthin is agreeable to combine the part time Veteran Service Deputy position with the Child Support positions into one. This cost savings will be over \$40,000.

Motion/second(Dallman/Krause) to approve the resolution creating the new position and send to the March County Board position with approval by the Judicial Law Enforcement Committee

and the Health and Human Service Board and request that the union waive the posting. Motion carried.

Alcohol & Drug Counselor: Dissing presented the justification for the Alcohol & Drug Counselor. An updated job description was presented with the title changed to Mental Health/Substance Abuse Counselor and other minor changes. This position is funded. *Motion/second(Sell/Dallman)* to approve filling the position with the updated job description. Motion carried.

Dissing is also requesting permission to fill this position with an LTE until the position is permanently filled.

Motion/second(Krause/Dallman) to approve the LTE for this position. Motion carried.

HR REPORT

- **Final Draft letter for Municipalities** – The letter was reviewed and approved.
- **Travel Policy** – Keller presented a draft policy for review. This will go to the Department Heads for comment.
- **Positions with outside funding** – Keller presented the positions in different departments that receive funding from non-levy dollars. Van Ness presented the amount of state/non-county funding for each department. Discussion was held.

HOW TO RAISE REVENUE

Schroeder stated that he is aware of discussions for beer being sold at the County Fair, charging a donation to get into the Fair or charging for parking at the Fair. The resolution for mandatory board launch fees will go to County Board this month.

REVIEW ORDINANCE 804-04 RELATING TO FILLING EMPLOYMENT VACACIES

The ordinance was reviewed and will be amended to include the Department head working with the HR Consultant when vacant positions are evaluated.

Motion/second(Krause/Dallman) to make the change and send to the County Board in April. Motion carried.

DISCUSSION LEAN TRAINING

Keller talked with David DiPietro of Workforce Economics and suggested that they prepare an overall assessment for the County needs.

Motion/second(Dallman/Sell) to have the overall assessment for the County Departments. Motion carried.

RESOLUTIONS/ORDINANCES

Relating to creating a new Account Clerk II Position in Child Support and Veteran's Service The resolution was signed.

CLERK'S REPORT None

VOUCHERS

Brenda Keller, Resources Consulting for January, 2009 in the amount \$3,155.03

Wisconsin Employment Relations, Grievance arbitration, \$400.00

Motion/second (Krause/Sell) to approve the vouchers. Motion carried

CLOSED SESSION

Motion/second (Sell/Krause) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Negotiations – change in employee hours: Grievances, exit interview (f) Personnel Medical History (g) confer with legal counsel to discuss pending litigation. Roll call vote, 4 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Sell/Krause) to resume open session. Roll call vote, 4 ayes – 0 nays, motion carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Dallman/Sell) to accept the 6 month evaluation for Shannon Juhsman. Motion carried.

Motion/second(Dallman/Sell) to approve the position change in the Maintenance Department from mail/clerk and have two maintenance/custodian positions. Motion carried.

COMMITTEE DISCUSSION

Long Range Plan: The city is requesting a bike trail on the County A property site. Construction bids will be opened on March 26th at 2 pm.

Next regular meeting: Tuesday April 16, 2009 at 3:00 pm.

Future Agenda items for action and discussion: Amend Ordinance 804-2004

ADJOURNMENT

Motion/second (Dallman/Krause) to adjourn at 5:05 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk