

PERSONNEL COMMITTEE MEETING
May 20, 2010

The meeting of the Personnel Committee was called to order by Secretary Marge Bostelmann at 4:00 PM on Thursday, May 20, 2010 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Dan Priske
Maureen Schweder
Gene Henke
Joanne Guden

Absent: John Zelenski

Also Present: Marge Bostelmann, County Clerk
Brenda Keller, HR Consultant
John Selsing, Corporation Counsel

Sheriff Mark Podoll
Chief Deputy Mark Putzke
Scott Weir, Maintenance

AGENDA

Motion/second (Schweder/Priske) to approve the agenda. Motion carried.

ELECTION OF OFFICERS

Bostelmann requested nominations for chairperson.

Priske nominated Joanne Guden as chairperson. No more nominations.

Motion/second (Henke/Priske) to close nominations and cast a unanimous ballot for Joanne Guden as Chair. Motion carried.

Bostelmann requested nominations for vice-chair.

Priske nominated Maureen Schweder as vice-chair. No more nominations.

Motion/second(Priske/Guden) to close nominations and cast a unanimous ballot for Maureen Schweder as vice-chair. Motion carried

Guden was seated as Chair.

MINUTES

Motion/second (Schweder/Priske) to approve the minutes of April 22, 2010. Motion carried.

CLOSED SESSION

Motion/second (Henke/Priske) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Employee Discipline, Grievances, Contract negotiations – Maintenance Schedule (g) conferring with legal counsel to discuss pending litigation. Roll call vote, 4 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

The Committee discussed a discipline in the AFSCME union.

Motion/second(Priske/Henke) to accept the evaluations for Jack Shead, Mary Smith, Betty Bradley and Joan Kush. Motion carried.

PUBLIC COMMENT – None

CORRESPONDENCE

WCA is presenting a seminar “Collective Bargaining and Binding Arbitration” on July 26th in Pewaukee.

Motion/second(Priske/Henke) to allow any Committee member, Bostelmann, Selsing and/or Keller to attend the seminar. Motion carried.

APPEARANCES – None

CARRYOVER OF VACATION – None

FILLING OF VACANT POSITIONS – None.

MAINTENANCE SCHEDULE

Keller and Weir explained that at last months Committee meeting the Committee approved a maintenance schedule of two maintenance/repair persons on 4-10 hour days and 2 custodians for 2nd shift scheduled from 4 pm to 12:30 pm. This was proposed to the union and they are not willing to approve the schedule change as approved by the P&I and Personnel Committees.

Motion/second(Schweder/Henke) to draft a joint resolution with the Property and Insurance Committee to eliminate the two custodian positions and create two 2nd shifts custodians 4 pm to 12:30 am. Motion carried.

REORGANIZATION OF MAINTENANCE DEPARTMENT INCLUDING MAINTENANCE TECHNICIAN

Keller and Weir explained that they received a retirement resignation from Paul Wagner. Keller explained that a job description has been developed for a maintenance technician. Keller is proposing that a new position of Maintenance Technician be created and filled with the maintenance/repair person position remain open until the first of the year. The new position can be absorbed by the Maintenance budget in 2010.

In 2011 when the position of maintenance/repair person is hired, the budget increase will hopefully be able to be minimal because of the saving in outside contracted maintenance services.

Motion/second(Priske/Henke) to approve the maintenance technician position and job description and send to the Property and Insurance Committee for a joint resolution to be drafted to create the position and send on to the June County. Motion carried.

Motion/second(Henke/Schweder) to authorize a limited term employee as needed for the summer up to 12 weeks. Motion carried.

HR REPORT

- Summary of Employment Laws: Keller presented a list of common acronyms utilized for human resource terminology and a brief summary of major laws of the Department of Labor.
- County Statistics/Wage Comparison: Keller gave the Committee a listing of state-wide, county statistics as well as a salary comparison for the Sheriff, Chief Deputy and Clerk of Courts.

RESOLUTIONS/ORDINANCES – None

CLERK’S REPORT

Bostelmann reported that Sara Radloff has been hired to replace Sue Wendt in her office, Sue’s last day was today and Sara will start on June 1.

VOUCHERS

Vouchers were presented in the amount of \$4,561.49

Motion/second(Priske/Henke) to approve the vouchers. Motion carried

COMMITTEE DISCUSSION

Long Range Plan: Bostelmann explained that the new building is on track for LEED silver certification.

Future meeting date: June 17, 2010 at 4:00.

Future agenda Items for action and Discussion:

ADJOURNMENT

Motion/second (Schweder/Priske) to adjourn at 5:30 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk