

PERSONNEL COMMITTEE MEETING

May 12, 2005

The meeting of the Personnel Committee was called to order by Chair Bernie Kasierski at 3:00 PM on Thursday, May 12, 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
Bob Podgorski, Highway

AGENDA

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

MINUTES

Motion/second(Dallman/Sell) to approve the minutes for April 14, 2005. Motion carried.

CORRESPONDENCE

Bostelmann presented a letter from Bob Jahn agreeing to the language changes in the State Patrol/Highway Maintenance Worker job description.

Kasierski stated that he has received correspondence from Laura Polcyn stating the numbers of shifts she has covered and how much overtime has been saved.

Carryover vacations

Requests were received from Mae Bentilla for 10.5 hours; Chris Schwalback for 24 hours and Irene Kutz for 13 hours.

Motion/second(Dallman/Krause) to approve the request as presented in accordance with county Policy. Motion carried.

APPEARANCES None

EVALUATE VACANT POSITIONS

Podgorski stated that the Highway Laborer position has been vacated through the posting process for the Highway Patrol/Highway position last month. Podgorski is requesting to post the Highway Laborer position and then advertise.

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

REVIEW JOB DESCRIPTION

Highway Laborer job description was presented in an updated format. One typo was noted and will be corrected.

REVIEW SHARED LEAVE PROGRAM ORD. #811-04

Keller stated that this Ordinance was passed last year with a required review in one year. The Sheriff's office stated that the leave was very helpful in the Law Enforcement program. Bostelmann stated that the Sheriff praised the policy.

Motion/second(Hollander/Sell) that the shared leave policy extension be approved and that the policy become a part of the Policies & Procedurals Manual. Motion carried.

This will be brought back to the Committee with the other Personnel Policy Manual modifications.

HR REPORT

- **Review revisions to Personnel Policy and Procedures Manual and Non-Union Handbook:** Keller presented proposed language for limited term benefits to be consistent with benefits. The language for the number of days an employee could be suspended was discussed. The manual will be revised to delete "for up to three (3) days". The table of contents will also be changed to an alphabetical order.
Motion/second(Krause/Sell) to approve the language as presented. Motion carried.
- **Review Assembly Bill 361:** The bill relates to changing the retirement dated from age 55 to age 59.5.
- **Review Information from Fox Valley Labor Negotiations Meeting 5/11/05:** Keller explained one of the major topics of discussion was what had happened in the City of Oshkosh relating to the termination of an employee for unauthorized use of a computer.

CLOSED SESSION

Motion/second(Dallman/Sell) to move into closed session per ss. 19.85(1)(c)(g) to discuss employee evaluations. 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.

Motion/second(Sell/Hollander) to approve the probationary evaluations for Jennifer Zahnow, Jayne Jacobson and Scott Cody. Motion carried.

RESOLUTIONS/ORDINANCES

Sheriff's resolution handed out for next month's agenda.

CLERK'S REPORT None

VOUCHERS

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

COMMITTEE DISCUSSION

Next regular meeting: June 16, 2005 at 3:00 pm.

Future Agenda Items: Carryover of vacation days, Fair Labor Issue, Ordinance revision for Shared Leave, April 19th minutes

ADJOURNMENT

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

Submitted by,

Margaret Bostelmann
County Clerk