

## PERSONNEL COMMITTEE MEETING

November 19, 2009

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, November 19, 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  
Bob Krause  
Elden Dallman  
Howard Sell  
Maureen Schweder

Also Present: Marge Bostelmann, County Clerk  
Orrin Helmer, County Board Chair  
John Selsing, Corporation Counsel  
Brenda Keller, HR Consultant  
Linda Van Ness and LeRoy Dissing, HHS Department  
Sheriff Podoll and Chief Deputy Mark Putzke  
Bob Podgorski and Becky Pence of the Highway Department

Also Present: Missy Sorenson, Jeri Lowe, Dawn Brantly, Al Shute Missy Zamzow and Leone Seaman

### AGENDA

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

### MINUTES

*Motion/second (Schweder/Dallman)* to approve the minutes of October 20 and 22, 2009 and November 4 and 9, 2009. Motion carried.

### CLOSED SESSION

*Motion/second (Dallman/Schweder)* to move into closed session per ss. 19.85(1)(c) Exit Interview; Evaluations, Personnel Matters, Union Negotiations Planning; (g) conferring with legal counsel to discuss pending litigation and approval of outside counsel. Roll call vote, 5 ayes – 0 nays, motion carried.

### RESUME OPEN SESSION

*Motion/second (Sell/Krause)* to resume open session. Roll call vote, 5 ayes – 0 nays, motion carried.

### ANNOUNCE FINDINGS OF CLOSED SESSION

The Committee discussed negotiation strategies and listened to an exit interview.

### PUBLIC COMMENTS – None

**CORRESPONDENCE** – None

**APPEARANCES** – None

**CARRYOVER OF VACATION** – None

**FILLING OF VACANT POSITIONS - Health & Human Services**

Mental Health Case Worker: Dissing explained the position and need. Dissing explained the job description change.

Youth Service Specialist: Dissing explained the position and need.

*Motion/second(Dallman/Schweder)* to approve filling both positions. Motion carried.

**FILLING OF VACANT POSITIONS - Highway**

**Part-time Office Position:**

*Motion/second(Schweder/Sell)* to approve filling the position. Motion carried.

**Full-time Grader Operator:** Podgorski stated that the position was filled by the most senior person. A labor position was opened, but Podgorski is not requesting the position be filled at this time.

**REVIEW REGISTER IN PROBATE DEPARTMENT STAFFING**

Judge McMonigal explained the vacancy in the position of Register in Probate. He explained the difference between the Register in Probate who in years past was the Clerk of the County Court and Clerk of Circuit Court. He investigated a plan of combining the Register in Probate and the Clerk of Courts. After research he abandoned the idea. Tami Eisenga will take the position of Register in Probate with the Judicial Assistant position being filled. He stated that the job description for the Judicial Assistant will need to be updated. The revised Judicial Assistant/Register in Probate Assistant job description will be presented next month and also filling the position. Eisenga has worked well beyond the call of duty by coming in early and staying late. Brenda Sosinsky has also contributed her time to help keep up and it is much appreciated by the Judge.

**JOB SHARING**

**CROSS TRAINING WITHIN DEPARTMENTS & ADMINISTRATION**

This has been discussed with department heads. Department Heads are receptive to cross training and working together.

**HR REPORT**

- **FYI – New FMLA Brochure** – Keller presented a revised brochure for employee use.
- **Information from Fox Valley Labor Negotiators** – Keller discussed issues discussed at the Negotiators group. Contracts have been reopened in some municipalities based on economic constraints. Settlements from Calumet County were presented.

**RESOLUTIONS/ORDINANCES**

**Creating a Full-Time Nurse Practitioner Position:** Van Ness and Dissing presented an

amendment to the resolution which was submitted to the County Board in November and tabled. Discussion was held on Roberts Rules and the fact that the resolution was tabled to the December meeting. The resolution will be submitted in December with an amendment.

**Motion/second(Dallman/Sell)** to approve the amendment to the resolution. Motion carried.

**CLERK'S REPORT** – None

**VOUCHERS**

Voucher for Brenda Keller, HR Consultant in the amount of \$3,155.03

Voucher for WPPA Arbitration Costs of \$400.00

Voucher for Davis & Kuelthau for consulting services of \$94.00

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

**COMMITTEE DISCUSSION**

Schroeder brought up the insurance meeting that was held last evening explaining the Network Health Plan and the WCA Group Health Trust Plan.

**Long Range Plan:** No discussion.

**Future meeting date:** Regular meeting on December 17<sup>th</sup> at 1 PM.

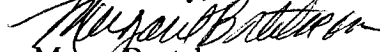
Union Negotiations: December 7<sup>th</sup> at 4:30 – Highway Union; December 9<sup>th</sup> at 4:30 – Courthouse Union; December 14<sup>th</sup> at 4:30 – Professional Union; December 17<sup>th</sup> at 3:00 PM with WPPA.

Future agenda Items for action and Discussion:

**ADJOURNMENT**

**Motion/second (Sell/Dallman)** to adjourn at 4:15 PM. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk