

PERSONNEL COMMITTEE MEETING

November 15, 2007

The meeting of the Personnel Committee was called to order by Vice-Chair Margaret Hollander at 3:00 PM on Thursday, November 15, 2007 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: John Brennan
Margaret Hollander
Bob Krause
Gene Schroeder
Elden Dallman

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
Carla Hardgrave, UWEX Ag agent
LeRoy Dissing, HHS Deputy Director

AGENDA

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

MINUTES

Motion/second (Schroeder/Dallman) to approve the minutes of October 11, 2007. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES None

CARRYOVER OF VACATION

Kathy Doro is requesting to carryover 1 day of vacation.

Motion/second(Hollander/Schroeder) to approve the carryover request from Kathy Doro in accordance with County policy. Motion carried.

FILLING OF VACANT POSITIONS

CRD Position – UWEX office: Jeff Hoffman has accepted the CRD position in Dodge County and will be leaving the County as of January 1.

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

Discussion held. Hollander explained that the Committee reviewed the position in accordance with County policy. The job description was presented, no changes were made. Hollander explained that the position is a State position and that the County pays 40% of the position to the State.

Motion carried.

UPDATE PSYCHIATRIC NURSE DESCRIPTION

LeRoy Dissing explained that HHS has advertised for the position three times and has not been able to find anyone qualified. One person does not have the 4 year degree, but would be

qualified to do the job. Dissing is requesting that the job description be changed with the statement "OR any combination of education and relevant experience necessary to meet the program requirements of the CSP/CCS for a Registered Nurse". Dissing has discussed this with the union.

Motion/second(Schroeder/Dallman) to approve the changes in the job description and the posting of the position. Motion carried.

REVIEW JOB DESCRIPTIONS – PURCHASING AND MAINTENANCE DEPARTMENT

The updated job descriptions were approved by the P&I Committee at their November 6th meeting. *Motion/second(Schroeder/Hollander)* to accept the updated job descriptions. Motion carried.

HR REPORT

- Review Hiring Freeze – Keller was asked by the Finance Committee Chair to discuss a hiring a freeze with the Finance Committee. Keller explained that she attended the Finance Committee and explained that the County has an ordinance to look at all vacant positions for classification, job description update, need to fill or modify. She believes that the County already addresses this issue through the ordinance and does not need to do anything more.
- Discuss request from Finance to pursue hiring Personnel Director/County Administrator – Keller stated that at the Finance Committee she attended, she explained that if a County Administrator was hired, the role of County Committees will change. She also stated that the duties of the position should be determined. She also stated that her hours were reduced and she believes that HR should probably have more time given to the responsibilities. Keller stated that she has job descriptions and salary ranges for both positions. Discussion was held. No action taken at this time.
- Review Cost Savings Ideas/Letter to Finance Committee – Keller sent out a list of cost savings ideas that can be reviewed and possibly implemented. This will be brought to the department heads for discussion at the January Department Head meeting.
- CD entitled "Lifecycle of a Public Employee – Keller stated that she has the CD available for the committee members to look at. It is about 1 ½ hours.
- Time Clock for Maintenance and Highway – Keller stated that there are a few concerns she has with required record keeping of when employees start, take lunch breaks or leave for the day. She also mentioned that employees are paid for the day they receive their payroll check. She would like to propose a way that the pay day can be changed and five days held. This will be discussed next month.
- Review Proposed Maintenance Shift Schedule – No discuss. The Property and Insurance committee has not made a recommendation. This will be brought back next month.

- Employed Caregiver Survey – Keller explained that many employees, while holding down fulltime jobs, now have elderly parents to care for and grandchildren to care for. Green Lake County has been given a grant to survey employees through UWEX. The survey will be sent electronically and will take about ten minutes for employees to fill out.

Motion/second(Hollander/Schroeder) to approve the survey for employees. Motion carried.

RESOLUTIONS/ORDINANCES None

CLERK'S REPORT:

Whole Life Insurance – Bostelmann explained that she was approached by a representative from the Benefit's Company. They have a whole life insurance policy that can be sold to employees through a payroll deduction. Discussion held. Committee is not in favor of offering additional benefits at this time.

Motion/second(Schroeder/Dallman) not to offer whole life insurance through payroll deductions to employees at this time. Motion carried.

VOUCHERS

Brenda Keller, Resources Consulting for November 2007 in the amount \$3,078.08

Motion/second (Dallman/Krause) to approve the voucher. Motion carried

CLOSED SESSION

Motion/second(Hollander/Schroeder) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Contract disputes, and (g) confer with legal counsel. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Schroeder/Dallman) to accept the 6 month evaluation for Katie Douglas and have Bostelmann discuss the timing of the evaluation with the Department Head. Motion carried.

COMMITTEE DISCUSSION

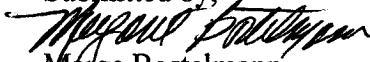
Next regular meeting: December 13, 2007 at 3:00 pm.

Future Agenda items for action and discussion: Time sheets/time clock,

ADJOURNMENT

Motion/second(Hollander/Krause) to adjourn at 4:20 PM. Motion carried.

Submitted by,


Marge Bostelmann
County Clerk