

## PERSONNEL COMMITTEE MEETING

October 11, 2007

The meeting of the Personnel Committee was called to order by Vice-Chair Margaret Hollander at 3:00 PM on Thursday, October 11, 2007 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Margaret Hollander  
Gene Schroeder  
Elden Dallman

Absent: John Brennan  
Bob Krause

Also Present: Marge Bostelmann, County Clerk  
Orrin Helmer, Board Chair  
Brenda Keller, HR Consultant  
Judy Street, Child Support  
Mark Putzke, Chief Deputy

### AGENDA

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

### MINUTES

*Motion/second (Schroeder/Dallman)* to approve the minutes of September 13, 2007. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES None

### CARRYOVER OF VACATION

Karen Davis is requesting to carryover 6 days of vacation.

*Motion/second(Dallman/Hollander)* to approve the carryover request for Karen Davis in accordance with County policy. Motion carried.

### FILLING OF VACANT POSITIONS

Maintenance Custodian – The Property and Insurance Committee recommends that the position be filled after the budget is passed and the funding is available. An updated job description was presented.

*Motion/second(Schroeder/Dallman)* to approve the updated job description and filling the position when the 2008 budget is passed. Motion carried.

Child Support Administrator – Judy Street appeared and stated that she has presented the need to fill the position of Child Support Administrator to the Law Enforcement Committee and they approved filling this position. Street is requesting that Terry Stellmacher be promoted to the Administrator position. The Judicial Law Enforcement Committee also approved the promotion. The committee discussed if the position should be filled without outside advertising. Past

practice has been to advertise for all non-represented positions. The position will be advertised and Keller will review the current policy language and propose a change outlining a procedure for internal promotions to non-represented positions and from one union to another union. ***Motion/second(Schroeder/Dallman)*** to approve filling the position. Motion carried.

### **CHILD SUPPORT OFFICE FUNCTIONS**

Street explained the positions in her office and how they function.

### **WELLNESS POLICY LANGUAGE**

Keller presented the following statement to be incorporated into our County Personnel Policy:

*Green Lake County is dedicated to providing a work environment that supports and encourages employee and workplace health. To that purpose, Green Lake County encourages healthy eating habits, physical activities and employee participation in worksite wellness programs, Green Lake County offers an Employee Assistance Program to promote mental and emotional health.*

***Motion/second(Hollander/Schroeder)*** to approve the wellness language. Motion carried.

### **HR REPORT**

- Information from Fall WACPD Conference – Keller sent information from the conference to the Committee. One workshop presented information about a dedicated clinic program to reduce health insurance costs and one workshop explained generations.
- Review correspondence sent to AFSCME and WPPA regarding Secondary Employment and Employee Status Definitions – Keller sent the language out and did not hear any comments.
- Discuss participating in the Wisconsin Public Sector Salary Survey –Keller presented information. Discussion held. The county will not participate this year.

### **RESOLUTIONS/ORDINANCES**

Ordinance amending Ordinance 811-04 Personnel Policy and Procedure Manual. The amendment relates to condition of employment, secondary employment and clarification of limited term employees under the Glossary of Terms.

***Motion/second(Schroeder/Dallman)*** to approve the Ordinance and send on to the County Board. Motion carried.

**CLERK'S REPORT:** Related to agenda items.

### **VOUCHERS**

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

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

### **CLOSED SESSION**

***Motion/second(Schroeder/Dallman)*** 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, 3 ayes – 0 nays, motion carried.

**RESUME OPEN SESSION**

*Motion/second(Schroeder/Dallman)* to resume open session. Roll call vote, 3 ayes – 0 nays, motion carried.

**ANNOUNCE FINDINGS OF CLOSED SESSION**

The unfair labor practice between Green Lake County and the AFSCE unions has been resolved.

**COMMITTEE DISCUSSION**

**Next regular meeting:** November 15, 2007 at 3:00 pm.

**Future Agenda items for action and discussion:**

**ADJOURNMENT**

*Motion/second(Schroeder/Dallman)* to adjourn at 4:10 PM. Motion carried.

Submitted by



Marge Bostelmann

County Clerk