

PERSONNEL COMMITTEE MEETING

April 10, 2008

The meeting of the Personnel Committee was called to order by Chair John Brennan at 3:00 PM on Thursday, April 10, 2008 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
Brenda Keller, HR Consultant
LeRoy Dissing, HHS Deputy Director
Sheriff Mark Podoll
Mark Putzke, Chief Deputy
Tom Wishman, AFSCME Representative
Missy Zamzow and Tracy Soda, AFSCME Union officers

AGENDA

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

MINUTES

Motion/second (Schroeder/Krause) to approve the minutes of March 13, 2008 as presented and the minutes of March 18, 2008 correcting to indicate Brennan and Krause were absent. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES None

DISCUSSION ON PAY PRACTICES AND PROCEDURES FOR BOAT PATROL

Putzke stated that Law Enforcement would like to pay the LTEs a wage that is less than the union wage for boat patrol and pay the LTE employees according to the fair labor standards. The Law Enforcement Committee will recommend the wage to the Personnel Committee. Putzke recommends a wage of \$18.00 per hour for the position.

Motion/second(Schroeder/Krause) to approve the wage of \$18.00/hour for the LTE boat patrol pending approve by the Law Enforcement Committee. Motion carried.

CARRYOVER OF VACATION None

FILLING OF VACANT POSITIONS None

HR REPORT

- Amendment to Personnel Contract – Keller presented language for an internal hiring policy outside of the union posting. *Motion/second(Schroeder/Hollander)* to approve adding the

amendment to the Personnel Discussion was held. Wishman will be here to get the union perspective and the motion was withdrawn until Wishman is consulted. Wishman commended the County on the proposal language change. Keller will still send correspondence to the unions making sure it is understood that if an employee changes from one union to another or to a non-represented position that their job will not be available to go back to if the new position does not work out. **Motion/second(Schroeder/Hollander)** to approve adding the amendment to the Personnel Policies and Procedures Manual and send to County Board in May. Motion carried.

- Employee suggestions – Keller explained that employees are requesting a bike rack for employees in the County parking lot at the Courthouse and HHS.
Motion/second(Schroeder/Dallman) to send this request to the Property and Insurance Committee. Motion carried. Keller stated that a request for “employee parking only” signs be placed in the Courthouse parking lot. **Motion/second(Schroeder/Krause)** to send this on to the Property and Insurance Committee. Motion carried. A request for an air quality study at the HHS building and that the lighting in the HHS offices be looked at because of eye strain.
Motion/second(Schroeder/Hollander) to send the request on to the Property and Insurance Committee for review. Motion carried.
- Information about automated timekeeping system – Keller stated that she, Evans, Hutchison, Sweeney and Bostelmann had a phone conference with Kronos regarding an automated time system. No cost has been received at this time. Wishman appeared to respond to the record keeping and changing the pay day. He stated that the time clock and time sheet are a management right. The time clock and sheet procedure grace period should be the same. That should be put in writing so that everyone knows the cut off. Wishman also discussed with the three union bargaining teams and believe that the holding of 10 days is a financial impact and that this should be bargained in the next contract. Discussion was held on any compromise that can be made to accomplish the holding of days.
- Internal recruitment procedures – Keller recommends that she, Podoll and Putzke attend the Effective Collective Bargaining Strategy Involving Arbitration of Police and Fire Disciplinary Matters in Stevens Point on May 12, 2008. The cost is \$20/per person plus lunch.
Motion/second(Hollander/Dallman) to approve Keller attending the training. Motion carried.

RESOLUTIONS/ORDINANCES

Relating to Personnel Policy and Procedures Manual: Relating to Wellness and hiring of limited term employees

Motion/second(Krause/Hollander) to pass the ordinance on to the County Board for approval. Motion carried.

CLERK’S REPORT: None

VOUCHERS

Brenda Keller, Resources Consulting for February 2008 in the amount \$3,078.08

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

CLOSED SESSION

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

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Dallman/Krause) to accept the probationary evaluation for Lori Leahy, Justin Dolske and request the evaluation for Allison Kananaugh be redone. Motion carried.

Motion/second(Krause/Schroeder) to implement the time sheets and time clocks for County employees on May 8, 2008. Motion carried.

Motion/second(Dallman/Schroeder) to send a letter to Wishman and Vander Bloomen requesting to open negotiations to establish a lag time between the end of the pay period and the payment of wages. Motion carried.

COMMITTEE DISCUSSION

Long Range Plan: Helmer reported that Potter Lawson will report to the County Board in August.

Next regular meeting: May 15, 2008 at 4:00 pm.


Future Agenda items for action and discussion:

John Brennan thanked the Committee members, Keller, Selsing, Helmer and Bostelmann for all the help give and thanked Hollander for her work on the Committee.

Motion/second(Dallman/Schroeder) to thank Hollander and Brennan for all the work and commitment to the County over the years they served as County Board Supervisors. Motion carried.

ADJOURNMENT

Motion/second(Krause/Dallman) to adjourn at 5:30 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk