

PERSONNEL COMMITTEE MEETING

June 12, 2008

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, June 12, 2008 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Schroeder Absent: Bob Krause
Elden Dallman
Maureen Schweder
Howard Sell

Also Present: Marge Bostelmann, County Clerk
John Selsing, Corporation Counsel
Brenda Keller, HR Consultant
Sheriff Mark Podoll

AGENDA

Motion/second(Sell/Schweder) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Dallman/Schweder) to approve the minutes of May 15, 2008 as presented. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES None

CARRYOVER OF VACATION None

UNPAID LEAVE

A request for unpaid leave was submitted by Allison Kavanaugh for medical reasons. The request is necessary because Kavanaugh has not been employed by Green Lake County long enough to fall under the FMLA. The request was approved by the Ag, Extension and Fair Committee.

Motion/second(Dallman/Sell) to approve the request for unpaid leave. Motion carried.

FILLING OF VACANT POSITIONS None

JOB DESCRIPTION - MAINTENANCE SUPERVISOR

Schweder explained that the P&I Committee reviewed the maintenance supervisor's job description again and added some additional requirements.

Motion/second(Schweder/Sell) to approve the amended job description. Motion carried.

HR REPORT

- Review Leave of Absence Language – Keller presented proposed language to address leave of absences in the personnel manual.
Motion/second(Dallman/Schweder) to approve the language and send it on to the County Board for approval
- Discuss Fitness for Duty Exams – Keller stated that an exam can be requested if the concern is job related. Keller stated that the job descriptions should be looked at and fitness standards can be written in the descriptions.
- *Motion/second(Dallman/Schweder)* for Keller to work with the Sheriff's Office to develop language to be included in the law enforcement job descriptions relating to fitness standards. Motion carried.
- Correspondence sent to AFSCME re: Highway vacancy – Keller wrote to Wishman and he called her after receiving the letter and stated he is not sure the union will accept the position going to non-union. No additional comments from the union objecting to the change have been received. Four internal postings were received. Preliminary interviews will start on June 17th and the Highway Committee will interview on June 23rd.
- Discuss alternatives for employees faced with higher cost of living – Keller presented some suggestions on cost savings measures that could be reviewed and implemented. Discussion was held. No action taken.

RESOLUTIONS/ORDINANCES None

CLERK'S REPORT: Related to agenda items

Bostelmann received a request from Kathy Munsey requesting approval for a limited term employee for the month on August at a cost of \$10 per hour. The person is an intern that will be working at Health & Human Services for 8 weeks during June and July. The additional time in August as an LTE will be to help with the wellness program with tobacco funds paying the salary. Discussion was held.

Motion/second(Sell/Schweder) to lay this over until the July meeting and get more information.

VOUCHERS

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

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

CLOSED SESSION

Motion/second (Dallman/Sell) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, (g) confer with legal counsel. Roll call vote, 4 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Dallman/Schweder) to resume open session. Roll call vote, 4 ayes – 0 nays, motion carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Sell/Schweder) to accept the probationary evaluation for Christian Lyons. Motion carried.

The Committee reviewed documentation from Greg Brewer of the EAP sessions with the maintenance department, the document will be distributed to the maintenance employees and the manager.

COMMITTEE DISCUSSION

Long Range Plan: Schroeder stated that a financial advisor will be here on Tuesday to discuss bonding and financing for the justice center/HHS project. Discussion was held.

Next regular meeting: July 10, 2008 at 3:00 pm.

Future Agenda items for action and discussion: LTE request from HHS.

ADJOURNMENT

Motion/second(Sell/Schweder) to adjourn at 4:25 PM. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk