

PERSONNEL COMMITTEE MEETING

March 13, 2008

The meeting of the Personnel Committee was called to order by Chair John Brennan at 3:00 PM on Thursday, March 13, 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
Molly Spaulding, UWEX Family Living agent
Sheriff Mark Podoll
Al Shute, Land Use Director

AGENDA

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

MINUTES

Motion/second (Dallman/Schroeder) to approve the minutes of February 19, 2008. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE

Bostelmann presented a letter from Bob Podgorski that he has hired Hannah Lueneburg to work Part-Time in the Highway department while one of the employees is on Family Medical Leave. Hannah currently works part time in the Register of Deeds office.

APPEARANCES

Molly Spaulding – Update of Employee Caregiver Survey: Spaulding the Caregiver survey completed by County employees indicated that 68% of the employees who filled out the survey are caregivers. 66% provide care for parents or in-laws, 24% stated that it affects they employment and 73% have missed work because of it. Spaulding is planning training during lunch hours and after work for employees who want to attend.

CARRYOVER OF VACATION

A request was submitted from Terry Stellmacher to carry over 6 days of vacation time.
Motion/second(Schroeder/Krause) to approve the request from Stellmacher in accordance with County policy. Motion carried.

FILLING OF VACANT POSITIONS

Child Support: Gene Schroeder explained that Terry Stellmacher appeared at the Law Enforcement Committee yesterday to request permission to post the Child Support Family Specialist Case Manager position. The position was vacated when Jeanne Theune posted into the Specialist I

Position.

Motion/second(Schroeder/Hollander) to approve filling the position of Child Support Specialist I.
Motion carried.

Maintenance Supervisor Position:

The job description for the Maintenance Supervisor has been reviewed by the P&I Committee and was sent to the Personnel Committee for approval. The description has been modified to add computer skills and updated the position.

Motion/second(Hollander/Dallman) to approve the job description and filling the position. Motion carried.

SUMMER INTERN JOB IN LAND CONSERVATION

A letter was presented from Jim Hebbe stating that the Land Conservation Department will be posting the summer LTE position. The position is for 480 hours with pay of \$12.00/hour. The position is in the 2008 budget.

ADDITIONAL COMPENSATION FOR CORPORATION COUNSEL AND PART-TIME SECRETARY

The Administrative Committee is recommending approval to increase Selsing's salary by \$10,000 annually and approve an additional \$10,000 for a secretarial allowance for the assistant corporation counsel. Selsing explained the added demands for emergency detentions for alcohol and mental commitments. Discussion was held.

Motion/second(Dallman/Hollander) to approve the resolution and send it on to the County Board..
Motion carried, 4 ayes and 1 nay (Schroeder).

HR REPORT

- Discuss timesheets and time clock – Keller explained that she is proposing that 10 days of pay be held back and that this procedure begin on May 8th. She presented a draft time sheet. Discussion was held.
Motion/second(Brennan/Hollander) to move forward on implementing the timesheet and pay delay schedule and have Keller send correspondence to the union representatives. Motion carried.
- Time Clock Procedure – Keller presented a protocol for use of time clocks. The protocol will be sent to the unions. Discussion was held on why certain departments have time clock and other will have time sheets.
- Amendment to Non-Represented Handbook – The amendment to the non-represented hand book was presented. The correction will make the sick bank language the same as the union contracts.
- Amendment to Personnel Manual – Keller presented an amendment related to LTEs. This will be sent to the County board in April
- ***Motion/second(Schroeder/Krause)*** to approve the amendment and send it on to the County Board in April. Motion carried.
- Information from Fox Valley Labor Negotiators – Keller explained information from the the

Fox Valley Labor Negotiators group.

RESOLUTIONS/ORDINANCES

Relating to Amending Non-Represented handbooks: *Motion/second(Schroeder/Krause)* to pass the ordinance on to the County Board for approval. Motion carried.

Relating to Increased Compensation in Corporation Counsel's Office – Acted on above.

CLERK'S REPORT: None

VOUCHERS

Brenda Keller, Resources Consulting for February 2008 in the amount \$3,078.08
Motion/second(Krause/Hollander) to approve the voucher. Motion carried

CLOSED SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Krause/Schroeder) to accept the annual evaluation for Al Shute and Bob Podgorski and probationary evaluation Bryn Ceman. Motion carried.

COMMITTEE DISCUSSION

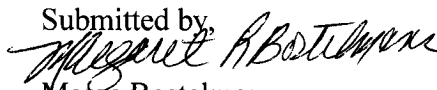
Long Range Plan: Brennan explained to the Committee that Potter Lawson and Samuels have met with the Sheriff, the Judge and Health and Human Service Director. Berner will be at the March and April County Board to give updates.

Next regular meeting: Special meeting March 18th at 4:00 pm for WPPA grievances and the regular meeting April 10, 2008 at 3:00 pm.

Future Agenda items for action and discussion: Long Range Plan,

ADJOURNMENT

Motion/second(Hollander/Krause) to adjourn at 5:25 PM. Motion carried.

Submitted by

Marge Bostelmann
County Clerk