

PERSONNEL COMMITTEE MEETING

October 16, 2008

The meeting of the Personnel Committee was called to order by Vice-Chair Elden Dallman at 3:00 PM on Thursday, October 16, 2008 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Elden Dallman
Maureen Schweder
Bob Krause
Howard Sell

Absent: Gene Schroeder

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Dan Priske, County Board Vice-Chair
Jeff Haase, Corporation Counsel
Brenda Keller, HR Consultant
Mark Podoll, Sheriff

AGENDA

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

MINUTES

Motion/second (Schweder/Krause) to approve the minutes of September 11 with typo corrected and approve the minutes of September 25, 2008 as presented. Motion carried.

PUBLIC COMMENTS

CORRESPONDENCE – None

APPEARANCES

Scott Weir appeared to answer questions about the changes in the Maintenance employees job descriptions.

Motion/second(Schweder/Krause) to approve the Maintenance Job Descriptions. Motion carried.

CARRYOVER OF VACATION

Dissing presented a request from Ed Schuh and Deb Lyons. Each one is requesting to carryover 2 days of vacation. The vacations will be used according to County policy. These were received after the HHS Board meeting. They will need to be approved at the next HHS Board meeting.

Motion/second(Krause/Schweder) to approve the carryover of 2 days vacation for Ed Schuh and 2 days vacation for Deb Lyons in accordance with County policy. Motion carried.

FILLING OF VACANT POSITIONS – None

HR REPORT

- Review job descriptions for Law Enforcement positions – Keller presented updated job descriptions for all Law Enforcement personnel. The format was changed to conform to the County standards. The statements of “The Department reserves the right to assess the medical and physical fitness of each employee’s ability to fully perform the expected duties of the position” and “Ability to meet department standards of physical condition” were added, and words have been changed to better clarify and identify the actual work duties. The changes were approved by the Law Enforcement Committee

Motion/second(Schweder/Krause) to approve the job descriptions as presented. Motion carried.

Keller would like to work with each department and update the job descriptions of all the county positions.

- Information from Fox Valley Labor Negotiations – The Committee reviewed information.
- Review comparisons for benefits – Keller presented a comparison on dental, optical and long term disability with other Counties.

ANALYSIS OF ALL COUNTY POSITIONS

Gene Schroeder sent a letter requesting an analysis of all county position in preparation of the 2010 budget. Discussion was held relating to services that are provided and how economics impact the work load.

Motion/second(Krause/Schweder) to direct Keller to present an outline on how county positions and services can be analyzed to determine essential and non essential services and position in anticipation of future budget challenges. Motion carried.

RESOLUTIONS/ORDINANCES – None

CLERK’S REPORT Discussed under agenda items.

VOUCHERS

Brenda Keller, Resources Consulting for October 2008 in the amount \$3,155.03

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

CLOSED SESSION

Motion/second(Schweder/Krause) to move into closed session per ss. 19.85(1)(c) Evaluations, Grievance, Personnel Matters, Negotiations regarding 12 hour shifts WPPA Union (g) confer with legal counsel to discuss pending litigation. Roll call vote, 3 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Krause/Schweder) to resume open session. Roll call vote, 3 ayes – 0 nays, motion

carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Schweder/Krause) to accept the continuation of the Patrol 12 hour 4/5 schedule and implement the 12 hour 4/5 schedule for dispatch in 2009. Motion carried.

Motion/second(Krause/Schweder) to request Attorney Jim Macy review a concern relating to fair labor standards. Motion carried.

COMMITTEE DISCUSSION

Long Range Plan: Samuel's Group will be giving an update on the plan at the County Board meeting. Discussion was held on financing the project.

Next regular meeting: November 13, 2008 at 3:00 pm.

Future Agenda items for action and discussion: Analysis of all County Positions

ADJOURNMENT

Motion/second(Krause/Schweder) to adjourn at 4:30 PM. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk