

PERSONNEL COMMITTEE MEETING

September 13, 2007

The meeting of the Personnel Committee was called to order by Chair John Brennan at 2:00 PM on Thursday, September 13, 2007 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: John Brennan
Gene Schroeder
Bob Krause
Margaret Hollander
Elden Dallman

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
Al Shute – Land Use Director
LeRoy Dissing, HHS Deputy Director

AGENDA

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

MINUTES

Motion/second (Schroeder/Dallman) to approve the minutes of August 16, 2007. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES None

CARRYOVER OF VACATION None

FILLING OF VACANT POSITIONS

Al Shute appeared to request permission to fill the code enforcement officer left vacant by Bernie Sorenson who resigned to pursue a career in law enforcement. Discussion was held on the tight budget for 2008 and if this position should be filled if layoffs will take place after the first of the year.

Motion/second(Hollander/Schroeder) to approve filling the position once the budget is finalized and funding is available. Motion carried.

SECONDARY EMPLOYMENT

Keller presented language to amend the wording of the Secondary Employment Policy to read "All secondary employment shall be in compliance with Section X, Code of Ethics, subsection, "Conflict of Interest"

Motion/second(Dallman/Krause) to approve the amendment and send it on to the County Board in October. Motion carried.

LIMITED TERM EMPLOYEE – DEFINITIONS

Keller presented definitions of employments for regular full time, regular part-time, part-time, limited term employee, seasonal and on-call or occasional employees.

Seasonal and on-call or occasional employees are new definitions.

Discussion held; seasonal, on-call and occasional employees will be included in the Limited Term Employee definition. Keller will send the definitions to the unions as notification.

HR REPORT

- Information Regarding Bicycle Rack – Keller drafted a letter to send to Michele Polzer, Park & Recreation Director for the city requesting a bike rack near the courthouse. *Motion/second(Hollander/Krause)* to approve the letter drafted by Keller and have her send it on to Polzer.
- Requested information regarding Corporation Counsel Position – Keller gathered information from other Counties related to Corporation Counsels on employee vs. contracted status, number of hours worked, clerical support, and number of assistant corporation counsels. The information was sent to the Committee.
- Info from Survey of 2008 Settlements. Keller presented information from other Counties who have settled contract for 2008.

RESOLUTIONS/ORDINANCES None

CLERK'S REPORT:

Green Lake County Wellness Program: Bostelmann presented a request from the Health Department to include language promoting a wellness policy as part of the County Personnel Policy and Procedures manual. Discussion held. Keller will re-word a statement to present to the Committee next month for consideration to be included in the Personnel Policy and Procedure manual.

VOUCHERS

Brenda Keller, Resources Consulting for October 2007 in the amount \$3,078.08
Motion/second (Schroeder/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, Contract disputes, and (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

The committee accepted the written exit interview of Arlen Leppin. A settlement drafted by WERC was presented for contract settlement and discussed.

COMMITTEE DISCUSSION

Helmer stated that the he was notified that the restrooms at HHS have been changed from men and women restrooms to unisex restrooms. He stated that the change resulted from an employee suggestion presented to the Personnel Committee. He stated that the Personnel Committee did not have authority to approve that type of change and that it should be gone to the Property and Insurance Committee for approval.

Next regular meeting: October 11, 2007 at 3:00 pm.

Future Agenda items for action and discussion: Wellness language, Ordinance amendment for secondary employment and definitions of limited term employees.

ADJOURNMENT

Motion/second(Hollander/Krause) to adjourn at 4:00 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk