

PERSONNEL COMMITTEE MEETING

September 15, 2005

The meeting of the Personnel Committee was called to order by Chair Bernie Kasierski at 3:00 PM on Thursday, September 15, 2005 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Bernie Kasierski
Margaret Hollander
Bob Krause
Elden Dallman
Howard Sell

Also Present: Marge Bostelmann, County Clerk
Brenda Keller, HR Consultant
John Selsing, Corporation Council
Mike Handel, Sheriff
Al Shute, Land Development Office
Dan Priske, Chair, Finance Committee
Ellen Plantz for exit interview
Marti McConnell for exit interview

AGENDA

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

MINUTES

Motion/second(Hollander/Sell) to approve the minutes for August 11, 2005. Motion carried.

CORRESPONDENCE

LeRoy Dissing sent correspondence requesting the approval of unpaid leave for 8 to 10 weeks for Jennifer Stanek who was hired in July and gave birth to a baby girl on September 3rd.
Motion/second(Dallman/Krause) to approve the unpaid leave for Jennifer Stanek. Motion carried.

APPEARANCES

EVALUATE VACANT POSITIONS

Al Shute appeared to discuss the vacant clerical position in the planning and zoning department. The position was reviewed and Shute made recommendations to the Planning & Zoning committee, which the Committee approved. Shute is recommending that the position be changed from clerical to a third code enforcement position. He recommends that the clerical duties be distributed throughout the department as appropriate. Many of the duties would go to the Administrative Assistant and the Planning & Zoning Committee recommends that with the additional responsibilities the position be upgraded to the same pay rate as the Administrative Assistant in Land Conservation. Shute also stated that with the update of the Floodplain Ordinance more requirements are being put on the Code Enforcement Officers.

Motion/second(Hollander/Krause) to approve the recommendation to the board to eliminate the Secretary/Bookkeeper position and create a third code enforcement officer. Motion carried. Kasierski requested that Shute bring the cost figures to increase the Administrative Assistant in Planning & Zoning pay to the same as the Administrative Assistant in Land Conservation.

Elden Dallman explained that William Steber, Clinical Therapist and Rebecca Caldwell, Juvenile Court Dispositional Worker have resigned. The HHS Board recommends filling both positions as is.

Motion/second(Dallman/Krause) to approve filling the vacant positions. Motion carried.

CARRY OVER VACATIONS

Jerry Beuthin requested approval to carry over 2 days of vacation in accordance with County Policy.

Motion/second(Krause/Sell) to approve the carryover of vacation time for Jerry Beuthin. Motion carried.

HR CONTRACT

The committee signed the new Contract for two years.

HR REPORT

- **Request for attendance at the WACPD meeting:**
Motion/second(Hollander/Sell) to approve Keller attending the WACPD meeting. Motion carried.
- **Discuss Personal Profile for Personnel Quarterly:**
Keller stated that County morale might be increased with Green Lake Employees being focused on in the monthly HR newsletter that Keller receives.
Motion/second(Hollander/Dallman) that Keller proceed with doing a personal profile for County employees to submit to the newsletter. Motion carried.
- **Discuss Income Tax Regulations for Company Owned Vehicles:** Discussion was held on how County owned vehicles, which are taken home by employees, are being used. The IRS rules were discussed. The difference between the Highway Commissioner and Superintendents taking their cars home and Law Enforcement marked and unmarked cars being taken home. Handel stated that the marked cars are only used when the employee is on duty and that the unmarked cars are allowed to be used for personal use. Keller will get more information for next month.
- **Information from Fox Valley Labor Negotiations:** Keller reported on the negotiation group, which met yesterday. Cutting budgets was the main topic of discussion and Keller presented a list of what type of reductions were proposed.

RESOLUTIONS/ORDINANCES

Relating to the Creating of a Part-time Deputy Sheriff assigned to Patrol. Handel explained how a part time employee rather than a full time employee could be assigned in a way to be

more cost effective.

Motion/second(Sell/Hollander) to approve the resolution and send it to the County Board. Motion carried.

WCA RESOLUTION

The Committee reviewed the WCA resolutions no recommendations were given for the Board Chair on the resolutions.

CLERK'S REPORT

VOUCHERS

Brenda Keller	Consulting	\$2,994.08
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Motion/second(Hollander/Sell) to approve the voucher. Motion carried.

CLOSED SESSION

Motion/second(Dallman/Sell) to move into closed session per ss. 19.85(1)(c)(f)(g) to discuss employee evaluations, personnel matters, personnel discipline, WPPA grievance, confer with legal counsel, exit interview. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

Motion/second(Hollander/Dallman) to approve the evaluations for Dave Mendleski, Judy Street, Gary Podoll and Linda Van Ness Motion carried.

Motion/second(Dallman/Krause) to approve implementing the stipulation agreed to by the WPPA Attorney relating to the retirement of the a WPPA employee. Motion carried.

COMMITTEE DISCUSSION

Next regular meeting: October 13, 2005 at 3:00 pm.

Future Agenda Items: Reduction of workweek hours, HRA.

Margaret Hollander left at 6:30.

ADJOURNMENT

Motion/second(Sell/Dallman) to adjourn at 6:55 PM. Motion carried.

Submitted by,

Margaret Bostelmann
County Clerk