

**AGRICULTURE, EXTENSION EDUCATION &  
FAIR COMMITTEE MEETING  
January 3, 2011**

The meeting of the Agricultural, Extension Education & Fair Committee was called to order by Chairman, Susan McConnell at 9:30 AM on Monday, January 3, 2011 in the County Demonstration Room, Green Lake County Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Susan McConnell  
Mike Stoddard  
Maureen Schweder  
Margaret Whirry

Absent: Tom Traxler

Also Present: Marge Bostelmann, County Clerk  
Dan Priske, Board Chair

**AGENDA**

*Motion/second(Stoddard/Whirry)* to approve agenda. Motion carried.

**FILL VACANT PROGRAM SPECIALIST POSITION**

- Review job description: The Committee reviewed the job description for the Account Clerk II and the Program Specialist. After reviewing both descriptions, it was decided not to change either of the descriptions.
- Review designated classification: The Program specialist is an advanced position requiring specific criteria being met to advance from the account clerk II. The entry level is the account clerk II. Discussion was held and the committee determined that the classification is appropriate and that the account clerk II position will be posted. If someone is qualified for the account clerk specialist they can advance after probation.
- Review program/services provided: The Committee discussed the program and services provided by the position and no changes were made.
- Review existing staff & personnel to determine the feasibility of whether the position tasks can be accomplished through other means: Discussion was held and the committee determined that this position can be reduced to a  $\frac{3}{4}$  time position. The normal work hours are 2080 per year with  $\frac{3}{4}$  time being 1560 hours per year. The position will have a flexible schedule with more time being worked during busy times such as Fair time and less time at other times of the year. The position will be reviewed annually to determine if  $\frac{3}{4}$  time is appropriate in the future.

*Motion/second(Whirry/Schweder)* to recommend to the Personnel Committee that the vacant position be filled with an account clerk II with no changes in the job description and that the position be reduced to a flexible  $\frac{3}{4}$  time position with the hours adjusted in the future if needed. Motion carried.

**PUBLIC APPEARANCES AND/OR COMMENTS – 3 Minute Maximum** - None

**COMMITTEE DISCUSSION**

The Committee discussed office procedures to be discussed with the Department Head and Staff.

- **Future Meeting Date:** January 11, 2011
- **Future Agenda Items:**

**ADJOURNMENT**

*Motion/second(Stoddard/Whirry)* to adjourn at 10:45 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk