

**PERSONNEL COMMITTEE MEETING**  
**April 18, 2013**

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, April 18, 2013 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Joanne Guden  
Maureen Schweder  
Richard Trochinski  
Sue Wendt  
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Mark Putzke, Chief Deputy  
Sheriff Podoll  
Amy Brooks, Highway  
Dan Hurst, Corporation Counsel  
LeRoy Dissing, HHS  
Phil Robinson, HHS  
Nav Ghimire, UWEX

Also Present: Amy Sobieski, Mitzi Putzke and Georgia Zills

The Pledge of Allegiance was recited.

**AGENDA**

*Motion/second (Schwandt/Trochinski)* to approve the agenda. Motion carried.

**MINUTES**

*Motion/second (Wendt/Schweder)* to approve the minutes March 21, 2013 as presented. Motion carried.

**PUBLIC COMMENT (3 MIN LIMIT)** – None

**CORRESPONDENCE** – None

**APPEARANCES** – None

**RESOLUTIONS/ORDINANCES**

Relating to Creation of a Limited Term Employee (LTE) Youth Job Coach/mentor Position – Half Time: Dissing stated they are requesting this because of a grant received. \$25,000 of the grant will be used to fund this position. The remainder of the money will be paid to the victims of the crime. They will receive an hourly rate for the restitution they work off.

*Motion/second(Wendt/Trochinski)* to approve the Resolution and send it on to the County Board in May. Motion carried.

**UWEX SUMMER INTERN POSITION**

Nav explained that UWEX hires an Intern mostly for the Fair.

*Motion/second(Schweder/Trochinski)*to approve the Summer Intern position for the Fair. Motion carried.

### **FILL VACANT POSITION**

**Child Welfare Case Manager:** Dissing explained the vacant position. He stated that this does generate revenues from medical assistance. The position is geared toward prevention. He stated that job description changes were highlighted in red.

*Motion/second(Wendt/Schweder)* to approve the updated job description and approve posting the position. Motion carried.

### **JOB DESCRIPTIONS**

Register in Probate: The Register in Probate position never had a job description. The description was reviewed. Guden requested that the job description state that the position is located at the Green Lake County Government Center and on the second page the word "County" be added after the words Supervisors of Green Lake.

*Motion/second(Schwandt/Schweder)* to approve the job description with the changes mentioned. Motion carried.

### **VOUCHERS**

Two vouchers were presented for negotiations from Phillips Borowski in the amount of \$851.50.

*Motion/second(Wendt/Trochinski)* to approve the vouchers. Motion carried.

### **CLERK'S REPORT**

The report was sent to the Committee.

Bostelmann presented correspondence regarding maximum weight an employee can lift. The highway job description will read "80" pounds.

Correspondence was presented from Patrick Henneger of Phillips Borowski to Thor Backus, AFSCME Representative.

July 1<sup>st</sup> has been tentatively set up for AFSCME Negotiations. Several Committee members cannot attend a meeting on that date. Proposed dates are July 11<sup>th</sup> and July 16<sup>th</sup> with July 16<sup>th</sup> being the first choice. Bostelmann will notify Henneger of the available dates.

Bostelmann notified the Committee of the GHT Wellness Challenge and the teams that will participate from the County.

Bostelmann notified the Committee that Green Lake County received a Workers Compensation dividend check for \$48,855.20.

### **COMMITTEE DISCUSSION**

Guden stated that managers need communication training.

- Future meeting date: May 23, 2013 at 5:00 PM.
- Future Agenda items for action & discussion:

### **ADJOURNMENT**

*Motion/second (Schwandt/Wendt)* to adjourn at 5:35 pm. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk