

## PERSONNEL COMMITTEE MEETING

April 28, 2016

The meeting of the Personnel Committee was called to order by County Clerk, Marge Bostelmann at 5:30 PM on Wednesday, April 28, 2016 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. The Pledge of Allegiance was recited.

Present: Joe Gonyo  
Paul Schwandt  
Robert Schweder  
Robert Lyon

Absent: Sue Wendt

Also Present: Marge Bostelmann, County Clerk  
Sheriff Podoll  
Lori Evans, Sheriff's Office  
Linda Van Ness, HHS Director  
Andrew Christenson  
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel  
Mark Putzke, Chief Deputy  
Harley Reabe, Board Chair  
Jeanne Theune, Child Support  
Amanda Thoma, Coroner  
Tony Daley, Berlin Journal

### AGENDA

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

### ELECTION OF OFFICERS

#### **Election of Chair**

Bostelmann asked for nomination for Chair. Schweder nominated Gonyo for Chair.

*Motion/second( Schwandt/Schweder)* to close nomination and cast a unanimous ballot for Gonyo for Chair. Motion carried.

Gonyo was seated as Chair.

#### **Election Of Vice-Chair**

Gonyo asked for nomination for Vice-Chair. Gonyo nominated Paul Schwandt for Vice-Chair.

*Motion/second(Schweder/Lyon)* to close nomination and cast a unanimous ballot for Schwandt for Vice-Chair. Motion carried.

### MINUTES

*Motion/second (Schwandt/Schweder)* to approve the minutes of March 16, 2016 and March 21, 2016 as presented. Motion carried.

CORRESPONDENCE – None

### JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Soil Conservationist I – Job Description change. Paul Gunderson explained the change in the job description and the need to fill the position.

*Motion/second(Schwandt/Lyon)* to approve filling the Soil Conservation I position. Motion carried.

- Highway General Laborer: Schwandt appeared to explain that one employee is retiring. He explained the need for the Highway General Laborer. He explained they are currently in the process of hiring one laborer, so they will now hire the top two candidates if approve.

*Motion/second(Schwandt/Schweder)* to approve filling the general laborer position. Motion carried.

- Child Support Administrator: Gonyo explained that no action was taken at the last meeting pending Corporation Counsel's opinion of the joint meeting. Theune stated that one employee has been hired and Teri Stellmacher is working to fill in for the vacancy. Gonyo would like to see the department moved under a HHS unit.

*Motion/second(Gonyo/Schwandt)* to move forward and look at an analysis to put the department under HHS and bring back to the Committee. Motion carried.

### **DISCUSSION AND POSSIBLE ACTION RELATING TO HEALTH INSURANCE BENEFITS FOR THE CORONER POSITION**

Gonyo requested more information be gathered and find out what determines full time and if the position is part time what is the prorated premium. Amanda presented information on the hours she works. Information will be gathered and brought back to the Committee.

### **VOLUNTARY UNPAID LEAVE REQUEST** – None

### **RESOLUTIONS/ORDINANCES** – None

### **MONTHLY VOUCHERS** – None

### **CLOSED SESSION**

Consider Motion to Convene into Closed Session:

*Motion/second(Schweder/Schwandt)* to move into closed session pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is compensation of the Land use Planning and Zoning Director and Paralegal Office Manager. Roll call vote, 4 ayes, 0 nays, 1 absent (Wendt).

### **RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION.**

*Motion/second(Schweder/Schwandt)* to reconvene in open session. Roll call vote, 4 ayes, 0 nays, 1 absent (Wendt).

*Motion/second(Schwandt/Schweder)* to approve the LUPZ interim director be paid \$2.00/hour while he is interim director and the para legal office manager receive a salary of to \$24.27/hour. Motion carried.

### **CLERK'S REPORT**

Employee Recognition Policy Bostelmann will bring information next meeting.

**COMMITTEE DISCUSSION**

- Future meeting date: May 19, 2016 at 5:30 PM.
- Future Agenda items for action & discussion:

**ADJOURNMENT**

Gonyo adjourned the meeting at 6:13 PM.

Submitted by,

Marge Bostelmann  
County Clerk