

PERSONNEL COMMITTEE

August 14, 2012

The meeting of the Personnel Committee was called to order by Chair, Joanne Guden at noon on Tuesday, August 14, 2012 in the County Board Room, Green Lake Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Joanne Guden
Maureen Schweder
Richard Trochinski
Eugene Henke
Sue Wendt

Also Present: Marge Bostelmann, County Clerk Jack Meyers, County Board Chair
Attorney Daniel Borowski Sheriff Mark Podoll
Mark Putzke, Chief Deputy Lori Evans, LE Admin Asst
LeRoy Dissing, HHS Director Chuck Buss, Interim Hwy Commissioner
Al Shute, LUPZ Jim Hebbe, LCD
Dawn Brantley, AFSCME Tracy Soda, AFSCME Employee
Tami Eisenga, RIP Shelly Jensen, ESU
Kathy Munsey, Public Health Linda Jesko, AFSCME
Betty Bradley, Aging, LTC Kathy Doro, AFSCME
Sue Krueger, Clerk of Courts Tony Daley, Berlin Journal

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance to the Flag was recited.

AGENDA

Motion/second (Henke/Wendt) to approve the agenda. Motion carried.

PUBLIC COMMENT (3 Minute limit) - None

CORRESPONDENCE – None

APPEARANCE – None

REVIEW ADMINISTRATIVE POLICY MANUAL

A draft of the Administrative Policy Manual was sent to the Committee by Attorney Borowski. Borowski explained that the ADA, FMLA, Workers Comp, and Training policies are not completed yet and will follow. The Committee reviewed and questioned the Manual: Payroll will be by direct deposit; Borowski clarify that employees who give final notice will have to work during the notice period and additional criteria will be added to determine employee layoffs.

Motion/Second (Wendt/Schweder) to authorize the draft manual be sent to Department Heads for review and comments. Motion carried.

COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL REVIEW

A draft of the Policy and Procedures Manual was sent to the Committee members by Attorney Borowski. Discussion was held on “county residency”. This will be broad in the Policy and more specific in job descriptions and/or departmental policies. “Involving snow and ice removal” will be deleted from the Inclement Weather section for the Highway Department employees. The Committee requested that the

Social Media and Networking policy be clarified in a few areas. Use of county Equipment will be clarified with “supervisor changed to “department head”.

DISCUSSION OF EMPLOYEE BENEFITS i.e. PAID LEAVES, HEALTH AND OTHER INSURANCE, RETIREMENT, HOLIDAYS AND VACATIONS, ETC.

The Committee discussed benefits. Guden proposed that those employees who have more than 4 weeks of vacation should not lose the additional days that they have over four weeks but that no more days will be added in the future. The Committee confirmed that prior accumulated sick banks will not be lost. Borowski will add this to the Policy. Use of sick leave for medical appointments will be added to the policy and that sick leave will be approved in no less than ½ hour increments.

Health insurance was discussed. The Committee discussed staying with the Group Health Trust this year versus going out to bid. Discussion was also held on the HMO versus the PPO plan and if a deductible option will be given to employees of \$1000/\$2000 and \$2000/\$4000.

Motion/Second (Wendt/Henke) to stay with the GHT for 2013 and get a premium quote for all employees to have the HMO with two different deductible options and a PPO and HMO option with different deductible options. Motion carried. Employee premium contributions will be determined after premiums are reviewed and plan is selected. The committee will try to keep employee cost close to current employee contributions.

Motion/Second (Trochinski/Wendt) to send the Policies and Procedural Manual to department Heads for review and comments. Motion carried.

Bostelmann presented a fiscal impact on cost of paid time off as it currently is and as proposed.

CLOSED SESSION

Motion/Second (Henke/Schweder) to move into closed session per ss19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. – WPPA negotiations Roll call vote, 5 ayes, no nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON

Motion/Second (Wendt/Schweder) to resume open session. Roll call vote, 5 ayes, no nays, 0 absent, motion carried.

MATTERS DISCUSSED IN CLOSED SESSION

Negotiation strategies for WPPA sworn officers were discussed

COMMITTEE DISCUSSION

- **Future meeting dates:** Thursday, August 23, 2012 at 4:00 PM and September 5th at 5:00 PM.
- **Future Agenda items for action & discussion:**

ADJOURNMENT

Motion/second (Henke/Wendt) to adjourn at 4:20 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk