

PERSONNEL COMMITTEE MEETING

August 21, 2013

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Wednesday, August 21, 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
Lori Evans, Sheriff's Office
Amy Brooks, Highway

Dan Hurst, Corporation Counsel
Sheriff Podoll
LeRoy Dissing, HHS

Also Present: Jeanne Theune

The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/second (Trochinski/Wendt) to approve the minutes July 16, 2013 and July 18, 2013 as presented. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE – None

JOB DESCRIPTIONS – None

CARRYOVER VACATION REQUEST

Dissing presented a requested from one of his employees to carry over vacation time past his employment anniversary date. The request is to carry over vacation time to care for his new baby expected in November. The employee's anniversary date is in September. Bostelmann stated that the Personnel Policy and Procedures Manual states no carryover of vacation is permitted. She also stated that approval would set a precedent for future requests.

Motion/second(Schwandt/Schweder) to deny the request to carry over vacation time. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST

An employee in the Clerk of Courts office is requesting a 10 days unpaid leave in February 2014 for her honeymoon.

Motion/second(Wendt/Trochinski) to approve the unpaid days for the Clerk of Court's employee. Motion carried.

An Employee in the Treasurer's office is requesting one day unpaid leaving. The employee has

taken 5 voluntary unpaid leave days this year. Her governing committee has not approved the day and will be meeting on August 28th. The Committee Chairman has approved the day pending committee approval.

Motion/second(Schweder/Schwandt) to approve the unpaid day. Motion carried.

Bostelmann asked if the committee would like to consider reviewing the Voluntary Unpaid Leave Policy since several request of over 5 unpaid leave days have come to the committee this year. Discussion was held. The voluntary unpaid leave policy will not be reviewed at this time.

FILL VACANT POSITION

Dual Diagnosis Clinical Therapist: LeRoy explained that one of the employees in this position has resigned. There are two positions like this and this is the second person that has resigned.

Dissing explained the qualifications needed and that these services are billable.

Motion/second(Wendt/Trochinski) to approve filling the position. Motion carried.

Financial Employment/Social Services planner:

The person currently in this position has been selected to fill the vacant Energy Assists Coordinator position within the HHS department. The Financial Employment/Social Services Planner position works within Economic Support Unit. Fifty percent of the position is funded through energy assistance.

Motion/second(Trochinski/Schwandt) to approve filling the position. Motion carried.

RESOLUTIONS/ORDINANCES

Ord. 1059- 2013 Amending Ordinance 1042-2012 Green Lake County Personnel Policy and Procedures Manual; Breaks; Vacation and Compensation Time: The Committee reviewed the amendment.

Motion/second(Schwandt/Trochinski) to approve the Ordinance and send it on to the County Board in September. Motion carried.

CLERK'S REPORT

Related to Agenda items

Recommended Deferred Comp Plan Changes: Bostelmann reported that the letter approved last month was sent out to all employees and no questions or comments were received. Bostelmann requested approval to implement the changes in deferred compensation as recommended by Nationwide Retirement Solutions.

Motion/second(Schwandt/Schweder) to approve implementing the changes to the deferred compensation plan as recommended by Nationwide Retirement Solutions. Motion carried.

MOVED INTO CLOSED SESSION

Move into closed session per:

Motion/second(Schwandt/Wendt)to move into closed session in accordance with Wis. Stat. § 19.85 (1) to meet for the purpose of collective bargaining under subch. I, IV, V, or VI of Ch. 111; Wis. Stat. § 19.85 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to discussion on wage study and compensation plan; and

Wis. Stat. § 19.85 (e) deliberating or negotiating the purchasing of public properties, the

investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session related to discussion on base wages bargaining. – AFSCME Locals 514, 514-C, 514-D and WPPA.

Wis. Stat. § 19.85 (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to discussion on employee investigation and termination of employment.

Wis. Stat. § 19.85 (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

Motion/second(Schweder/Trochinski) to reconvene in open session. Roll call vote, 5 ayes and 0 nays, motion carried.

Motion/second(Wendt/Trochinski) to recommend approval of the tentative agreement with Green Lake County Courthouse Union AFSCME Local 541-C as reflected in the County offer to the Union dated July 16th 2013. Motion carried.

Motion/second(Schwandt/Schweder) to recommend approval of tentative agreement with Green Lake County Highway Union AFSCME Local 541 as reflected in the County offer to union dated July 16th 2013. Motion carried.

Motion/second(Schwandt/Trochinski) to recommend approval of tentative agreement with Green Lake County Professional Union AFSCME Local 541-D as reflected in the County offer to Union dated July 16th 2013. Motion carried.

The Committee accepted the recommendation of the Health Human Services Board for conditions of employment of two employees.

COMMITTEE DISCUSSION

- Future meeting date: September 19, 2013 at 5:00 pm
- Future Agenda items for action & discussion: WPPA negotiations

ADJOURNMENT

Motion/second (Wendt/Schwandt) to adjourn at 7:10 pm. Motion carried.

Submitted by,

Marge Bostelmann,
County Clerk