

**PERSONNEL COMMITTEE MEETING**  
**February 19, 2015**

The meeting of the Personnel Committee was called to order by Vice-Chair Sue Wendt at 5:00 PM on Thursday, February 19, 2015 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: Sue Wendt  
Maureen Schweder  
Harley Reabe  
Paul Schwandt

Absent: Joe Gonyo

Also Present: Marge Bostelmann, County Clerk  
Amy Brooks, Highway Commissioner  
Phil Robinson, Deputy Director HHS  
Joy Waterbury, Supervisor

Diane Meulemans, Corporation Counsel  
Mark Putzke, Chief Deputy  
LeRoy Dissing, HHS Director  
Tony Daley, Berlin Journal

**AGENDA**

*Motion/second (Harley/Schweder)* to approve the amended agenda. Motion carried.

**MINUTES**

*Motion/second (Schwandt/Reabe)* to approve the minutes of January 22, 2015 as presented. Motion carried.

**CORRESPONDENCE** – None

**APPEARANCE** – None

**JOB DESCRIPTIONS**

Discussion was held on the job descriptions for the Production Aide, Mealsite Manager and Dual Diagnosis Clinical Therapist. Changes and clarifications were made.

**FILL VACANT POSITIONS**

**Production Aide – FRI:** Dissing presented information and the need to fill the position. Filling the position has been approved by the HHS Board.

**Markesan Mealsite Manager:** Dissing presented information and the need to fill the position. Filling the position has been approved by the HHS Board.

**Dual Diagnosis Clinical Therapist:** Dissing presented information and the need to fill the position. Filling the position has been approved by the HHS Board

*Motion/second(Reabe/Schweder)* to approve filling all three positions, Production Aide at Fox River Industries, Markesan Mealsite Manager and the Dual Diagnosis Clinical Therapist position with job descriptions changes. Motion carried.

**VOLUNTARY UNPAID LEAVE** – None

**REQUEST FOR ADDITIONAL HOURS – DEPUTY VETERAN SERVICE OFFICER**

Bostelmann stated that with the current vacant VSO position, the Deputy is working additional hours to staff the department. It will also take time for the training of the new VSO. Bostelmann requested permission to approve the Deputy VSO to work up to 1200 hours in 2015. The position is currently 1040. Because of the vacancy, this should not impact the budget.

*Motion/second(Schwandt/Reabe)* to approve the Deputy VSO working up to 1200 hours in 2015. Motion carried.

**HIGHWAY DEPARTMENT POLICIES - REVISIONS**

Brooks explained the changes made. This is a clarification of the call-in time and it eliminates the Working out of Class and Trainings since the job descriptions have changed this is no longer relevant.

*Motion/second(Schwandt/Reabe)* to accept the changes in the Highway Department Policy as provided. Motion carried.

**RESPECTFUL WORKPLACE/ ANTI- BULLYING POLICY**

Bostelmann presented a draft of a policy for a respectful work place and an anti-bullying policy. Discussion was held. The Committee directed Bostelmann to use the respectful work place policy adding “any type of cyber bullying behavior”. This policy will be added to the Personnel Policy and Procedures Manual. Bostelmann will present an ordinance amendment for the next meeting.

**RESOLUTIONS/ORDINANCES** – None

**MONTHLY VOUCHERS** – None

**COMMITTED FUNDS**

Bostelmann presented a request for unused personnel funds from 2014 to be committed for personnel training, OPEB and pay for performance tracking software. The Committee discussed the request and recommended all be funded.

*Motion/second(Reabe/Schwandt)* to approve committed funds in the amount of \$32,866.50. Motion carried.

**CLERK’S REPORT** – None

**MOVE INTO CLOSED SESSION**

*Motion/second(Schwedt/Reabe)* to go into Closed Session for discussion of personnel matter and conferring with legal counsel regarding same pursuant to: Wis. Stat. § 19.85(1)(c) for considering employment and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; § 19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such personnel problems; and, § 19.85(1)(g) for 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. Roll call vote, 4 ayes, 0 nays and 1 absent (Gonyo). Motion carried.

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

*Motion/second(Reabe/Schweder)* to reconvene into open session. Roll call vote: 4 ayes, 0 nays and one absent. Motion carried

Gonyo attended the closed session by phone.

**COMMITTEE DISCUSSION**

- Future meeting date: Special meeting to discuss WPPA negotiation strategies March 9<sup>th</sup> at 5:00 PM
- Mediation session with WPPA: March 18, 2015 at 5:00 pm.
- Regular meeting on March 19, 2014 at 5:00 pm.
- Future Agenda items for action & discussion:

**ADJOURNMENT**

Wendt adjourned at 6:41 PM.

Submitted by,

Marge Bostelmann  
County Clerk