

## PERSONNEL COMMITTEE MEETING

February 21, 2013

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, February 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  
Gene Henke  
Richard Trochinski  
Sue Wendt

Also Present: Marge Bostelmann, County Clerk  
Jack Meyers, County Board Chair  
LeRoy Dissing, HHS  
Phil Robinson, HHS  
Jim Hebbe, LCD

Dan Hurst, Corporation Counsel  
Mark Putzke, Chief Deputy  
Sheriff Podoll  
Amy Brooks, Highway Commissioner  
Al Shute, LUPZ

The Pledge of Allegiance was recited.

### AGENDA

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

### MINUTES

*Motion/second (Henke/Schweder)* to approve the minutes January 22, 2013 and January 24, 2013. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT) – None

CORRESPONDENCE – None

APPEARANCES – None

### RESOLUTIONS/ORDINANCES

Res. 6- 2013 Eliminating the full-time Account Clerk II position in the child Support Agency/Veteran's Service Office and creating a part-time Deputy Veteran's Service Officer position in the Veteran's Office. Bostelmann explained why this is being eliminated, *Motion/second (Wendt/Trochinski)* to approve the resolution and send on to the County Board. Motion carried.

Res. 7-2013 Creating a full time Legal Assistant/ Administrative Assistant in the Corporation Counsel Office/Child Support Agency Office. Hurst explained the resolution. *Motion/second (Schweder/Wendt)* to approve the resolution and send on to the County Board. Motion carried.

### FILL VACANT POSITION

**Legal Assistant/Administrative Assist – Corp. Counsel/Child Support** – This will be filled after the Resolution 7-2013 passes County Board.

### **General Laborer – Highway Department –**

Brooks explained with the recent combining of positions the department is down one employee. Brooks is requesting the position of General Laborer be filled.

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

### **Material Handler/Bus Driver – Health & Human Services/FRI**

Dissing explained the need to fill the position.

*Motion/second (Henke/Schweder) to approve filling the position. Motion carried.*

### **REPORT ON DISCUSSION WITH DEPARTMENT HEADS REGARDING BREAKS - GUDEN**

Guden explained that she went to the department head meeting today and thanked the department heads for the input they provided. Guden is asking members of the Personnel Committee to visit departments and discuss breaks with department heads and employees. Guden asked the members to visit the following committees:

Wendt – UWEX, Land Conservation, LUPZ and IT

Schweder – Child Support, Clerk of Courts, Circuit Court, District Attorney and Sheriff’s office

Henke – County Clerk, Register of Deeds, Treasurer and Corp Counsel

Trochinski – Highway and Maintenance

Guden – Fox River Industries, HHS and Veterans Service Office

*Motion/second (Guden/Henke) approve one per diem and mileage for the members to go and discuss the matter with the department employees. Motion carried, 4 ayes, 1 nay (Schweder).*

### **FLEXIBLE SCHEDULE POLICY**

Flexible schedule policies have been approved by the following committees: Judicial Law, HHS, IT, P&I, Highway and Administrative. Discussion was held.

*Motion/second (Wendt/Trochinski) to approve the policy with the word “extreme” removed and that in the case of a department head the Admin Coordinator will be notified. Motion carried. Motion carried, 4 ayes, 1 nay (Schweder) motion carried.*

### **HIGHWAY DEPARTMENT POLICIES AND PROCEDURES**

Brooks presented Highway departmental policies for approval. Brooks discussed the policies with the Administrative Coordinator and Corporation Counsel who suggested some changes. Discussion was held regarding the fire duty policy. Bostelmann explained that if the employee left work and continued to receive county pay, the employee would remain on the County’s workers compensation. The Insurance Company recommended that the County not allow employees continue to be paid if they are called to a fire. The Sheriff’s Office also has employees who are on volunteer fire departments and they are not allowed to leave work and go to a fire. Podoll explained that most departments call for mutual aid when needed.

*Motion/second (Schweder/Wendt) to approve the highway policies excluding fire duty policy. Motion carried.*

### **UNPAID LEAVE REQUEST**

Jennifer Brown has been approved for 5 voluntary unpaid leave days and would like one additional day.

*Motion/second (Henke/Trochinski) to approve the day April 5. Motion carried.*

### **COMMITTED FUND**

Bostelmann explained the carryover of funds for labor issues. This fund has been called mediation/arbitration and is requesting the name be changed to Labor Law Issues.

*Motion/second (Wendt/Schweder) to approve the funds to carry over and change the name of the account from mediation/arbitration to Labor Law Issues. Motion carried.*

### **JOB DESCRIPTIONS**

Job descriptions were reviewed for the following departments: County Clerk, Law enforcement, Register of Deeds, Treasurer, Land Conservation, IT, Land Use Planning & Zoning, Child Support. Discussion was held.

*Motion/second (Henke/Wendt) to approve the revised job descriptions. Motion carried.*

### **MOVED INTO CLOSED SESSION PER:**

*Motion/Second (Wendt/Schweder) to move into closed session per:*

- Wis. Stat. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Evaluations, corporation Counsel Employee Compensation and Exit Interview

Roll call vote, 5 ayes and 0 nays, motion carried.

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

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

The Committee was advised of a disciplinary issue in Law Enforcement

The Committee approves additional compensation benefits for the Corporation Counsel

*Motion/second (Wendt/Trochinski) to approve the evaluations for Stefanie Plagenz and Nan Hanson. Motion carried.*

### **CLERK'S REPORT** – None

### **COMMITTEE DISCUSSION**

Meyers stated that if the County goes back to mandatory breaks it will be with regulations and not the way it was in the old policy.

- Future meeting date: March 21, 2013 at 5:00 PM.
- Future Agenda items for action & discussion:

### **ADJOURNMENT**

*Motion/second (Henke/Wendt) to adjourn at 6:50 pm. Motion carried.*

Submitted by,

Marge Bostelmann  
County Clerk