

PERSONNEL COMMITTEE MEETING
January 24, 2013

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, January 24, 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
Mark Putzke, Chief Deputy
Sheriff Podoll
Lori Evans, Sheriff's Office
Sue Krueger, Clerk of Courts
Dan Hurst, Corporation Counsel
LeRoy Dissing, HHS
Judge Slate
Sarah Guenther, ROD
Amy Brooks, Highway Commissioner

Carol DeCramer, Amy Sobieski, Thor Backus, Bob Jahn, Roger Priebe, Missy Sorenson, Georgia Zills, Shannon Jahsman, Sherri Wandersee

The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of December 26, 2013 changing the words "wage study" to "job descriptions" on page 2. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT)

Thor Backus, AFSCME Staff Representative, addressed paid work breaks. He has worked with several counties regarding rewriting the Personnel Policy and Procedures Manual. He knows and recognizes the hard work that went into rewriting the Manual and he knows that things will be reviewed and amended as time goes on. He stated that he would like to see the Committee reinstate the work breaks that the employees had in the past. He stated that the Personnel Policy and Procedures Manual is silent regarding breaks. He provided information as to why breaks are important and increase productivity. He requests that this be recommended to the full board and that until it can be passed at the full board employee be allowed to take breaks.

Sarah Guenther, ROD stated the need for employees having breaks for a mental break and the need to talk with family members etc. She also presented information to the committee regarding breaks.

Bob Jahn, President of the Highway Union stated that he is a member of the Wellness Works in the County and feels eliminating breaks is contrary to the Wellness Works program.

Missy Sorenson also stated that she sometimes needs to walk away because of work stresses and

need that time to make personal calls.

CORRESPONDENCE – None

APPEARANCES – None

DEPUTIZE JUDICIAL ASSISTANT/ASSISTANT REGISTER IN PROBATE – JUDGE SLATE

Judge Slate has hired a new Judicial Assistant Amy Sobieski and would like to deputize her as Deputy Register in Probate. He explained the responsibilities and authority that the deputy has. This authority is needed when the Register in Probate is out of the office. Because of this he would like to deputize her as Register in Probate. He is asking that she also be paid the additional \$.75 per hour deputy pay.

Bostelmann stated that the \$.75 was part of the union contract which ended in January. She also stated that the Committee stated that no raises will be given until after the wage study is complete. Wendt also explained the negotiations year ago and that the \$.75/per hour was for deputies of Constitutional Officers. Discussion was held to have the increase paid retroactively after the wage study, if appropriate.

Motion/second(Trochinski/Wendt) to authorize the judge to deputize Sobieski with no increase in pay until after the wage study to determine the appropriate pay and if an increase is warranted. If an increase is appropriate it would be paid retroactively. Motion carried.

RESOLUTIONS/ORDINANCES – None

FILL VACANT POSITION

Court Records Clerk – Clerk of Courts – Information was presented on filling the position. Krueger explained that an employee has retired and the need to fill the position.

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

Account Budget Coord. - County Clerk's Office - Information was presented on filling the position. Bostelmann explained that Liz Otto will be filling Vicki Bernhagen's position upon her retirement which has created a vacancy in the department.

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

EXEMPT EMPLOYEE FLEXIBLE SCHEDULE POLICY - HHS

Dissing explained that his policy has been approved by the HHS Board. This will allow exempt employees to flex hours due to project and meetings attended.

Discussion was held on implementing the policy.

Motion/second(Wendt/Trochinski) to approve the policy as presented and approved by the HHS Board. Motion carried 4 ayes, 1 nay (Schweder)

PERSONNEL POLICY AND PROCEDURES MANUAL

Paid Breaks: Guden asked department heads what constitutes a break and have any department heads denied their employees from using the rest room or getting a cup of coffee. Dissing stated

that he never has denied those types of things. If breaks are reinstated he would like to see them have parameters such as that employee not leave the building etc.

Schweder stated that the breaks should be reinstated for the reasons stated earlier. She believes it is a good thing for employees. Trochinski stated that he has seen a lot of abuse of breaks by employees at the companies that he worked at.

Bostelmann will look for language regarding breaks. Backus quoted from the union contract stating that there were two 15 minute breaks.

Motion/second(Henke/Schweder) to approve language for 2 15 minute breaks for employees who work over 40 hours and 1 break for those who work less than 40 hours with parameters. Motion carried.

LANGUAGE CLARIFICATION/TYPOGRAPHICAL ERRORS

Meyers reviewed the personnel policies and procedures manual and corrected typos, etc. The typos, font changes and formatting will be corrected. Any change in language will be brought to the Committee to evaluate if a change is necessary.

MOVED INTO CLOSED SESSION PER:

Motion/Second(Henke/Wendt) 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 – 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 reviewed a written exit interview from an HHS employee.

CLERK'S REPORT

Wage Study Update: Bostelmann explained the progress of the wage study and the time table for it to be complete. The wage study should be complete and ready to present to the Personnel Committee in June. It will most likely go to the County Board in August.

COMMITTEE DISCUSSION

- Future meeting date: February 8, 2013 at 11:00 AM and February 21, 2013 at 5 pm.
- Future Agenda items for action & discussion: Personnel Policy and Procedures Manual – Paid Breaks.

ADJOURNMENT

Motion/second (Henke/Trochinski) to adjourn at 6:40 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk