

**JOINT PERSONNEL COMMITTEE AND JUDICIAL/LAW ENFORCEMENT
AND EMERGENCY MANAGEMENT COMMITTEE MEETING
March 21, 2016**

The Personnel Committee and Judicial/Law Enforcement and Emergency Management Committee met jointly:

The Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Monday, March 21, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI.

The Judicial/Law Enforcement and Emergency Management Committee was called to order by Chair Gene Thom at 5:30 PM on Monday, March 21, 2016 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:	Personnel Committee	Judicial Law Enforcement & Emergency Management
	Joe Gonyo	Gene Thom
	Sue Wendt	Sue Wendt
	Maureen Schweder	Deb Schubert
	Harley Reabe	Mike Starshak
	Paul Schwandt	

Also Present:	Marge Bostelmann, County Clerk	Dawn Klockow, Corporation Counsel
	Joy Waterbury, Supervisor	Jeanne Theune, Child Support
	Lori Evans, Sheriff's Office	

AGENDA

Personnel: *Motion/second (Wendt/Reabe)* to approve the agenda. Motion carried.

JLEEM: *Motion/second (Schubert/Starshak)* to approve the agenda. Motion carried.

Review Job Description/Fill Vacant Position

- Child Support Specialist I: Information was presented on the need for the position to be filled and an updated job description was presented.

Theune gave a statement explaining the County is losing a wonderful employee in Marcia Kleman. She stated Kleman wanted to stay another 4 years but is leaving because she feels a lack of support for the Child Support agency by the County Board. Theune also stated that she has been working 45 to 50 hours per week to keep up with the workload. Theune noted that if the state requirements are not met, the county may lose over \$200,000 in revenue.

Discussion was held on approving two child support I positions because of the staff shortage.

The job description and qualifications were discussed. The starting wage for the employee will be \$16.43, which is pay group 14. The Committee discussed having 2 child support specialist I be hired.

JLEEM: *Motion/second(Schubert/Starshak)* to approve the job description and filling the child support specialist I position. Motion carried.

Motion/second(Starshak/Schubert) to recommend to the Personnel Committee that 2 child support specialist I positions be hired. Motion carried.

ADJOURNMENT

JLEEM: *Motion/second(Starshak/Schubert)* to adjourn at 5:38. Motion carried.

Review Job Description/Fill Vacant Position

- Child Support Specialist I: Information was presented on the need for the position to be filled and an updated job description was presented.

Wendt stated that the Judicial Law Enforcement/Emergency Management Committee recommends 2 child support I positions be hired. Discussion was held. Bostelmann stated that Nan Hanson, county floater position can fill in as needed until someone is hired. Theune stated that would require a security clearance and she will not know if that can be done until next week because the director, who gives the permissions, is unavailable until next Monday. Theune believes a phone tree would be helpful. Bostelmann can set that up at any time without cost.

Personnel:

Motion/second(Reabe/Schweder) to approve the child support I job description. Motion carried.

Discussion was held if a second child support I position should be created because they do not believe they will find anyone qualified for a specialist II position.

Motion/second(Schwandt/) to approve filling the position and in the future explore creating a second child support I position.

Questions arose if creating another position would create a 4th position in the department.

Motion withdrawn.

Motion/second(Schwandt/Schweder) to approve filling the child support specialist I position. Motion carried.

ADJOURNMENT

Personnel: Adjourn at 6:02.

Submitted by,

Marge Bostelmann
County Clerk