

## PERSONNEL COMMITTEE MEETING

March 22, 2012

The meeting of the Personnel Committee was called to order by Chairman Joanne Guden at 4:00 PM on Thursday, March 22, 2012 in the County Board Room, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Henke  
Joanne Guden  
Maureen Schweder  
Dan Priske  
John Zelenski

Also Present: Marge Bostelmann, County Clerk      Dan Sondalle, Corporation Counsel  
Leroy Dissing, HHS Director                      Chuck Buss, Acting Highway Commissioner  
Sheriff Mark Podoll                                      Mark Putzke, Chief Deputy.  
Bob Jahn, Highway Employee

### AGENDA

*Motion/second (Priske/Henke)* to approve the agenda with a typo correction. Motion carried.

### MINUTES

*Motion/second (Priske/Schweder)* to approve the minutes of February 23, 2012, Motion carried.

PUBLIC COMMENT (3 MIN LIMIT) – None

CORRESPONDENCE – None

APPEARANCES: None

FILLING VACANT POSITIONS – None

### LTE – CLERK OF COURTS

Information was sent to the Committee requesting a limited term employee for the Clerk of Courts office due to an extended medical leave of an employee. The employee will be needed for approximately 20 weeks.

*Motion/Second(Zelenski/Henke)* to approve a limited term employee in the Clerk of Courts office for approximately 20 weeks. Motion carried.

### ANNOUNCE NEW HIRES IN HHS – LEROY DISSING

Dissing announced Phil Robinson has been selected for the position of Deputy Director and will start on April 30<sup>th</sup>. He also announced that Sara Kling has been selected for the LTE Information/Assistance Specialist and will start on April 2<sup>nd</sup>.

### COUNTY PERSONNEL POLICIES

Guden stated that she has looked through policy and the appendices. Bostelmann stated that in light of the State Budget Repair Bill and changes in employment laws, the Policy and Procedures should

be looked at and updated to comply with current legal changes. The Wisconsin County Mutual Insurance Corporation has made legal staff available to help with implementation of the laws for county members. This will be on the agenda for future meetings. Bostelmann will arrange for legal staff to attend future meeting to discuss updating the policy.

### **RESOLUTIONS/ORDINANCES**

Resolution for Recognition of Service to the Green Lake County Board: Bostelmann stated that this resolution will go to the County Board in April to recognize supervisors whose term will end this month and are not re-elected.

*Motion/Second(Zelenski/Schweder)* to approve the resolution and send it on to County Board with the names of the supervisors who are no longer in office. Motion carried.

### **CLOSED SESSION**

*Motion/Second(Priske/Zelenski)* to Move into closed session per ss19.85 (1)(b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person; (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (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. This closed session relates to possible disciplinary action of an AFCME Employee, WPPA Grievance, Dog Bites, and Negotiation with new employee, Personnel Evaluations. Motion carried. Roll call vote, 5 ayes, no nays, 0 absent, motion carried.

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

*Motion/Second(Priske/Zelenski)* to reconvene in open session. Roll call vote, 5 ayes, no nays, Motion carried.

No disciplinary action will be taken regarding an AFSCME Employee. The WPPA Grievance has been withdrawn. Information was provided regarding a dog bite and employee discipline.

*Motion/Second(Priske/Zelenski )* to approve 2 weeks of vacation for the new Deputy Director, Phil Robinson. Motion carried.

*Motion/Second(Henke/Schweder)* to accept the 6 month evaluations for Paula Luther and Adam Spitler. Motion carried.

### **CLERK'S REPORT**

Management Letter – Payroll timing: Bostelmann explained that the payroll lag will take place on the April 5<sup>th</sup> and April 19<sup>th</sup> pays. Each pay period will be backed up one week to achieve the 2 week lag. Bostelmann has worked with the Schenck, the County's auditor, to properly implement the lag. This has been presented to employees and Bernhagen and Bostelmann are working with individual employees as need. A meeting with Highway Employees is scheduled for 7 AM tomorrow morning.

**COMMITTEE DISCUSSION**

- Future meeting date: April 24, 2012 at 4:00 pm.
- Future Agenda items for action & discussion:

**ADJOURNMENT**

*Motion/second (Henke/Priske)* to adjourn at 5:00 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk