



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/16/2017

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on March 23, 2017:

- 1) Agenda
- 2) Minutes from 02/23/2017 & 02/28/2017



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

*Date: March 23, 2017 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI*

AGENDA

Committee Members

*Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 02/23/2017, 02/28/2017 & 03/21/2017
6. Correspondence
7. Review of Administrative Policy Manual
8. Review of Personnel Policies & Procedures Manual
9. Resolutions/Ordinances
10. Clerk's Report
11. Consider Motion to Convene into Closed Session per:
 - Wis. Stat. § (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session relates to bargaining strategy- WPPA.
12. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
13. Committee Discussion
 - Future Meeting Dates: Meeting April 20, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
14. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

**PERSONNEL COMMITTEE MEETING
February 23, 2017**

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, February 23, 2017 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:	Joe Gonyo	Absent:	Paul Schwandt
	Robert Schweder		
	Sue Wendt		
	Robert Lyon		

Also Present:	Liz Otto, County Clerk	Dawn Klockow, Corporation Counsel
	Jason Jerome, HHS Director	Amy Brooks, Hwy Commissioner
	Cathy Schmit, Cty Administrator	Sheriff Mark Podoll
	Harley Reabe, Cty Board Chair	Tucker Johnson, vbrnow.com

AGENDA

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

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of November 17, 2016 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCES

- Tucker Johnson of VBRNOW.com gave a presentation on accident insurance, critical illness insurance, and life insurance that his company offers. Premiums never change for employees and are pre-tax except for the life insurance. The premiums would be payroll deductions but there is no cost to the County. Tucker answered questions at the end of his presentation.

WPPA NEGOTIATION SCHEDULE

County Administrator Cathy Schmit received a letter from the WPPA requesting a negotiation schedule for the next WPPA contract. Chairman Gonyo requested a Closed Session meeting for the initial proposal. The first meeting will be held on February 28, 2017 at 5:00 PM.

REVIEW OF ADMINISTRATIVE POLICY MANUAL

Administrator Schmit stated she does not have this policy changed in draft form yet but will have it done in March.

REVIEW OF PERSONNEL POLICIES AND PROCEDURES MANUAL

Administrator Schmit handed out a draft form of proposed changes to the Policies and Procedures Manual. She asked that committee members look it over and it will be reviewed at the March meeting.

FINAL WIPFLI STUDY AND PERFORMANCE MANAGEMENT POLICY

Administrator Schmit gave the committee an update on the proposed changes to the WIPFLI study which include aging for inflation and a few positions that have been reclassified. She has adjusted the range from 80% up to 120% which has allowed more employees to fall within the scale.

RESOLUTIONS/ORDINANCES

- **Resolution Relating to Updated WIPFLI Study and Base Wage Review**

Administrator Schmit explained to the committee that she is asking to use approximately \$55,000 of unspent salary/fringes from 2016 as a carryover to fund her proposed changes to the WIPFLI study and pay for performance. She is also requesting that the wage scale be adjusted on July 1 of each year by the CPI-U index.

Motion/second (Schweder/Lyon) to approve the resolution and send it on to the County Board. All ayes. Motion carried.

- **Resolution Relating to Creating a HR Coordinator Position in the County Administrator Office**

Administrator Schmit discussed the position and the wage associated with it.

Motion/second (Wendt/Lyon) to approve the resolution and send it on to the County Board. All ayes. Motion carried.

- **Resolution Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage, and Accident Plans to Green Lake County Employees through vbrnow.com**

Corporation Counsel Dawn Klockow recommended changing the resolution to include language regarding the pre-tax options. *Motion/second (Schweder/Gonyo)* to change the text in the resolution as recommended. All ayes. Motion carried.

Motion/second (Lyon/Schweder) to approve the resolution and send it on to the County Board. All ayes. Motion carried.

CLERK'S REPORT – None

COMMITTEE DISCUSSION

Future meeting date: WPPA negotiations – February 28, 2017 at 5:00 PM

Regular meeting – March 23, 2017 at 6:00 PM

Future agenda items:

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:49 PM.

Submitted by,

Liz Otto
County Clerk

PERSONNEL COMMITTEE MEETING
February 28, 2017

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Tuesday, February 28, 2017 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: Joe Gonyo
Robert Schweder
Sue Wendt
Robert Lyon
Paul Schwandt

Also Present: Liz Otto, County Clerk
Harley Reabe, Cty Board Chair
Cathy Schmit, Cty Administrator

AGENDA

Motion/second (Schweder/Schwandt) to approve the agenda. Motion carried.

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

Motion/second (Schwandt/Schweder) to convene into Closed Session per Wis. Stat. §(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session – this Closed Session relates to bargaining strategy – WPPA.

Roll call vote – Ayes – 5, Nays – 0, Abstain – 0. Motion carried.

CONSIDER MOTION TO CONVENE INTO OPEN SESSION

Motion/second (Schweder/Wendt) to reconvene into Open Session at 6:03 PM.

Roll call vote – Ayes – 5, Nays – 0, Abstain – 0. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – March 23, 2017 at 6:00 PM

Future agenda items: Closed Session on WPPA negotiations will be added to March 23, 2017 agenda

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:04 PM.

Submitted by,

Liz Otto
County Clerk