

PERSONNEL COMMITTEE MEETING

May 22, 2014

The meeting of the Personnel Committee was called to order by Vice-Chair Sue Wendt at 5:00 PM on Thursday, May 22, 2014 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: Sue Wendt
Maureen Schweder
Harley Reabe
Paul Schwandt

Absent: Joe Gonyo

Also Present: Marge Bostelmann, County Clerk
Dick Trochinski, Supervisor
LeRoy Dissing, HHS Director

Dan Sondalle, Corporation Counsel
Amy Brooks, Highway Commissioner
Sheriff Podoll

AGENDA

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

MINUTES

Motion/second (Reabe/Schwandt) to approve the minutes April 22, 2014 correcting the day was Tuesday not Thursday. Motion carried.

CORRESPONDENCE – None

APPEARANCE – None

JOB DESCRIPTIONS

FILL VACANT POSITION

Grader operator – Highway: This person in this position will be retiring. Brooks presented information on the need for this position.

Laborer – Highway: Brooks stated that if the Grader operator position is filled by one of the current employees, the Highway Committee is requesting permission to fill that vacated position.

Motion/second(Schwandt/Schweder) to fill the grader operator position and if that position is filled internally approval is given to fill the vacated position. Motion carried.

Data Entry Specialist –Documentation was presented on the need for the position. The employee in this position will be moving to Florida. Although the resignation has not been submitted, Dissing is requesting the process be started to fill the position. Dissing also stated that the Economic Support Worker position may be filled from within the department which will result in another vacancy in the Administrative Unit.

Health Unit Summer Intern – This is a student who will receive a stipend from grant funding.

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

VOLUNTARY UNPAID LEAVE – None

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS

Vouchers were presented in the amount of \$2077.00.

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

CLERKS REPORT

Rasmussen College: Bostelmann presented information on a partnership program with Rasmussen College. The partnership will give employee benefits such as tuition reduction for employee or family members, \$2000 grant for Accelerated Bachelor program and deferred payments with tuition reimbursement.

Motion/second(Reabe/Schweder) to approve entering into a partnership program with Rasmussen College. Motion carried.

Pay for Performance Project update:

Bostelmann stated that she had a phone conference with Ben Fauske. The first phase of the progress, Discovery Sessions, will begin with department heads at the department head meetings scheduled for July 17, August 21 and September 18. The sessions will be held from 8 to noon on those days.

The second phase, Performance Management Development, will take place in October, November, December and January.

COMMITTEE DISCUSSION

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- Future meeting date: Regular meeting on Thursday, June 19, 2014 at 5:00 PM
- Future Agenda items for action & discussion:

ADJOURNMENT

Motion/second (Schwandt/Reabe) to adjourn at 5:20 pm. Motion carried.

Submitted by,

Marge Bostelmann,
County Clerk