

## PERSONNEL COMMITTEE MEETING

May 26, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, May 26, 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: Joe Gonyo  
Sue Wendt  
Paul Schwandt (5:31)  
Robert Lyon

Absent: Robert Schweder

Also Present: Marge Bostelmann, County Clerk  
Harley Reabe, Board Chair  
Sheriff Podoll  
Lori Evans, Sheriff's Office  
Shelby Jensen, Economic Support Unit  
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel  
Larry Jenkins, Supervisor  
Mark Putzke, Chief Deputy  
Jeanne Theune, Child Support  
Andrew Christenson  
Tony Daley, Berlin Journal

### AGENDA

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

### MINUTES

*Motion/second (Lyon/Wendt)* to approve the minutes of April 28, 2016 as presented. Motion carried.

CORRESPONDENCE – None

### JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Legal Clerk – Job Description change. Christenson presented the job description and the need for the position to be filled.

*Motion/second(Schwandt/Lyon)* to approve the updated job description and filling the Legal Clerk position in the District Attorney's office. Motion carried.

### HEALTH DEPARTMENT SUMMER INTERN

Traci Soda explained the summer intern position which is funded by the Preparedness Grant.

*Motion/second(Wendt/Schwandt)* to approve the summer intern position in the Health Department. Motion carried.

### ANALYSIS TO PUT CHILD SUPPORT UNDER HEALTH AND HUMAN SERVICES

Information was distributed to the Committee from Green Lake County Child Support Agency, Calumet County, Sheboygan County and Outagamie County. The committee reviewed the information. Discussion was held. Jeanne Theune and Shelby Jensen presented information and answered questions. Supervisor Jenkins stated that based on the need of the 3<sup>rd</sup> position the department should stay alone. Harley Reabe stated that based on efficiencies and cost it should be combined with the Economic Support Unit. Discussion held.

*Motion/second(Schwandt/Gonyo)* for Corporation Counsel and the Clerk to draft a resolution to be sent to County Board to combine the Child Support Agency with the Economic Support Unit under Health and Human Services. Motion carried, 3 ayes, 1 nay (Wendt),

The committee will have a special meeting at 5:30 PM, June 21<sup>st</sup> prior to County Board meeting to approve the resolution.

### **SOIL CONSERVATION POSITION RE- CLASSIFICATION**

Gunderson stated that the employee who recently resigned did so mainly because the new position was close to where she lived, but she also gave the reason that employees in Green Lake County are not able to advance within the Land Conservation Department. The Land Conservation Committee is proposing that the department be made up of three soil conservation positions a 1, 2, and 3. Gunderson stated that to move up from a Soil Conservationist 1 position to the 2<sup>nd</sup> and 3<sup>rd</sup> position the employee would have to be in the position a specific number of years and have USDA and Wisconsin DATCP “job approval” of at least 50% or 75% of the design of best management practices. These are measurable criteria.

*Motion/second(Wendt/Schwandt)* to approve the job descriptions and new structure for the Land Conservation Department. Motion carried.

### **60 DAY REVIEW – LAND CONSERVATION LTE**

The LTE position was reviewed by the Committee. Gunderson explained that the LTE position will end as soon as a permanent employee is hired which should be within the next 2 weeks.

*Motion/second(Schwandt/Lyon)* approve the continuation of the LTE position. Motion carried.

### **VOLUNTARY UNPAID LEAVE REQUEST** – None

### **RESOLUTIONS/ORDINANCES** – None

### **UPDATE WAGE CLASSIFICATION STUDY**

Bostelmann presented a proposal from WIPFLI to update the wage classification study which was completed in 2013. WIPFLI will update 20 benchmark positions. Bostelmann stated she would like to meet with department heads to determine the benchmarks. Discussion was held. The Committee is in favor of the update and requested the job benchmark positions be presented at next month’s meeting.

### **MONTHLY VOUCHERS** – None

### **LOSS CONTROL POLICIES**

Three policies were presented to the committee from Loss Control; Career Shadow, Communication Policy and Near Miss Policy. The policies were discussed by the Committee.

*Motion/second(Schwandt/Wendt)* to send to the policies to the County Board as appendices to the Personnel Policies & Procedures Manual. Motion carried.

### **CLERK’S REPORT**

### **HRA Policy Change**

Bostelmann requested approval for three changes the the County HRA Policy:

1. Close the account after 5 years if inactivity for past employees regardless of the amount left in the balance.
2. Close the account after 1 year of inactivity for past employees with a balance of \$25.00 or less in the account.
3. Close the account of any current or former employee that are deceased and have no surviving dependents that can use the funds.

*Motion/second(Lyon/Schwandt)* to approve the changes to the HRA Policy. Motion carried.

### **Employee Recognition Policy**

Bostelmann provided information on employee recognition policies from other counties. Discussion was held. Suggestions were made to recognize employment anniversaries and birthdays; provide a certificate of recognition for employee at 5 year increments beginning with 5 years of service; provide gift cards at five year increments starting at 10 years of service. A plaque will be provided to retiring employees of 20 years or more. Recognitions will be presented each year at the April County Board meeting. Bostelmann will provide a policy at the next meeting.

### **COMMITTEE DISCUSSION**

- Future meeting date: Special meeting: June 21, 2016 at 5:30 PM. Regular meeting: June 23, 2016 at 5:30 PM.
- Future Agenda items for action & discussion:

### **ADJOURNMENT**

Gonyo adjourned the meeting at 6:57 PM.

Submitted by,

Marge Bostelmann  
County Clerk