

PERSONNEL COMMITTEE MEETING
November 14, 2013

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, November 14, 2013 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.

Present: Joanne Guden
Maureen Schweder
Richard Trochinski
Sue Wendt
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk Dan Hurst, Corporation Counsel
Mark Putzke, Chief Deputy Sheriff Podoll
LeRoy Dissing, HHS Director

Also Present: Thor Backus, Carole DeCramer, Tracy Soda, and Shannon Jahsman

The Pledge of Allegiance was recited.

AGENDA

Motion/second (Wendt/Trochinski) to approve the agenda. Motion carried.

MINUTES

Motion/second (Schweder/Trochinski) to approve the minutes October 16, 2013, November 4, 2013 and November 6, 2013 as presented and October 22, 2013 indicating that Sue Wendt was absent. Motion carried.

CORRESPONDENCE

Bostelmann presented correspondence from Kathy Munsey, Dawn Brantley, Jeri Loewe and Tracy Soda thanking the Committee for the county health insurance and benefit levels that were passed at county board on Tuesday.

Bostelmann presented correspondence from Thor Backus regarding information on the cost of training new employees and the advantage of keeping good employees.

APPEARANCE – None

JOB DESCRIPTIONS

Part-time Secretary in the County Clerk's office: Increase hours of work from 1040 to 1500 per year. Bostelmann explained that the person in this position has been working at the Highway department since the Highway part-time employee resigned. Brooks would like to continue having the part time employee work at highway rather than hiring another part time employee at the highway department.

Motion/second(Wendt/Schwandt) to approve the job description increasing the hours form 1040 to 1500 per year. Motion carried.

FILL VACANT POSITION

Clinical Therapist Position:

Dissing explained changes in the job description. He explained the need of the position being filled. *Motion/second(Schwandt/Trochinski)* to approve filling the position. Motion carried.

Jail Recidivism Counselor Position:

Dissing explained changes in the job description. He explained the need of the position being filled. *Motion/second(Trochinski/Schweder)* to approve filling the position. Motion carried.

RESOLUTIONS/ORDINANCES

Law Enforcement Committee approved a resolution rescinding the Salary for the family court commissioner.

Motion/second(Schwandt/Trochinski) to approve the resolution. Motion carried.

Dissing stated that he will be sending a resolution to the County Board changing the hours of the employee from 35 to 40 hours. Supportive Employment Coordinator
Motion/second(Wendt/Trochinski) to approve the resolution pending DHHS approval. Motion carried.

COMMITTED FUNDS

Bostelmann requested approval for funds to be held over for Labor Law Issues.

Motion/second(Wendt/Schwandt) to request Labor Law Issues be sent to the Finance Committee as a committed fund. Motion carried.

MONTHLY VOUCHERS – None

FSA ROLLOVER MODIFICATION

Bostelmann explained that the U.S. Department of Treasury and the IRS issued a notice modifying the longstanding “use-or-lose” rule for health flexible spending arrangements (FSA). Now up to \$500 can be carried over into the next year. Bostelmann recommended the Committee approve this change for employees.

Motion/second(Schwandt/Schweder) to approve and move forward with implementation in 2014. Motion carried.

CLERK’S REPORT – None

MOVED INTO CLOSED SESSION

Move into closed session per:

Motion/second(Schwandt/Schweder) to move into closed session in accordance with Wis. Stat. § 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or conditions of employment responsibility; and

Wis. Stat. § 19.85 (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person

referred to in such histories or data, or involved in such problems or investigations. Wis. Stat. § 19.85 (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 discussion on employee investigation and potential discipline. Roll call vote, 5 ayes, 0 nays. Motion carried

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

Motion/second(Wendt/Trochinski) to reconvene in open session. Roll call vote, 5 ayes and 0 nays, motion carried.

For the Administrative Coordinator and the Corporation Counsel to proceed with employee discipline as directed by the committee and outside counsel.

COMMITTEE DISCUSSION

- Future meeting date: December 19, 2013 at 5:00 pm
- Future Agenda items for action & discussion:
- Set AFSCME Base Wage Bargaining dates for 2014 Wages – December 19th
- Set Mediation dates with WPPA – dates not available

ADJOURNMENT

Motion/second (Schwandt/Schweder) to adjourn at 6:58 pm. Motion carried.

Submitted by,

Marge Bostelmann,
County Clerk