

PERSONNEL COMMITTEE

October 11, 2012

The meeting of the Personnel Committee was called to order by Chair, Joanne Guden at 5:00 pm on Thursday, October 11, 2012 in the County Board Room, Green Lake Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Joanne Guden
Maureen Schweder
Richard Trochinski
Eugene Henke
Sue Wendt

Also Present: Marge Bostelmann, County Clerk Jack Meyers, County Board Chair
Attorney Daniel Borowski Sheriff Mark Podoll
Mark Putzke, Chief Deputy Lori Evans, LE Admin Asst
Al Shute, LUPZ Phil Robinson, HHS
Tracy Soda Jeanie Theune
Dawn Brantley

The Pledge of Allegiance to the Flag was recited.

AGENDA

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

PUBLIC COMMENT (3 Minute limit) - None

CORRESPONDENCE – None

APPEARANCE – None

CLOSED SESSION

Motion/Second (Schweder/Trochinski) to move into closed session per:

- Wis. Stat §19.82 (1) to meet for the purpose of collective bargaining under subch. I, IV, V, or VI of Ch. 111;
- 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 exercises responsibility –** Highway Commissioner;
- Wis. Stat. § 19.85 (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 law enforcement and other employee union negotiation Strategies

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

Motion/Second (Henke/Wendt) to resume open session. Roll call vote, 5 ayes, no nays, motion carried.

Motion/second (Wendt/Schweder) to approve giving the proposed highway commissioner 2 weeks of vacation if appointed by the County Board on Tuesday. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON SUPPLEMENTAL PAY POLICIES

Bostelmann printed out the supplemental pays in the contracts. Bostelmann will meet with department heads to discuss these and received recommendations. Bostelmann will also provide the Committee members with the pages of the contract that explains the supplemental pay.

DISCUSSION AND POSSIBLE ACTION ON ADMINISTRATIVE POLICY MANUAL & COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL

Personal Policy and Procedures Manual:

- Borowski provided the language changes as discussed at the last meeting: Work Week, Compensatory Time, County Residency, Concealed Carry, Holiday added New Year’s Eve, clarify “pay status”, clarify law enforcement holidays are paid if they work the day, Health Leave Bank was clarified.
- Voluntary Unpaid Leave: Bostelmann asked that this be considered as part of the personnel policy manual in the future. Currently the resolution ends at the end of this year.
- Discussion was held on Personnel Classifications and additional classifications for purposes of Law Enforcement. Language was presented and will be included in the Employee Handbook.
- Law Enforcement vacation that is currently based on 6/12/18/24 days per year. The days for employees will remain the same number of days until they advance to the next level and will then come in compliance with the new vacation schedule.
- Discussion on separation of responsibilities between Administrative Coordinator and County Clerk. Borowski will review and clarify the language.

Motion/second (Wendt/Schweder) to authorize Borowski to move forward with the Law Enforcement changes and other changes/clarifications as discussed. Motion carried.

Administrative Policy Manual:

Borowski provided the language changes as discussed at the last meeting: The Workday and Payroll Periods.

COMMITTEE DISCUSSION

- **Future meeting dates: November 7, 2012, 5 pm**
- **Future Agenda items for action & discussion:** Supplemental Pays, Approval of Policy and Procedures Manual and Administrative Manual.

ADJOURNMENT

Motion/second (Trochinski/Schweder) to adjourn at 6:50 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk