

PERSONNEL COMMITTEE MEETING

October 21, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, October 21, 2015 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
Maureen Schweder
Harley Reabe

Absent: Paul Schwandt
Sue Wendt

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
Sheriff Podoll
Linda Van Ness, HHS Director
Shelby Jensen, ESU Manager

Dan Sondalle, Assistant Corporation Counsel
Joy Waterbury, Supervisor
Mark Putzke, Chief Deputy
Terri Stellmacher, Child Support Administrator
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second (Schweder/Reabe) to approve the minutes of September 17, 2015 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCE – None

JOB DESCRIPTIONS

HHS CSP Professional/Crisis Case Worker: Van Ness explained the change from Dual Diagnosis to CSP Professional/Crisis Case Worker. This reduces the qualification and pay.

Motion/second(Reabe/Schweder) to approve the changes in the job description. Motion carried.

Director of Health and Human Services: Van Ness presented the changes based on HHS Board input. This is substantially changed and gives a better explanation to people who are applying for the position. Van Ness will change the word “grand” to “grant”. Discussion on qualification was held.

Motion/second(Reabe/Schweder) to approve the changes in the Director of HHS job description. Motion carried.

FILL VACANT POSITIONS

- Deputy Sheriff: Sheriff Podoll explained the need to fill the position. The rational was sent to the Committee.

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

- HHS CSP Professional /Crisis Case Worker: Van Ness explained the need to fill the position with the job description changes.

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

- HHS Director – HHS: Van Ness presented the information to fill the position.

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

CHILD SUPPORT ADMINISTRATOR – CHAIRMAN’S LETTER

Bostelmann explained that the Terri Stellmacher gave her retirement notice. Bostelmann conferred with Deb Pagel, Schenck, who is recommending that the departmental structure be evaluated prior to filling the position. The Judicial Law and Emergency Management Committee requested this be discussed at County Board and Board Chair Meyers sent the enclosed letter to the Judicial Law and Emergency Management Committee that they meet with the Personnel Committee to discuss. No action was taken.

VOLUNTARY UNPAID LEAVE

Stefanie Meeker requested 2 days unpaid. This has been approved by her department head.

Motion/second(Reabe/Schweder) to approve the two unpaid days. Motion carried.

RESOLUTIONS/ORDINANCES

Resolution of Creation of another Economic Support Worker: Van Ness and Shelby Jensen appeared to discuss the case load of current staff. The work load has increase by 75% over the last 4 years. Additional fraud money has been received and the need for investigation is increasing. Jensen explained the funding available to offset the position.

Motion/second(Schweder/Reabe) to approve the resolution and send on to the County Board. Motion carried.

MONTHLY VOUCHERS – None

WAGE SCALE/WAGE INCREASE

Bostelmann presented information for consideration and budget proposed.

Step increases on the wage scale would be \$75,488.79

If those employees over steps in the merit section received 1% it would be \$55,319.05 \$130,807.84

If those employees over steps in the merit section received 1.5% it would be \$81,072.43 \$156,561.22

Motion/second(Schweder/Reabe) to provide the step increases and a 1% increase to those over the steps and in the merit section for a total wage increase of approximately \$130,808.84 Motion carried.

CLERK’S REPORT

Contract for HSA/FSA – Diversified: Bostelmann presented the contract for the change in administration for the HSA/FSA. The Contracts have been reviewed and approved by Corporation Counsel, Dawn Klockow.

Motion/second(Reabe/Schweder) to approve moving forward and approve Bostelmann signing the Contracts. Motion carried.

MOVE INTO CLOSED SESSION

Motion/second(Reabe/Schweder) to move into closed session pursuant to Wis § 19.85 (1)(f) considering financial, medical, social, or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of changes against specific person 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 ins such histories or data, or involved in such problems or investigations. This closed session relates employee medical history.

Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility). The closed session relates to performance and possible discipline if certain DHHS employees.

Wis. Stat. § 19.85(1) (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 payment of invoices relating to investigation of potential litigation.

Roll call vote: 3 ayes, 0 nays, motion carried.

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

Motion/second(Reabe/Schweder) to reconvene in open session. Roll call vote: 3 ayes, 0 nays, motion carried.

Motion/second(Reabe/Schweder) to approve shared leave based on the medical history of a county employee, the Committee will review the shared leave next month. Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting on Wednesday, November 18, 2015 at 5:00 pm.
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:50 PM.

Submitted by,



Marge Bostelmann
County Clerk