

PERSONNEL COMMITTEE MEETING
October 23, 2014

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Thursday, October 23, 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: Joe Gonyo
Sue Wendt
Maureen Schweder
Harley Reabe
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk
Jack Meyer, Board Chair
Mark Podoll, Sheriff
Phil Robinson, Deputy Director HHS
Dan Borowski, Phillips Borowski

Diane Meulemans, Corporation Counsel
Amy Brooks, Highway Commissioner
Lori Evans, Law Enforcement
LeRoy Dissing, HHS Director
Andrew Christianson, DA

AGENDA

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

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of September 18, 2014 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS

Deputy County Treasurer: An updated job description was presented outlining addition duties performed by this position.

Deputy Veteran Service Office and Veteran Service Office: Both descriptions were updated to include technical compliance that is now required by the Veterans Service Commission.

Motion/second(Reabe/Wendt) to approve the updated job descriptions. Motion carried.

FILL VACANT POSITIONS

Veteran Service Officer: Bostelmann presented information on the need for the position to be filled. Bostelmann will oversee the application process and the civil service exam.

Motion/second(Schwandt/Reabe) to approve filling the Veteran Service Officer position. Motion carried.

Community Response Worker – HHS: Dissing explained the position and that the position is funded by grant money. The person in this position moved to another open position in HHS.

Motion/second(Schwandt/Wendt) to approve filling the Community Response Worker positions in the HHS department.

VOLUNTARY UNPAID LEAVE – None

HIGHWAY WORK WEEK

Brooks explained that with the work week being from Sunday to Saturday over time is not paid on Sundays but is paid on Friday if employees are called in for snow plowing or/and an emergency. Changing the work week will provide highway reimbursement by the State when called in on Sunday. This will allow overtime on the weekend but the Fair Labor Standards will also be followed. Discussion was held.

Motion/second(Reabe/Schwandt) to approve the change of the work week for the Highway Department. Motion carried.

PAY DIFFERENTIAL FOR CERTIFIED BRIDGE INSPECTOR - HIGHWAY

Brooks explained that bridge inspections are done once a year and take about 3 to 4 weeks to complete the inspection of all bridges in the County. The Highway Committee recommends \$2.25 as the pay differential for nonexempt employees who have been trained and are certified to complete bridge inspections. The pay differential would be for nonexempt employees only and only for the time that the employees are doing a bridge inspection.

Motion/second(Schwandt/Reabe) to approve the \$2.25 shift differential for nonexempt employees during the hours they are doing the bridge inspections. Motion carried.

FUNERAL LEAVE RETRO PAY FOR BROTHER-IN-LAW AND SISTER-IN-LAW

The Personnel Policy and Procedures Manual was changed because funeral leave for brother and sister-in-law was omitted from the previous Policy and Procedurals Manual. Two employees were affected by the oversight. One used a vacation day and the second employee took 2 hours at no pay.

Motion/second(Wendt/Schweder) to approve making the two employee whole because of the oversight. Motion carried.

INTERNAL EMPLOYMENT APPLICATION

Bostelmann explained that currently employee who apply internally for a position have to fill out the same application as everyone applying for the position. Otto drafted an application that is less cumbersome for an employee who is already works for the County. Discussion was held.

Motion/second(Reabe/Wendt) to approve the simplified internal employment application. Motion carried.

SUBSEQUENT OPED VALUATION FOR GREEN LAKE COUNTY

Bostelmann stated that every three years the County is required to have an Other Post Employment Benefit valuation completed for the audit. Bostelmann presented the proposal which will cost \$5000.

Motion/second(Reabe/Schwandt) to approve the proposal and have Bostelmann sign the agreement and move forward with the valuation. Motion carried.

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS

Vouchers were presented in the amount of \$3,029.68

Motion/second(Wendt/Reabe) to approve the vouchers. Motion carried.

CLERK'S REPORT

Bostelmann stated that she would like the Committee to consider offering two programs to employees. One is short term disability. Currently employees have the option of purchasing long term disability that would start after 90 or 180 days. The short term disability proposed would start after 1 day for an accident or 8 days for an

illness or 31 days for accident and illness. The disability insurance can be for 13 or 26 weeks.

The second program is long-term disability that employees can purchase. This is offered by WCA Services. Bostelmann will bring additional information to the next meeting for the Committee to review and discuss.

MOVED INTO CLOSED SESSION

Motion/second(Wendt/Reabe) to move into closed session per Wis. Stat. § 19.85(1) to meet for the purpose of collective bargaining under subch. I, IV,V, or VI of Ch.111; and Wis. Stat. § 19.85(1) (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 related to bargaining strategies –WPPA , 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. This closed session relates to employee medical and voluntary shared leave request. 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 (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/Reabe) to reconvene into open session. Roll call vote 5 ayes, 0 nays. Motion carried.

The committee approved a resignation agreement and approved Chairman Gonyo to sign it.

Borowski discussed WPPA negotiations strategies with the Committee.

COMMITTEE DISCUSSION

- Future meeting date: Special Meeting October 28, 2014 at 5 pm and Regular meeting on November 13, 2014 at 5 pm.
- Future Agenda items for action & discussion: long term care and short term disability plans

ADJOURNMENT

Motion/second (Reabe/Schwandt) to adjourn at 7:15 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk