



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/13/17

Amended* Post Date: 10/18/2017

The following documents are included in the packet for the Personnel Committee on October 19, 2017:

- 1) ***Amended Agenda**
- 2) Minutes from 09/21/17
- 3) Resolution to Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual
- 4) ***Eliminate Mail Clerk Position from the Maintenance Department**
- 5) ***Eliminate Part Time Register of Deeds Position**
- 6) ***Reduce UWEX/Fair Program Specialist Position to Part Time Position**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

***Date: October 19, 2017 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

AMENDED AGENDA*

Committee Members

*Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: September 21, 2017
6. Correspondence
7. Resolutions/Ordinances
 - Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual
 - * Eliminate Mail Clerk Position from the Maintenance Department
 - * Eliminate Part Time Deputy Register of Deeds Position
 - * Reduce UWEX/Fair Program Specialist Position to Part Time Position
8. Committee Discussion
 - Future Meeting Dates: Meeting November 16, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
9. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
September 21, 2017

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, September 21, 2017 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
Robert Schweder
Sue Wendt
Robert Lyon

Absent: Paul Schwandt

Also Present: Liz Otto, County Clerk
Amy Brooks, Hwy Commissioner

Dawn Klockow, Corporation Counsel
Harley Reabe, County Board Chair

AGENDA

Motion/second (Schweder/Wendt) to approve the agenda. All ayes. Motion carried.

MINUTES

Motion/second (Lyon/Schweder) to approve the minutes of the August 17, 2017 meeting. All ayes. Motion carried.

CORRESPONDENCE – County Clerk Liz Otto read an email received from Supervisor #4 Paul Schwandt in regard to the resolutions coming before the committee to hire a total of 3 people. He feels that more information is needed from County Administrator Cathy Schmit.

2018 BUDGET

No updates at this time.

RESOLUTIONS/ORDINANCES

• **Consideration of Resolution to Create Two Additional IT Support Specialist Positions**

Motion/second (Schweder/Wendt) to approve the Resolution to Create Two Additional IT Support Specialist Positions and to forward to Finance for fiscal approval and County Board for final approval. Discussion held. Chairman Joe Gonyo and Bob Lyon questioned Corporation Counsel Dawn Klockow on the procedural error that was made at the August meeting to amend the resolution. Discussion also held on the need to hire two people at this time. Roll call vote on motion to approve resolution – Ayes – 1 (Wendt), Nays – 3. Motion failed.

• **Consideration of Resolution Relating to Create One Additional Position for Highway Laborer**

Highway Commissioner Amy Brooks explained the need for the added position due to extra work through plowing for a township and also restructuring and adding another state route. Extra drivers are also needed during the spring/summer/fall season for chipsealing and other construction/maintenance projects.

Motion/second (Lyon/Schweder) to approve the Resolution Relating to Create One Additional Position for Highway Laborer and to forward to Finance for fiscal approval and County Board for final approval. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – October 19, 2017 at 6:00 PM

Future agenda items:

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:27 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2017

**Modify Health Insurance Plan Design and
Update Personnel Policies and Procedures Manual**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November, 2017, does resolve as follows:

- 1 **WHEREAS**, Green Lake County currently has a 3-year contract ending FY 2018 with
2 the WCA Group Health Trust for Employee Health Insurance Plan coverage; and
- 3 **WHEREAS**, Year 3 of the contract sets a maximum premium increase cap of 8% and
4 WCA Group Health Trust has notified the County that they intend to increase the
5 premium rate to the maximum amount allowed per the contract of 8% at an estimated
6 total financial impact to the County of \$206,426; and
- 7 **WHEREAS**, in negotiating a modified plan design with the WCA Group Health Trust
8 they have notified the County that should the County modify their plan design by
9 increasing annual deductible amounts from the current \$1500 Single/\$3,000 Family to
10 \$2,000 Single/\$4,000 Family the premium rate increase would be reduced to 3.3% at an
11 estimated total financial impact to the County of \$85,150. This would reflect a net offset
12 to the County premium increase of \$121,276; and
- 13 Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 14th
day of November, 2017.

Joe Gonyo, Chair

Paul Schwandt

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Sue Wendt

14 **WHEREAS**, the 2018 Proposed Annual Budget reflects a 3.3% premium rate increase.

15 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
16 Supervisors does approve a change to the WCA Group Health Trust health insurance
17 plan design increasing annual deductibles to \$2,000 Single/\$4,000 Family effective for
18 the 3rd and final year of the WCA Group Health Trust plan contract.

19 **BE IT FURTHER RESOLVED** that in recognition of the additional financial burden
20 placed on employees due to the change in the health insurance plan design, effective
21 FY 2018 Green Lake County will add 1 day of Spring Holiday to be recognized on the
22 Friday before Easter of each year.

23 **BE IT FURTHER RESOLVED** that the Paid Holidays section of the Personnel Policies
24 and Procedures Manual be modified to reflect the additional paid holiday.

RESOLUTION NUMBER -2017

Eliminate Mail Clerk Position from the Maintenance Department

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does resolve as follows:

1 **WHEREAS**, Green Lake County strives to administer its staffing levels in the most
2 efficient and cost effective manner possible; and

3 **WHEREAS**, after analysis and discussion with the County Clerk and Maintenance
4 Supervisor it was determined that the position of Mail Clerk could be eliminated with the
5 associated duties being absorbed by the County Clerk’s Office creating efficiencies and
6 reducing staffing costs; and

7 **WHEREAS**, estimated staffing cost savings generated by eliminating the Mail Clerk
8 position would be \$51,200 annually.

9 **NOW THEREFORE BE IT RESOLVED** that the position of Mail Clerk be eliminated
10 from the Maintenance Department effective 11:59 p.m. December 31, 2017, with the
11 associated duties and responsibilities of the position being absorbed by the County
12 Clerk’s Office effective January 1, 2018.

13 Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 14th
day of November 2017.

Joe Gonyo, Chair

Paul Schwandt

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Sue Wendt

RESOLUTION NUMBER -2017

Eliminate Part Time Deputy Register of Deeds Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does resolve as follows:

1 **WHEREAS**, Green Lake County strives to administer its staffing levels in the most
2 efficient and cost effective manner possible; and

3 **WHEREAS**, after analysis and discussion with the Register of Deeds it was determined
4 that the part-time Deputy Register of Deeds position could be eliminated with the
5 associated duties being absorbed within the department creating efficiencies and
6 reducing staffing costs; and

7 **WHEREAS**, estimated staffing cost savings generated by eliminating the part-time
8 Deputy Register of Deeds position would be approximately \$40,800 annually.

9 **NOW THEREFORE BE IT RESOLVED** that the position of part-time Deputy Register of
10 Deeds be eliminated from the Register of Deeds Department effective 11:59 pm on
11 December 31, 2017, with the associated duties and responsibilities of the position being
12 absorbed within the Register of Deeds Office effective January 1, 2018.

13 Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain 0

Joe Gonyo, Chair

Passed and Adopted/Rejected this 14th
day of November, 2017.

Paul Schwandt

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Sue Wendt

RESOLUTION NUMBER -2017

Reduce UWEX/Fair Program Specialist Position to Part Time Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does resolve as follows:

- 1 **WHEREAS**, Green Lake County strives to administer its staffing levels in the most
- 2 efficient and cost effective manner possible; and
- 3 **WHEREAS**, due to UWEX nEXTGeneration reorganization efforts and other
- 4 employment opportunities UWEX Agent staffing is currently at reduced levels and will
- 5 continue to operate at reduced levels for the foreseeable future; and
- 6 **WHEREAS**, after analysis and discussion with UWEX leadership stakeholders it was
- 7 determined that the full-time UWEX/Fair Program Specialist position hours could
- 8 effectively be reduced within the department creating efficiencies and reducing staffing
- 9 costs; and
- 10 **WHEREAS**, estimated staffing cost savings generated by reducing the full-time
- 11 UWEX/Fair Program Specialist position to a 75% part-time UWEX/Fair Program
- 12 Specialist position would be approximately \$17,800 annually.
- 13 Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain 0

Joe Gonyo, Chair

Passed and Adopted/Rejected this 14th day of November, 2017.

Paul Schwandt

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Sue Wendt

14 **NOW THEREFORE BE IT RESOLVED** that the full-time UWEX/Fair Program Specialist
15 position be reduced to a 75% part-time UWEX/Fair Program Specialist position effective
16 January 1, 2018.