



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/20/2017

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on February 23, 2017:

- 1) Agenda
- 2) Draft minutes from the 11/17/2016
- 3) Resolution Relating to Updated WIPLFI Study and Base Wage Review
- 4) Resolution Relating to Creating a HR Coordinator Position in the County Administrator Office
- 5) Resolution Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com



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: February 23, 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: 11/17/2016
6. Correspondence
7. *Appearances:
 - Tucker Johnson, VBRNOW.com - Accident, Critical Illness, and Universal Life Insurance benefits for employees
8. *WPPA contract negotiation schedule
9. Review of Administrative Policy Manual
10. Review of Personnel Policies & Procedures Manual
11. Final WIPFLi Study and Performance Management Policy
12. Resolutions/Ordinances
 - Resolution Relating to Updated WIPFLI Study and Base Wage Review
 - Resolution Relating to Creating a HR Coordinator Position in the County Administrator Office
 - *Resolution Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com
13. Clerk's Report
14. Committee Discussion
 - Future Meeting Dates: Meeting March 23, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
15. 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
November 17, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, November 17, 2016 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: Marge Bostelmann, County Clerk
Mark Putzke, Chief Deputy

Dawn Klockow, Corporation Counsel
Jason Jerome, HHS Director

AGENDA

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

MINUTES

Motion/second (Wendt/Lyon) to approve the minutes of October 20, 2016 and November 2, 2016 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS

The Committee reviewed and discussed job descriptions from the following departments:

- Corporation Counsel Office
- Register of Deeds Office

Motion/second(Lyon/Schweder) to accept the updated job descriptions as presented for both departments. Motion carried.

FILL VACANT POSITIONS

- Mental Health Case Manager – HHS Jerome explained the need for the position and the changes in the update of the job description.

Motion/second(Wendt/Schweder) to approve the updated job description and filling the positions. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST

A request was received from an employee in the Treasurer's Office for 2 unpaid days off. The employee has already taken 5 unpaid days off per policy. Discussion held.

Motion/second(Lyon/Schweder) to approve the additional 2 days of unpaid leave. Motion carried.

RESOLUTIONS/ORDINANCES

Resolution Relating to Eliminating the Position of Full-time County Surveyor: Klockow explained the resolution. Discussion held.

Motion/second(Lyon/Gonyo) to approve the resolution and send it on to the County Board. Motion carried.

Resolution Relating to Creating the Drug Court Coordinator Position: Jerome explained the grant that has been received. He also explained the drug court program. The position is funded by the grant and will be eliminated if there is no outside funding. Discussion held.

Motion/second(Lyon/Wendt) to approve the resolution and send it on to the County Board. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented in the amount of \$23,617.31.

Motion/second(Lyon/Schweder) to approve the vouchers for payment. Motion carried.

CLERK'S REPORT – None

CLOSED SESSION

Motion/second(Schweder/Wendt) to go into closed session in accordance with Wis. Stat. § 19.85 (1) (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 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 in such histories or data, or involved in such problems or investigations. This closed session relates to performance and possible discipline of certain Highway employee(s). Roll call vote, 4 ayes, 0 nays, 1 absent (Schwandt), motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS

Motion/second(Lyon/Schweder) to reconvene into open session and immediately adjourn at 6:29 PM. Roll call vote, 4 ayes, 0 nays, 1 absent (Schwandt), motion carried.

Submitted by,

Marge Bostelmann
County Clerk

RESOLUTION NO. _____-2017

Relating to Updated WIPFLI Compensation Plan and Base Wage Adjustment

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, in 2013 the Green Lake County Board of Supervisors did adopt a Compensation Structure and Wage Plan for all non-represented employees as developed by WIPFLI, LLC; and

WHEREAS, in 2016 the Green Lake County Board of Supervisors did adopt Resolution # 24-2016 establishing criteria for a Merit Pay Policy and base wage increase for those in the merit section of the wage range for 2017 of 3%; and

WHEREAS, the Green Lake County preliminary 2016 year-end general fund financial statements reflect a salary and fringe benefits savings of approximately \$92,000; and

WHEREAS, in 2016 the Green Lake County Board of Supervisors did adopt Resolution # 23-2016 which approved entering into a contract with WIPFLI, LLC to update the wage comparability study; and

WHEREAS, WIPFLI, LLC along with the County Administrator has reviewed and updated the Compensation Plan and now recommend it for adoption;

NOW, THEREFORE, BE IT RESOLVED that the Green Lake County Board of Supervisors does hereby adopt the modified Green Lake County Compensation Plan as presented; and

Roll Call on Resolution No. ____-2017

Submitted by Personnel Committee:

Aye , Nay , Absent , Abstain

Passed and Adopted/Rejected this 21st day of March 2017.

Joe Gonyo, Chairman

Paul Schwandt

Harley Reabe, County Board Chairman

Robert Lyon

ATTEST: Liz Otto, County Clerk
Approved as to Form:

Robert Schweder

Dawn N. Klockow, Corporation Counsel

Sue Wendt

BE IT FURTHER RESOLVED that the Green Lake County Board of Supervisors is committed to proactive maintenance of the Green Lake County Compensation Plan and hereby authorizes the County Administrator to update and age the Compensation Plan annually on July 1 by the CPI-U index rate as determined by the WI Department of Revenue and published monthly by the WI Employment Relations Commission (WERC); and

BE IT FURTHER RESOLVED that in order to ensure all non-represented staff wage rates meet the minimum wage range amount for the respective pay group as defined in the Green Lake County Compensation Plan the Green Lake County Board of Supervisors does hereby authorize that effective with the first payroll of April 2017 any staff wage rate below the Compensation Plan minimum rate for that pay group, after 2017 step or performance pay increases have been applied, will be increased to the minimum rate as defined in the Compensation Plan; and

BE IT FURTHER RESOLVED that unused 2016 general fund salary and fringe funds will be carried forward to 2017 to cover the costs of this wage rate increase up to the Compensation Plan pay group minimum in an amount not to exceed \$55,000.

Fiscal Note: Not to Exceed \$55,000

RESOLUTION NUMBER - 2017

RELATING TO CREATING AN HR COORDINATOR POSTION IN THE COUNTY ADMINISTRATOR OFFICE

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of March, 2017 does resolve as follows:

WHEREAS, in 2016 the Green Lake County Board did approve the creation of the County Administrator position; and

WHEREAS, in November 2016 the Green Lake County Board did adopt the 2017 Annual Green Lake County Budget that included funding for the County Administrator position and Administrator Assistant position; and

WHEREAS, in December 2016 an individual did assume the position of Green Lake County Administrator; and

WHEREAS, the County Administrator has assumed the human resources related duties previously performed by the County Clerk/Administrative Coordinator; and

WHEREAS, Green Lake County has implemented a formal wage classification system as well as an employee performance evaluation program; and

WHEREAS, after careful consideration and analysis the County Administrator has determined that assistance with activities primarily related to Human Resource functions including, but not limited to, recruitment, maintenance of employment records, reporting, position analysis and performance evaluation programs is essential; and

WHEREAS, the County Administrator has identified key support areas related to office communications, clerical services, budget facilitation and office support during County Administrator absences that are critical to efficient office functions.

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors does hereby authorize the creation of an HR Coordinator position within the County Administrator department. See attached Fiscal Note.

Roll Call on Resolution No. -2017

Submitted by Administrative Committee
Approved/Disapproved by Personnel Committee

With the recommendation to Approve/Disapprove

Aye , Nay , Absent , Abstain

Harley Reabe, Chairman

Passed and Adopted/Rejected this 21st day
of March, 2017

Nick Toney, Vice Chairman

County Board Chairman

Paul Schwandt

ATTEST: County Clerk
Approved as to Form

Michael Starshak

Corporation Counsel

David Richter

Robert Lyon

ADOPTED BUDGET - 2017

DEPARTMENT: COUNTY ADMINISTRATOR

COMMITTEE: ADMINISTRATIVE

PERSONNEL COSTS

POSITION TITLE	RATE	43.35	WEEKS					
		HOURS	WAGES	FICA	RET EMPLOYER	H-INS	L-INS	TOTAL
		83%						
HR Coordinator	17.67	1734	\$ 30,640	\$ 2,344	\$ 2,084	\$ 18,178	\$ 50	\$ 53,295
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PROPOSED - 2017 41.00 WEEKS Pay Group 13: \$18.51 - \$23.14 - \$27.77

Start Date: April 24, 2017

POSITION TITLE	RATE	41.00	WEEKS					
		HOURS	WAGES	FICA	EMPLOYER	H-INS	L-INS	TOTAL
		79%						
HR Coordinator	18.51	1,640	\$ 30,356	\$ 2,322	\$ 2,064	\$ 18,178	\$ 50	\$ 52,971
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13	POSITION TITLE	CLASS	WAGES	FICA	EMPLOYER	H-INS	L-INS	TOTAL
	Account Clerk Specialist	HHS	\$38,511	\$48,139	\$57,766	\$18.51	\$23.14	\$27.77
	Administrative Assistant	ZON						
	Administrative Assistant	LC						
	Clerk	LE						
	Court Records Clerk	COC						
	Court Services Deputy	LE						
	Deputy County Clerk	CC						
	Deputy Register of Deeds	ROD						
	Deputy Treasurer	TRE						
	Deputy Treasurer/Register of Deeds	TRE/ROD						
	Judicial Assist/Assist Reg of Probate	CCP						
	Legal Assistant/Administrative Assistant	CORP						
	Legal Clerk	DA						
	Mechanic I	HWY						
	Program Specialist	UWEX						
	Secretary/ Bookkeeper II	FRI						
	Victim/Witness Coordinator	DA						

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Human Resources Coordinator

DEPARTMENT: County Administrator

LOCATION: GOVERNMENT CENTER

SUPERVISOR: County Administrator

SUMMARY:

Assist County Administrator in all phases of personnel administration procedures including recruitment, record keeping and correspondence duties. Will also perform a variety of clerical, accounting, training and computer related tasks associated with the work of the County Administrator's Office and related work as required.

DUTIES AND RESPONSIBILITIES:

- Coordinates recruitment process, formulates screening criteria and interview questions;
- Posts vacancies, receives and processes applications including screening, interview scheduling, test arrangements, sending correspondence and notices to applicants;
- Monitors selection (interview) process and maintains recruitment files;
- Coordinates onboarding of new employees with County Clerk's Office;
- Conducts pre-employment background checks;
- Handles routine policy manual interpretation inquiries;
- Prepares and updates job descriptions;
- Coordinates employee performance evaluation program and maintains relevant documentation;
- Completes employment verification requests;
- Participates in reclassification and classification evaluations;
- Participates in employee interviews;
- Maintains personnel, union contract, medical and/or other office filing systems;
- Maintains database of active and inactive county employees;
- Coordinates any variety of personnel actions with County Clerk's Office;
- Responds to surveys;
- Maintains updates to Administrative and Employee Manuals and related forms;
- Maintains portions of the County website at the direction of the County Administrator;
- Updates departmental organization charts;
- Handles preparation and distribution of service certificates and employee recognition activities;
- Handles unsolicited resumes;
- Coordinate employee training activities;
- Monitors grievance procedures;
- Coordinates exit interviews;
- Support County Administrator in development of the annual budget;
- Maintains effective working relationship with departmental personnel, County Board Supervisors and the public;
- Serves as receptionist and directs walk-ins; answers and directs phone calls; routes mail;

- Serves as office manager in the absence of the County Administrator;
- Other duties as assigned.

SKILLS AND ABILITIES:

Exceptional ability to work cooperatively with the general public, county department staff and County Board members. Must be a self-starter with initiative, be able to work with little or no direct supervision, must be tactful, courteous, helpful and friendly. Ability to understand and follow directions, state statutes and laws governing the County. Excellent communications skills, ability to type, do accurate accounting and understanding of computer operations. Skill in the use of general office equipment including but not limited to: telephone, copy machine, scanner, calculator, computer, fax machine, and printing equipment.

QUALIFICATIONS:

EDUCATION: Minimum of two year degree in human resources or related field; or

EXPERIENCE / JOB KNOWLEDGE: Minimum of two years office experience in related field, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Must be proficient in computer operations with advanced knowledge of Microsoft products

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

RESOLUTION NO. __-2017

Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, The County understands that certain benefits are valuable for the economic security and well-being of its employees such as universal life insurance, accident insurance and critical illness insurance; and,

WHEREAS, vbrnow.com provides voluntary benefits of Universal Life Insurance, Critical Illness Coverage and Accident plans to employees which would be at no cost to the County; and,

WHEREAS, the voluntary benefit programs may be purchased as a pre-tax benefit to county employees.

NOW BE IT RESOLVED, that the Green Lake County Board of Supervisors will make available to all interested employees the voluntary benefits of Whole Life Insurance Coverage, Critical Illness Insurance and Accident Insurance through vbrnow.com. with the employees paying the full cost of any premiums on a pre-tax basis.

Roll Call on Resolution No. -2016

Submitted by Personnel Committee

Aye____, Nay____, Absent____, Abstain____

Joe Gonyo, Chair

Passed & Adopted/Rejected this 21st
day of March, 2017

Paul Schwandt

County Board Chair

Sue Wendt

Attest: County Clerk
Approved as to form:

Robert Lyon

Corporation Counsel

Robert Schweder