

## PERSONNEL COMMITTEE MEETING

September 18, 2014

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Thursday, September 18, 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 – 5:05 pm  
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Jack Meyer, Board Chair  
Mark Podoll, Sheriff  
Diane Meulemans, Corporation Counsel  
Amy Brooks, Highway Commissioner  
Mark Putzke, Chief Deputy

### AGENDA

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

### MINUTES

*Motion/second (Wendt/Reabe)* to approve the minutes of August 19, 2014, August 20, 2014 and September 3, 2014 as presented. Motion carried.

CORRESPONDENCE – None

### FILL VACANT POSITIONS

Child Protective Services Intake Worker - HHS: Dissing presented information on the need for the position to be filled.

Mental Health Case Manager – HHS: Dissing presented information on the need for the position to be filled. This position is in the Clinical Service Unit. The employee in the Community Residential Aide is changing jobs and going to FRI. HHS would like to fill the vacant Mental Health Case Manager position which will increase revenue and the position will be more versatile.

*Motion/second(Wendt/Schweder)* to approve filling both positions in the HHS department.

Patrol Superintendent - Highway

Brooks presented information on the need for the position to be filled. The current employee is retiring. Brooks would like to post both internally and externally.

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

### JOB DESCRIPTIONS

Highway Job Description and Wage Differential

Brooks stated that several of the job descriptions fall into the same wage classification. Highway would like to combine those job descriptions into one position called Highway Laborer. The sign man would remain a separate job description. The Certified Bridge Inspector would receive a pay differential, but more research will be done to determine what other counties pay for the bridge inspector.

*Motion/second(Reabe/Wendt)* to approve the updated job description for the Highway Laborer. Motion carried.

**VOLUNTARY UNPAID LEAVE** – None

**RESOLUTIONS/ORDINANCES**

Amending Ordinance 1042 – 2012 Green Lake County Personnel Policy and Procedures Manual, Health insurance, Appendix K. Discussion held.

*Motion/second(Schwandt/Wendt)* to approve the ordinance approving health insurance from GHT according to the bid premium proposal and send to the County Board. Motion carried.

**EMPLOYEE WAGE INCREASE FOR 2015**

Information was presented on implementing the wage study step increases and provide a 1.5% increase for the employees above market. Discussion was held.

*Motion/second(Wendt/Schweder)* to implement the steps of the wage study as approved by County Board and give a 1.5% increase to employees who are above market. Motion carried, 4 ayes, 0 nays, 1 abstained (Schwandt). Bostelmann will put together a resolution for the October County Board.

**ON CALL PAY FOR HEALTH & HUMAN SERVICES**

Dissing stated that the Children and Family Services unit and Clinical Service unit have on call pay that was negotiated from the union. Dissing and Bostelmann proposed that the on-call pay be rolled into the salaries of those employees on call. The increase for Children and Family Services staff would be \$.92/hour and the increase to Clinical Services staff would be \$.61/hour for each employee. All employees are on a rotation to be on call.

*Motion/second(Reabe/Schwandt)* to approve incorporating the on-call pay into the salaries effective 1/1/2105. Motion carried.

**ACCUMULATION OF COMPENSATORY TIME FOR UWEX DURING THE FAIR**

Nav Ghimire explained the uniqueness of the Green Lake County Fair. He explained that UWEX employees work approximately 75 hours of compensatory time during the fair week and the County policy state that employees can only accumulate 40 hour of compensation time and hours over 40 would be paid. Ghimire explained that paying the overtime is very costly to the Fair budget. Discussion was held.

*Motion/second(Schwandt/Reabe)* to amend the policy to allow 75 hours of compensatory time during the Fair week for UWEX employees. Motion carried. An ordinance amendment will be drafted for the October County Board.

**MONTHLY VOUCHERS**

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

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

**CLERK'S REPORT** – None

**MOVED INTO CLOSED SESSION**

*Motion/second(Wendt/Schweder)* 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.

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. No action taken in closed session.

**COMMITTEE DISCUSSION**

- Future meeting date: Regular meeting on October 23<sup>rd</sup> at 5 pm.
- Future Agenda items for action & discussion: Funeral Leave retro for brother-in-law, sister in law.

**ADJOURNMENT**

*Motion/second (Reabe/Wendt)* to adjourn at 6:22 pm. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk