

PERSONNEL COMMITTEE MEETING
September 22, 2011

The meeting of the Personnel Committee was called to order by Vice-Chair Maureen Schweder at 4:00 PM on Thursday, September 22, 2011 in the County Board Room, Green Lake County, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Joanne Guden (4:15)
Gene Henke
Dan Priske
Maureen Schweder
John Zelenski

Also Present: Marge Bostelmann, County Clerk
John Selsing, Corp Counsel
Bob Podgorski, Highway Commissioner
Becky Pence, Highway Admin Assist
Jerry Beuthin, VSO
LeRoy Dissing, HHS Deputy Director
Sheriff Podoll
Chief Deputy Mark Putzke
Al Shute, Director of Planning
Tony Daley, Berlin Journal

AGENDA

Motion/second (Priske/Henke) to approve the amended agenda. All ayes. Motion carried.

MINUTES

Motion/second (Priske/Henke) to approve the minutes of August 4, and August 18, 2011. All ayes. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT) None

CORRESPONDENCE None

APPEARANCES None

EXTENSION OF VSO LTE POSITION – JERRY BEUTHIN

Beuthin stated that the new employee will start on the 26th. He is requesting that the LTE position be extended for 30 days to train the new employee and cover the office while he is at a conference and his son's wedding. Budget wise this is fine.

Motion/Second(Henke/Zelenski) to approve extending the LTE position for Laurie Cluppert for 30 days. Motion carried.

FILLING VACANT POSITIONS

(2) General Laborer – Highway

State Patrolman/Highway Maintenance Worker - Highway: Bob Podgorski explained that he is down one employee because the position has been let go. He presented the necessary explanation required for filling the positions.

Motion/Second(Priske/Zelenski) to approve filling the three positions. Motion carried.

NOTICE TO EMPLOYEES WITH THE OFFICE OF THE DISTRICT ATTORNEY

A letter from Winn Collins was presented stating that until the new DA is approve no comp time, overtime or flex time. A letter was also presented from Lisa Vanden Branden stating that overtime will be approved only in emergencies. Vanden Branden lived in De Pere and the other special prosecutor filling in for Winn lives in Adams County.

RESOLUTIONS/ORDINANCES

- Resolution 21-2011 Consolidating the Development Disability/Long Term Care Coordinator Position to Other Positions within the Department of Health & Human Services. Dissing explained that the resolution eliminates the Developmental Disabilities/Long Term Support coordinator and reclassifies the position of Children’s Long term care /comprehensive community service coordinator position. This will help achieve the 3% reduction

Motion/Second(Priske/Zelenski) to approve the resolutions. Motion carried.

Motion/Second(Henke/Priske) to seat Joanne Guden at 4:15. Motion carried.

Updated job descriptions were presented for the Birth to 3 Services/Family Support Coordinator and Children’s Long Term Support/ Comprehensive Community Services Coordinator with the resolution, which has been approve by the HHS Board and Union.

Motion/Second(Henke/Guden) to approve the job descriptions and updates. Motion carried.

- Ordinances 1000-2011 Amending Ordinance No 811-04 Personnel Policy & Procedure Manual, Interior Decorations. Bostelmann explained the Policy drafted by P&I.
Motion/Second(Guden/Zelenski) to approve the Ordinance and send on to the October Count Board. Motion carried.
- Ordinance 1001-2011 Amending Ordinance No 811-04 Personnel Policies & Procedures Manual – Disposal of Electronic Media Policy. Bostelmann explained that this was drafted by the IT Committee and approved by the P&I Committee.
Motion/Second(Priske/Henke) to approve the Ordinance and send on to the October County Board. Motion carried.

CLERK’S REPORT

2012 Budget – Bostelmann announces that the Health insurance renewal was a 4% increase. Bostelmann originally estimated between 9% and 10%. She also stated that the Workers Compensation mod rate is .75. the committee would like to see the Worker’s Compensation report at the next meeting.

Bostelmann also suggested that the Committee look at extending the voluntary unpaid leave

program for 2012. This can be put on the next agenda.

Bostelmann explained that the Grievance procedure was passed with references to “working” days rather than “calendar” days. An amendment will be sent to the county Board.

Bostelmann reported on the HR Conference she attended last week. She explained that a presentation was given on have an HR audit. Bostelmann stated that Brenda Keller did this several years ago and would like to discuss have another on next year. The audit will look at procedures and recommend best management practices to help improve how HR functions are being doen. She also suggested that the Committee look into a wage scale study for the current union employees next years.

CLOSED SESSION

Motion/second (Henke/Guden) to move into closed session per ss. 19.85(1)c: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility – (g) Conferring with legal counsel to discuss pending litigation. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second (Guden/Zelenski) to resume open session. Roll call vote, 5 ayes – 0 nays, motion carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

The committee reviewed probationary evaluation for Lynn Ryan.

Motion/Second(Henke/Priske) to approve the probationary evaluation of Lynn Ryan. Motion carried.

Bostelmann sent letters to the 2 employees whose positions were eliminated by resolution at County board on Tuesday night. Bostelmann will Contact Dr. Tom Willett regarding a medical concern.

COMMITTEE DISCUSSION

- Future meeting date: October 20, 2011
- Future Agenda items for action & discussion – Voluntary unpaid leave, Workers Comp loses.

ADJOURNMENT

Motion/second (Priske/Henke) to adjourn at 5:05 PM. All ayes. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk