

PERSONNEL COMMITTEE MEETING
January 18, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, January 18, 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
Sue Wendt
Paul Schwandt
Maureen Schweder
Harley Reabe

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
Sheriff Podoll
Karen Davis, HHS
Jeanne Theune, Child Support
Tony Daley, Berlin Journal
Dawn Klockow, Corporation Counsel
Joy Waterbury, Supervisor
Mark Putzke, Chief Deputy
Paul Vander Sande, HHS
Rich Slate, Supervisor

AGENDA

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

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of December 17, 2015 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS

Change a Dual Diagnosis Clinical Therapist to a CLTS (Children Long Term Care)/CCS (Comprehensive Community Services) Coordinator and CSP (Community Support Program) Administrator
Discussion held.

Motion/second(Schwandt/Reabe) to approve the change in the job description as presented. Motion carried.

FILL VACANT POSITIONS

- CLST/CCS Coordinator and CSP Administrator: Davis explained the person in the Dual Diagnosis position will be taking a position in the Valley. Davis also explained the need for the position.

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

- Clinical Therapist: Davis explained that this is the position vacated by Paul Vander Sande.

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

- Receptionist/Data Entry Specialist: The person in this position is going to the Behavioral Health unit as case manager. The position will include backing up for reception and data entry.

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

- Child Support Administrator

Supervisor Rich Slate appeared to request that the position not be filled because there was not a full investigation of the department structure. He is requesting this be discussed at a County Board meeting. Reabe stated that the job description has not been updated since 2013 and there are some errors. Theune was able to clarify some questions on the job description.

Motion/second(Reabe/Schwandt) To send the job description back to the Judicial Law Enforcement and Emergency Management to review and update the job description. Motion carried.

LTE – LAND CONSERVATION

The Land Conservation Committee has approved hiring a limited term employee to fill in while one LCD employee is on medical leave. Discussion held.

Motion/second(Schwandt/Reabe) to approve the limited term employee in the Land Conservation Department in accordance with County Policy. Motion carried.

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS – None

MOVE INTO CLOSED SESSION

Motion/second(Reabe/Schweder) to move into closed session pursuant to Wis. Stat. section 19.85(1)(c)(to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility). The closed session is regarding employment, compensation and promotion of an HHS employee. 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/Schweder) to reconvene into open session. Roll call vote: 5 ayes, 0 nays, motion carried.

Motion/second(Reabe/Wendt) to approve the Behavior Health Unit Manager starting at the 2nd step retroactive to August 12, 2015 with 2 weeks of vacation. Motion carried.

CLERK’S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: February 17th at 5:30 PM
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:02 PM.

Submitted by,

Marge Bostelmann

County Clerk