

PERSONNEL COMMITTEE MEETING

July 23, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Thursday, July 23, 2015 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
Maureen Schweder
Paul Schwandt
Sue Wendt
Harley Reabe

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
LeRoy Dissing, HHS Director
Al Shute, Director LUPZ
Andrew Christianson, DA
Dan Sondalle, Corporation Counsel
Sheriff Podoll
Mark Putzke, Chief Deputy
Amy Brooks, Highway Commissioner
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second (Wendt/Reabe) to approve the minutes of May 21, 2015 correcting typo on page 2. Motion carried.

CORRESPONDENCE – None

APPEARANCE – None

JOB DESCRIPTIONS

Sheriff's Office job descriptions were reviewed for: Administrative Assistant to the Sheriff, Chief Deputy, Communication Administrator, Communication Officer, Correction Officer, Court Security Deputy, Court Security Officer, Deputy Sheriff of Recreational Patrol (LTE), Deputy Sheriff, Detective, Master Control Aide, Recidivism Reduction Aide (LTE), and Sergeant of Patrol.

Motion/second(Wendt/Schweder) to approve the changes of the Sheriff's Department's job description. Motion carried.

FILL VACANT POSITIONS

- Corrections Administrator – Sheriff's Office
Podoll explained the position is vacant due to retirement. The information to fill the position was explained.
- Lieutenant of Corrections – Sheriff's Office
Podoll explained that the person in this position will move up to the Corrections Administrator position. The information to fill the position was explained.
Motion/second(Harley/Schwandt) to fill the Lieutenant of Corrections and the Corrections Administrator positions. Motion carried.
- Dual Diagnosis Clinical Therapist – HHS
Dissing explained the need for this position.
Motion/second(Schwandt/Reabe) to approve filling the Dual Diagnosis vacant position. Motion carried.

VOLUNTARY UNPAID LEAVE – None

TIME SYSTEM FOR COUNTY BUILDING

Bostelmann has no report.

DISCUSSION RELATED TO CPI AND WAGE SCALE & EMPLOYEE SALARY INCREASE

Discussion was held on increasing the wage scale. Gonyo will send CPI information to Bostelmann to use for the draft increase.

RESOLUTIONS/ORDINANCES

Res. Modifying 2080 Hours of Part Time Communications Officers Hours to 2080 Full Time Communication Officers Hours in the Sheriff's Office

Sheriff Podoll explained that in 2011 a communication officer retired and the hours of the position were modified to create additional part-time positions. Keeping good part-time employees has proven not to be cost effective. Creating a full time position again will help in filling the position.

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

Res. Extension of a LTE Recidivism Reduction Aide in the Correction Division of the Sheriff's Office
Sheriff Podoll appeared to explain the recidivism program and what the position does in the program. This is a LTE position that will be extended for one year.

Motion/second(Harley/Reabe) to approve resolution to extend the LTE Recidivism Reduction Aide. Motion carried.

Ordinance 1116 – 2015 Amed Ord. 1042 Administrative Manual, Section IV Recruitment and Hiring, Vacant Positions: This clarifies that the 24/7 positions in Corrections and Communications are exceptions to the Recruitment and Hiring policy.

Motion/second(Wendt/Schweder) to approve the amending the Ordinance and send on to the County Board. Motion carried.

2016 BUDGET

Bostelmann presented the budget increasing the Labor Law line to \$15,000. Discussion took place on the importance of having a labor law attorney address sensitive personnel issues.

Motion/second(Schwandt/Wendt) to approve the request and send on to the Finance Committee. Motion carried.

MONTHLY VOUCHERS – None

PERFORMANCE MANAGEMENT

- Director Evaluation Process: Committee member, Administrative Coordinator and a one or two peers selected from a list of names provided by the employee.
- Personnel Chair and Administrative Coordinator will review the evaluations for consistency. Elected officials will form an accountability group for review of goals.

Discussion on the evaluation

CLERK'S REPORT

Bostelmann presented a Casual for a Cause poster for Alzheimer's Association. Kristen Dorsch, HHS employee is raising funds casual day will be August 12th. Employees who wear jeans will donate to the cause.

CLOSED SESSION

Motion/second(Reabe/Wendt) to move into Closed Session for discussion of personnel matter and conferring with legal counsel regarding same pursuant to: Wis. Stat §19.82 (1) to meet for the purpose of collective bargaining under subch. I, IV, V, or VI of Ch. 111;

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 relates to bargaining/mediation - WPPA.

Wis § 19.85 (1)(f) considering financial, medical, social, or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of changes 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 ins such histories or data, or involved in such problems or investigations. This closed session relates employee medical history and 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(Reabe/Schwandt) to move into open session. Roll call vote, 5 ayes, 0 nays, motion carried.

Motion/second(Wendt/Schweder) to approve a unpaid medical leave and shared leave for an Law Enforcement employee. Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting on August 20, 2015 at 5:00 pm. Thursday July 30th at 6pm
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:20 PM.

Submitted by,

Marge Bostelmann
County Clerk