

PERSONNEL COMMITTEE MEETING

June 18, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Thursday, June 18, 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
Michael Starshak, Supervisor
LeRoy Dissing, HHS Director
Al Shute, Director LUPZ
Tony Daley, Berlin Journal
Dan Sondalle, Corporation Counsel
Joy Waterbury, Supervisor
Sheriff Podoll
Mark Putzke, Chief Deputy
Patrick Henneger, vonBreisen by phone

AGENDA

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

MINUTES

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

CORRESPONDENCE

Letter from Bill Hutchison stating that Nash Reininger has returned as a summer intern

Email from Scott Weir stating that Hunter Brooks and Troy Severson have been hired as summer maintenance workers.

Email from Paul Gunderson stating that Jordon Dornfeld has been hired as the Land Conversation summer intern position.

Email from Nav Ghimire stating that Laura Breze has been hired as the summer intern in the UWEX office.

Email from Ed Shuh stated Alana Sowieja was hired as the summer aide program in adult day services unit.

APPEARANCE – None

NEOGOV SOFTWARE DEMONSTRATION

Liz Otto appeared to demonstrate the NeoGov software.

JOB DESCRIPTIONS

FILL VACANT POSITIONS

- Psychiatric Nurse – HHS

Dissing explained the need for the position. A LTE has been hired until the position can be filled. Discussion held.

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

- Economic Support Worker – HHS

Dissing explained that this is part of the 10 county consortium position. A part time position was increased in the interim until the position is filled. Discussion held.

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

- Deputy County Clerk – HHS

Bostelmann explained that Sara Radloff posted into the Clerk position in the Sheriff's Office. She made a few minor changes in the job description. Discussion held.

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

VOLUNTARY UNPAID LEAVE – None

RESOLUTIONS/ORDINANCES

Ordinance 1115 – 2015 Amend Ord 1042-2012 Personnel Policy & Procedures Manual, Appendix C, Expense Reimbursement, Meals: This clarifies what is reimbursable or not.

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(Reabe/Schwandt) to approve ordinance 1115- 2015 and 1116- 2015 and send on to the County Board. Motion carried.

MONTHLY VOUCHERS

Monthly vouchers were presented in the amount of \$18,850.00.

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

PERFORMANCE MANAGEMENT

- Director Evaluation Process:

Discussion was held. This will be discussed next month.

CLERK'S REPORT

Bostelmann stated that she would like to look into an employee time system where an employee would scan in and out of work and the hours would be sent directly to the payroll software. The Committee is in favor of researching the system.

Bostelmann stated that the wage scale as adopted in 2014 should be adjusted by CPI. This will be looked at for next meeting.

CLOSED SESSION

Motion/second(Wendt/Reabe) 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 to an employee medical history.

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(Schwandt/Reabe) to move into open session. Roll call vote, 5 ayes, 0 nays, motion carried.

The Committee discussed bargaining with Attorney Henneger by phone and discussed the medical history of an employee.

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting on July 23, 2015 at 5:00 pm.
- Future Agenda items for action & discussion: time system and CPI

ADJOURNMENT

Gonyo adjourned the meeting at 6:40 PM.

Submitted by,

Marge Bostelmann
County Clerk