

PERSONNEL COMMITTEE MEETING

March 16, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Wednesday, March 16, 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
Harley Reabe

Absent: Paul Schwandt
Maureen Schweder

Also Present: Marge Bostelmann, County Clerk
Ben Fauske, RISE, Leadership
Mark Putzke, Chief Deputy
Lori Evans, Sheriff's Office
Amy Brooks, Highway

Dawn Klockow, Corporation Counsel
Sheriff Podoll
Linda Van Ness, HHS Director
Jeanne Theune, Child Support
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second (Wendt/Reabe) to approve the minutes of February 17, 2016 as presented. Motion carried.

APPEARANCES: BEN FAUSKE – PERFORMANCE MANAGEMENT

Fauske appeared to discuss how to implement wage increases in a performance management scenario. Timing of when evaluation would take place (May-June) with budget by August and wage increases in January. Discussion was held on evaluations and written explanation of the reason for above or below “a good job”. Fauske recommends using percent increase the first time increase, then consider time off or dollar amount bonus. Midyear reviews May-June, annual review October-November with compensation being paid in January. Discussion held. A policy will be drafted with time line, evaluations with managers/department heads and consideration of annual increases. Managers will have a discussion with employees to help them grow and improve with mentoring.

CORRESPONDENCE – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Court Records Clerk – Job Description change. One change was made; removing the words “full-time” and replacing with “up to 2080 hours”.

Motion/second(Reabe/Wendt) to approve the job description. Motion carried.

- Highway General Laborer: Amy Brooks appeared to explain that one employee is retiring. She explained the need for the Highway General Laborer:

Motion/second(Wendt/Reabe) to approve filling the general laborer position. Motion carried.

- Child Support Administrator: Discussion held.

Motion/second(Reabe/Wendt) to postpone action until the Corporation Counsel's opinion presented last night at the County Board meeting is reviewed by the County Board. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST

Request from Stefanie Meeker for one unpaid day on March 26, 2016.

Motion/second(Reabe/Wendt) to approve the unpaid day for Stefanie Meeker on March 26, 2016. Motion carried.

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS – None

60 DAY REVIEW – LAND CONSERVATION LTE

The position is completing a project and funding is available.

Motion/second(Reabe/Wendt) to approve continuing the position for another 60 days. Motion carried.

HIGHWAY EMPLOYEE RECOGNITION

Highway Committee passed a motion that when an employee retires after 20 years they receive recognition. Discussion held if this should be a County policy. Bostelmann will contact other counties for recognition policies that are in place.

CLOSED SESSION

Consider Motion to Convene into Closed Session per:

Motion/second(Wendt/Reabe) to convene into closed session per

- Wis. Stat §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session relates to payment of invoices relating to investigation of potential litigation.
- 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 compensation of the HHS Director, Interim Child Support Administrator.

Roll call vote, 3 ayes, 0 nays, 2 absent (Schweder, Schwandt).

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION.

Motion/second(Wendt/Reabe) to reconvene in open session. Roll call vote, 3 ayes, 0 nays, 2 absent (Schweder, Schwandt).

Motion/second(Wendt/Reabe) to approve payment of invoices relating to investigation and potential litigation. Motion carried.

CLERK'S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: TBD
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned the meeting at 7:09 PM.

Submitted by,

Marge Bostelmann
County Clerk