

**PERSONNEL COMMITTEE MEETING**  
**March 19, 2015**

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Thursday, March 19, 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  
Sue Wendt  
Maureen Schweder  
Harley Reabe

Absent: Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Amy Brooks, Highway Commissioner  
Sheriff Podoll  
Joy Waterbury, Supervisor

Diane Meulemans, Corporation Counsel  
Mark Putzke, Chief Deputy  
Lori Evans, Sheriff's Department  
Amy Thoma, Clerk of Courts

**AGENDA**

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

**MINUTES**

*Motion/second (Reabe/Schweder)* to approve the minutes of February 19, 2015 and March 9, 2015 as presented. Motion carried.

**CORRESPONDENCE** – None

**APPEARANCE** – None

**JOB DESCRIPTIONS** – None

**FILL VACANT POSITIONS** – None

**DISCUSSION OF REGISTER IN PROBATE/ JUDICIAL ASSISTANT/DEPUTY CLERK POSITION**

Amy Thoma appeared to discuss combining the Assistant Register in Probate and Court Records Clerk in to one full time position. This has been presented to the Judicial Law and Emergency Management Committee and they requested that Personnel be notified of the proposal. They want to try this on a one year trial to see if this will work. This will go back to the Judicial Law Committee for approval and then be brought back next month. Discussion held.

**UWEX STUDENT INTERN**

Maureen Schweder explained that UWEX will be hiring a student intern now rather than a summer help position. The person would have interaction with all the educators. Nav Ghimire explained this would be more learning for the person compared to the summer help in past years. This will help student to have experience as they move forward in the college education and careers.

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

**VOLUNTARY UNPAID LEAVE** – None

**RESOLUTIONS/ORDINANCES**

Ordinance Amending Personnel Policy and Procedures Manual, Unpaid Leaves of Absence, Flexible Benefits Plan, Health Insurance and Respectful Workplace

Bostelmann explained that the unpaid leave language was in the previous manual and was inadvertently left out. This allows the Administrative Coordinator to approve a sick day for an employee who does not have any leave time. No more than 3 consecutive days can be approved. The Flexible Benefits Plan and Health Insurance amendments are to comply with law changes. The Respectful Workplace is added as directed at last month's meeting.

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

**MONTHLY VOUCHERS**

Absolute Surveillance and investigations      Service of Process      \$54.00

*Motion/second(Wendt/Reabe)* to approve the voucher as presented. Motion carried.

**COMMITTED FUNDS** – This was discussed last month

**CLERK'S REPORT** – None

**COMMITTEE DISCUSSION**

- Future meeting date: Regular meeting on April 23, 2014 at 5:00 pm.
- Future Agenda items for action & discussion:

**ADJOURNMENT**

Gonyo adjourned at 5:31PM.

Submitted by,

Marge Bostelmann  
County Clerk