

## PERSONNEL COMMITTEE MEETING

May 21, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Thursday, May 21, 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  
Paul Schwandt  
Sue Wendt  
Harley Reabe

Absent: Maureen Schweder

Also Present: Marge Bostelmann, County Clerk  
Judge Slate  
Sheriff Podoll  
Phil Robinson, Deputy Director  
Al Shute, LUPZ  
Tony Daley, Berlin Journal

Dan Sondalle, Corporation Counsel  
Mark Putzke, Chief Deputy  
Lori Evans, Sheriff's Department  
Amy Brooks, Highway  
Patrick Henneger, vonBreisen  
Scott Mundro, Berlin Journal

### AGENDA

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

### MINUTES

*Motion/second (Schwandt/Reabe)* to approve the minutes of April 15, 2015 and April 23, 2015 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCE – None

### JUDICIAL LAW RECOMMENDATION

- Job Description and Pay for Register in Probate: The motion made by the Judicial Law Committee to review the base wage and qualifications of the Register in Probate's job description and adjust pay accordingly. Judge Slate stated that he believe that the motion made at the Judicial Law Committee was inappropriate. He is requesting that the Committee send this back to the Judicial Law Committee for him to be able to discuss it with the Committee since he was unable to be at the Committee when it was discussed.

*Motion/second(Reabe/Schwandt )* to accept the Judges recommendation that this go back to Judicial Law Committee. Motion carried.

- Regarding Promotions and Pay in Sheriff's Office

Sheriff Podoll explained the scenario of an employee posting to a higher position and is requesting that the employee be allowed to move to the step that allows a raise.

- Advertisement of any Open Position

The Committee gave a directive that all job advertisements will include the qualifications; all positions will have the three day internal post and no position will be advertised until internal posts are complete.

## **POLICY REGARDING PROMOTIONS AND PAY**

Bostelmann presented some scenarios of promotions within the steps and within the merit section. Discussion was held.

*Motion/second(Wendt/Reabe)* that a person would go to the step that allows a wage increase and that employee in the merit category will be discussed and decided on a case by case basis. Motion carried.

Bostelmann will check what other counties do when an employee moves from one pay group to a higher group.

## **JOB DESCRIPTIONS**

Job descriptions were presented for:

Corrections Administrator – Sheriff’s Office

Lieutenant of Corrections – Sheriff’s Office

Sergeant of Corrections – Sheriff’s Office

*Motion/second(Wendt/Schwandt)* to accept the changes to the job description. Motion carried.

## **FILL VACANT POSITIONS**

- Mental Health Case Manager – HHS

Robinson explained position and the need for it to be filled.

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

Reabe asked if this could be filled by a contracted provider. Robinson stated that some of the functions could be provided by a contracted provider. He explained the contracted providers that are working in the unit.

Motion carried.

- Receptionist – HHS

Robinson stated that the person in the position moved to another job in the County. The position is needed. No description change is needed. He is requesting permission to approve filling the position contingent upon HHS Board approval.

*Motion/second(Reabe/Wendt)* to approve filling the position pending HHS Board approval. Motion carried.

- Community Response Worker – HHS

Robinson explained the need for the position. He is requesting permission to approve filling the position contingent upon HHS Board approval.

*Motion/second(Schwandt/Reabe)* to fill the position pending HHS Board approval. Motion carried.

- Clerk – Sheriff’s Office

Sheriff Podoll explained that the person is vital to the office of Sheriff and the functions that are provided by the position.

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

## **VOLUNTARY UNPAID LEAVE** – None

## **DEFERRED COMPENSATION – ROTH COMPENSATION AMENDMENT**

Bostelmann explained that employees have requested the option of a Roth retirement account. Nationwide manages a Roth account and to have them provide the option to the employees an agreement needs to be signed. Sondalle has reviewed the agreement with no proposed changes. Discussion held.

*Motion/second(Reabe/Schwandt)* to approve the Roth benefit to employees and have Bostelmann sign the agreement. Motion carried.

**RESOLUTIONS/ORDINANCES** – None

**MONTHLY VOUCHERS** – None

**PERFORMANCE MANAGEMENT**

- Director Evaluation Process: NeoGov requires an evaluation of directors and a process needs to be developed. Discussion was held. This will be on next month's agenda.

**CLERK'S REPORT**

- NeoGov: Smart Goals have been entered into the NeoGov software and Bill Hutchison gave a presentation at the department head meeting today on how the software is used for evaluations. This will be a trial year. The committee asked for a demonstration of the software at next month's 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. Roll call vote, 4 ayes, 0 nays, and 1 absent (Schweder), 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, 4 ayes, 0 nays, and 1 absent (Schweder) motion carried.

A final offer was discussed. Henneger will send the final offer to mediator, William Houlihan.

**COMMITTEE DISCUSSION**

- Future meeting date: Regular meeting on June 18, 2015 at 5:00 pm.
- Future Agenda items for action & discussion: NeoGov demonstration, policy regarding promotions and pay; director evaluation process

**ADJOURNMENT**

Gonyo adjourned at 6:29 PM.

Submitted by,

Marge Bostelmann  
County Clerk