

PERSONNEL COMMITTEE MEETING
November 17, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, November 17, 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
Robert Schweder
Sue Wendt
Robert Lyon

Absent: Paul Schwandt

Also Present: Marge Bostelmann, County Clerk
Mark Putzke, Chief Deputy

Dawn Klockow, Corporation Counsel
Jason Jerome, HHS Director

AGENDA

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

MINUTES

Motion/second (Wendt/Lyon) to approve the minutes of October 20, 2016 and November 2, 2016 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS

The Committee reviewed and discussed job descriptions from the following departments:

- Corporation Counsel Office
- Register of Deeds Office

Motion/second(Lyon/Schweder) to accept the updated job descriptions as presented for both departments. Motion carried.

FILL VACANT POSITIONS

- Mental Health Case Manager – HHS Jerome explained the need for the position and the changes in the update of the job description.

Motion/second(Wendt/Schweder) to approve the updated job description and filling the positions. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST

A request was received from an employee in the Treasurer's Office for 2 unpaid days off. The employee has already taken 5 unpaid days off per policy. Discussion held.

Motion/second(Lyon/Schweder) to approve the additional 2 days of unpaid leave. Motion carried.

RESOLUTIONS/ORDINANCES

Resolution Relating to Eliminating the Position of Full-time County Surveyor: Klockow explained the resolution. Discussion held.

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

Resolution Relating to Creating the Drug Court Coordinator Position: Jerome explained the grant that has been received. He also explained the drug court program. The position is funded by the grant and will be eliminated if there is no outside funding. Discussion held.

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

MONTHLY VOUCHERS

Vouchers were presented in the amount of \$23,617.31.

Motion/second(Lyon/Schweder) to approve the vouchers for payment. Motion carried.

CLERK'S REPORT – None

CLOSED SESSION

Motion/second(Schweder/Wendt) to go into closed session in accordance with Wis. Stat. § 19.85 (1) (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges 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 in such histories or data, or involved in such problems or investigations. This closed session relates to performance and possible discipline of certain Highway employee(s). Roll call vote, 4 ayes, 0 nays, 1 absent (Schwandt), motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS

Motion/second(Lyon/Schweder) to reconvene into open session and immediately adjourn at 6:29 PM. Roll call vote, 4 ayes, 0 nays, 1 absent (Schwandt), motion carried.

Submitted by,

Marge Bostelmann
County Clerk