



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/15/2016

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on September 21, 2016:

- 1. Agenda**
- 2. Minutes from 08/18/2016 & 08/30/2016**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: September 21, 2016 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended* AGENDA

Committee Members

Joe Gonyo,
Chairman
*Paul Schwandt, Vice-
Chair*
Robert Lyon
Robert Schweder
Sue Wendt

*Margaret R.
Bostelmann,*
Secretary

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 08/18/2016 & *08/30/2016
6. Correspondence
7. Appearances
8. Job Descriptions
 - ~~Job Descriptions shall be reviewed for the following departments:~~
 - ~~Register of Deeds*~~
9. Fill Vacant Positions
10. Voluntary Unpaid Leave Request
11. Resolutions/Ordinances
12. Monthly Vouchers
13. Clerk's Report
 - *Employee Benefits
14. Committee Discussion
 - Future Meeting Dates: Meeting October 20, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
15. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

PERSONNEL COMMITTEE MEETING
August 18, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, August 18, 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
Paul Schwandt
Robert Lyon

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Jon Vandeyacht, VSO
Dawn Klockow, Corporation Counsel
Sheriff Podoll
Lind Van Ness, HHS Director

AGENDA

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

MINUTES

Motion/second (Wendt/Schwandt) to approve the minutes of July 21, 2016 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCES – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS

Intensive In-Home Clinical Therapist: Van Ness explained that this position is vacant because Jason Jerome has taken the position of HHS director. She explained the need for the position.
Motion/second(Schwandt/Lyon) to approve filling the position. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES

Resolution Relating to Creating the CLTS/CCS Service Facilitator position: Van Ness explained the need for the position and that the position is funded.
Motion/second(Lyon/Schweder) to approve the Resolution and send it on to the County Board.
Motion carried.

Resolution Relating to Increasing the Deputy Veteran’s Service Officer position in the Veteran’s Office up to 1500 hours per year: Vandeyacht appeared and explained how veteran claim requests have changed and required additional time by the Veteran Service Officer and the deputy to provide all needed paperwork for the claim to be processed by the Veteran’s

Administration.

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

Ordinance Amending Ordinance 1042- 2012 Green Lake County Personnel Policies and Procedures Manual; Smoke Free Workplace and Appendix O, Green Lake County Employee Recognition Policy. Discussion held by the Committee.

Recognition policy will be changed by removing “county board meeting which follows the month of retirement”. A typographical error on the smoking policy will be corrected.

Motion/second(Wendt/Lyon) to approve the Ordinance with changes and send on to the County Board. Motion carried.

UPDATE WAGE CLASSIFICATION STUDY - WIPFLi

Bostelmann is waiting for the contract. It should be received next week.

PERFORMANCE MANAGEMENT POLICY

Bostelmann presented a draft to be discussed with Fauske at the special meeting on August 30th.

BASE WAGE INCREASE 2017

Bostelmann has received some information from WIPFLi on projected salary increases. More information will be obtained and more discussion will held on August 30th.

DEPARTMENT HEAD/EMPLOYEE TRAINING – RISE LEADERSHIP

Fauske will discuss training at the special meeting on August 30th.

MONTHLY VOUCHERS – None

CLERK’S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: Special meeting on August 30, at 6 PM; Regular meeting September 22, 2016 at 6:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Adjourned at 6:36 PM.

Submitted by,

Marge Bostelmann
County Clerk

PERSONNEL COMMITTEE MEETING
August 30, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, August 30, 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
Jason Jerome, HHS
Paul Vander Sande, HHS
Amy Brooks, Highway

Sheriff Podoll
Mark Putzke, Chief Deputy
Lori Evans, Sheriff's Office
Ben Fauske, RISE Leadership

AGENDA

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

CORRESPONDENCE – None

APPEARANCES

- Ben Fauske – Rise Leadership

PERFORMANCE MANAGEMENT POLICY

Fauske presented a performance management policy for the Committee to review. There are 3 main components; one – evaluations, two – data analysis, and three – compensation. Discussion was held on criteria for evaluations. Fauske explained that he has implemented this system in other cities and counties. The data analysis will be in three categories, those who do not work to meet their goals, those who are good workers and provide great service and meet their goals and those who exceed their goals.

Motion/second(Schweder/Lyon) to send the policy to the county board for approval. Motion carried.

BASE WAGE INCREASE 2017

Bostelmann presented figures of the employees in the step which are 2.5% and the merit rate employees of a 1.5% increase and a 2% increase. Last year's merit was 1%. Discussion was held.

Motion/second(Schweder/Wendt) to recommend a base increase for those in the merit section of the wage scale of 3% for 2017. Motion carried.

DEPARTMENT HEAD/EMPLOYEE TRAINING – RISE LEADERSHIP

Fauske explained that he will come to the County Board to help explain the policy and wage increase. He will then have a meeting with directors/managers regarding evaluating and then have meetings with employees on specific competencies.

APPROVE COUNTY WIDE TRAINING BY AEGIS CORPORATION – JODI TRAAS

- Mitigating Sexual Harassment Liability; Diversity/Sensitivity: It’s About Respect; & Workplace Bullying: There is Power in One Voice.

Bostelmann explained that Jodi Traas of Aegis Corporation has recommended this training for all employees. She recommends that this training be mandatory for all employees.

Motion/second(Lyon/Schweder) to approve this as a mandatory training for all employees.

Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting September 21, 2016 at 6:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned at 7:11 PM.

Submitted by,

Marge Bostelmann
County Clerk