

PERSONNEL COMMITTEE MEETING

December 14, 2006

The meeting of the Personnel Committee was called to order by Chair John Brennan at 3:00 PM on Thursday, December 14, 2006 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: John Brennan
Margaret Hollander
Elden Dallman
Bob Krause
Gene Schroeder

Also Present: Vicki Bernhagen, Deputy County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
LeRoy Dissing, HHS
John Selsing, Corporation Council

AGENDA

Motion/second (Krause/Hollander) to approve the agenda. Motion carried.

PUBLIC COMMENTS None

MINUTES

Motion/second (Hollander/Schroeder) to approve the minutes November 9th and November 13, 2006. Motion carried.

CORRESPONDENCE

Brennan received correspondence from Selsing stating that the mediation session with WPPA will be January 9th at 1:00 pm. Colleen Burns will be the mediator.

APPEARANCES

WPPA regarding sergeant positions will be discussed in closed session with Union.

Dissing presented an unpaid leave request from Natasha Franke who works at Fox River Industries. FRI will be closed during the week between Christmas and New Years and Franke is a new employee and does not have enough leave time.

Motion/second(Schroeder/Krause) approve unpaid leave. Motion carried.

CARRYOVER VACATIONS None

FILLING OF VACANT POSITIONS None

HR REPORT

- Fox Valley Labor Negotiator's Info – Keller highlighted her report on settlements of

- other counties and proposed employee training.
- Request to update Position Description – Keller would like to have all department heads look at job descriptions and determine if any updates are needed. The Committee agrees and Bostelmann will notify all department heads and request all changes be given to the Committee by the April meeting.

IMPLEMENTATION OF MANAGEMENT WAGE SCALE

Several managers/non-union employees received wage adjustments in 2004 which have been implemented over the past three years. Discussion was held on implementation the steps for the management wage scale. This will be discussed again next month.

RESOLUTIONS / ORDINANCES

Ordinance Amending Non Representative Personnel Policies and Procedures and the Resolutions Relating to Union Contracts and Non-Represented employees
Motion/second(Schroeder/Dallman) to approve the resolutions for the unions and non-represented employees and ordinance for the non-representative policy . Motion carried.

Relating to Restructuring the Health Unit within the Department of HHS

Dissing explained that the Community Health Technician position will be vacated; the HHS Department will not fill the position. The HHS Board approved increasing the other positions within the department unit to cover the responsibilities. No additional levy will be needed to make these changes.

Motion/second(Dallman/Schroeder) to approve the resolution. Motion carried.

Van Ness explained that the manager at FRI has equal responsibilities with other unit managers and he is paid two classifications lower than the others. The HHS Board has requested approval to adjust the wage. Discussion was held on the job surveys done by the HR Consultant that assigned the wage classification. Van Ness believes that his position needs to be re-evaluated.
Motion/second(Dallman/Krause) to have the reclassification be included into the resolution but not to take effect until the survey is completed by the HR Consultant.

Dissing requested reclassification for Karen Davis an updated job description was presented. They are requesting an increase to the next classification. Discussion held.

Motion/second(Schroeder/Hollander) to have Keller review the Administrative Assistant positions and determine a pay classification if needed. Motion carried.

CLERK'S REPORT None

VOUCHERS

Brenda Keller, Resources Consulting for October 2006 in the amount \$3,003.00

Motion/second (Hollander/Krause) to approve the voucher. Motion carried

CLOSED SESSION

Motion/second(Hollander/Krause) to move into closed session per ss. 19.85(1)(c)(f)(g)(e) to discuss employee evaluations, personnel matters, negotiation with the WPPA. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Hollander/Krause) to resume open session. Roll call vote, 4 ayes – 0 nays, motion carried.

Motion/second(Schroeder/Dallman) to accept the probationary evaluation for Mari Krueger.

COMMITTEE DISCUSSION

Next regular meeting: January 9th for mediation at 12:30 pm and the next regular meeting on January 11, 2006 at 3:00 pm.

ADJOURNMENT

Motion/second(Hollander/Schroeder) to adjourn at 6:10 PM. Motion carried.

Submitted by,

Margaret Bostelmann
County Clerk