

PERSONNEL COMMITTEE MEETING

March 15, 2007

The meeting of the Personnel Committee was called to order by Chair John Brennan at 3:00 PM on Thursday, March 15, 2007 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: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
John Selsing, Corporation Council
Sheriff Mark Podoll
LeRoy Dissing, HHS Deputy Director

AGENDA

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

PUBLIC COMMENTS None

MINUTES

Motion/second (Hollander/Dallman) to approve the minutes February 15, 2007. Motion carried.

CORRESPONDENCE

Selsing sent a letter to all Committee members reminding them that the WPPA Mediation is scheduled for March 21st at 1:00 pm. Discussion held the Committee will meet at 12:30 pm discuss the proposals prior to the mediator coming in.

APPEARANCES None

SECURITY PERSONNEL ISSUE

Sheriff Mark Podoll explained that he and Chief Deputy Putzke have been working on a security plan based on the security concerns that have come to light in Green Lake County. Podoll went to Dodge County on the direction of his committee to review their security. The Judicial Law Enforcement Committee approved Podoll's proposal of a part-time officer (up to 970 hours) for security. A job description will be drafted and this will be presented at the April County Board. This will be brought back to the Personnel Committee next month with the job description.

CARRYOVER VACATIONS None

TIME OFF WITHOUT PAY REQUEST

A courthouse union employee is requesting one day off without pay because the employee was sick and did not have any sick, personal or vacation days left to take.
Motion/second(Dallman/Schroeder) to approve the time off without pay. Motion carried.

FILLING OF VACANT POSITIONS

Health & Human Services – Resource Specialist: Dissing explained that Sue Grenier died in a traffic accident two weeks ago and the resource specialist position is now vacant. The HHS staff and committee looked at the need for the position and followed criteria set by the County board when reviewing the vacant positions and recommend that the position be filled.
Motion/second(Schroeder/Krause) to approve filling the position. Motion carried.

HR REPORT

- Classification Structure – Keller explained that last month she presented information for the reclassifications for 6 positions. Keller presented the fiscal impact of the reclassifications for all six positions. Keller stated that several employees; the corporation counsel, family court commissioner, and legal secretary have never been graded.
Motion/second(Schroeder/Krause) that based on the new information presented today, the motion made last month be rescinded and that the six positions re-graded be implemented at one time effective May 1, 2007 and that the resolution be sent to the March County Board. Motion carried.
Motion/second(Schroeder/Dallman) that Keller review the positions of corporation counsel, family court commissioner and the legal secretary and classify the position within 60 days.
- Fox Valley Labor Negotiations – Keller presented a summary of issues other municipalities and counties are currently facing.
- Employee Suggestions – Keller presented a summary of the suggestions and stated that she has notified the department heads.
- Breast Feeding Policy – A department head from HHS brought to the attention of Keller and Bostelmann that three employees at HHS are expecting babies and may need a policy relating to breast feeding. The committee reviewed several policies. The Committee discussed the issue. A letter will be drafted giving guidance to Department heads on how to accommodate a request from employees.
- Items for future agenda items: Cell phone use during work hours and email policy.

RESOLUTIONS/ORDINANCES

Relating to Creation of Disability Specialist/Resource Center Specialist: Dissing explained the resolution that was approved by the Health & Human Service Board. No county levy will be used in this position.
Motion/second(Dallman/Schroeder) to approve the position and send the resolution on to the March County Board. Motion carried.

Bostelmann presented a Resolution to amend the Employee Handbook for Non-represented employees as approved last month and agreed by non-represented employees.

Motion/second(Hollander/Krause) to approve the Ordinance revising the Employee Handbook for Non-represented Employees and send it on to the March County Board meeting. Motion carried.

CLERK'S REPORT:

Employee Assistance Program report was reviewed by the Committee members.

WCA Educational Seminar - Health Care: Past, Present and Future: Bostelmann stated that she plans to attend the WCA Education Seminar "Health Care: Past, Present and Future" on March 26 in Stevens Point.

Bostelmann also notified the Committee of another WCA seminar relating to Personnel Policies and Procedures scheduled for April.

Motion/second(Krause/Hollander) to approve Keller attending the WCA seminar in April. Motion carried.

VOUCHERS

Brenda Keller, Resources Consulting for March 2007 in the amount \$3,003.00

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

CLOSED SESSION

Motion/second(Schroeder/Hollander) to move into closed session per ss. 19.85(1)(c) to discuss employee evaluations and personnel matters, negotiation strategies WPPA and (c) Confer with legal counsel. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Hollander/Dallman) to resume open session. Roll call vote, 5 ayes – 0 nays, motion carried.

Motion/second(Dallman/Hollander) to accept the annual evaluation for Linda Van Ness and 6 month evaluation for Bill Sperbeck. Motion carried.

COMMITTEE DISCUSSION

Next regular meeting: April 12th at 3:00 pm.

Special meeting: March 21, 2007 at 12:30 pm for WPPA Mediation.

ADJOURNMENT

Motion/second(Hollander/Krause) to adjourn at 5:05 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk