

PERSONNEL COMMITTEE MEETING

May 15, 2008

The meeting of the Personnel Committee was called to order by Secretary Marge Bostelmann at 3:00 PM on Thursday, May 15, 2008 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Schroeder
Bob Krause
Elden Dallman
Maureen Schweder
Howard Sell

Also Present: Marge Bostelmann, County Clerk
Brenda Keller, HR Consultant
Bob Podgorski, Highway Commissioner
Sheriff Mark Podoll
Mark Putzke, Chief Deputy
Jeff Kiener and Matt VandeKolk, WPPA members
Ed Vander Bloomen, WPPA Representative

AGENDA

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

Bostelmann requested nomination for Chair.

Motion/second (Krause/Dallman) to nominate Gene Schroeder for chairperson.

Motion/second (Dallman/Krause) to close nominations and cast a unanimous ballot for Gene Schroeder, as Chair. Motion carried.

Schroeder was seated as Chair.

Krause nominated Maureen Schweder for vice-chair.

Schweder nominated Eldon Dallman for vice-chair

Motion/second(Sell/Krause) to close nomination. Motion carried.

Ballots were cast. Dallman received 3 votes, Schweder received 2 votes. Dallman declared vice chair.

MINUTES

Motion/second (Dallman/Krause) to approve the minutes of April 10, 2008 as presented. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE

A letter was received from Tom Wishman regarding "hold back" of days to modify the pay date. He stated the union is unwilling to re-open or modify the contract at this time.

Letter from Bob Podgorski stating that Highway Committee approve a limited term employee to help in the office due to the retirement of Mary Navin.

Motion/second(Dallman/Krause) to approve the LTE to help in the Highway Department for up to 12 weeks. Motion carried.

APPEARANCES

Ed Vander Bloomen, WPPA re: wage payments: Selsing explained the position of the County and stated that Wishman sent a letter today stating that the ASFCME union wants to discuss this issue under negotiations next year. Selsing explained that the County was hoping to ease the implementation of the process. Proposal was made to hold back 6 days over a 12 month period. Vander Bloomen will take this to their membership.

CARRYOVER OF VACATION

Penny Bahn is requesting to carry over 2 days of vacation. The request was approved by the HHS Board.

Motion/second(Dallman/Sell) to approve the carryover of vacation time in accordance with County policy. Motion carried.

FILLING OF VACANT POSITIONS

Elimination of cost account clerk in highway office and creation of administrative assistant position in highway. Discussion was held. Helmer noted that the change from 35 to 40 hours was not noted in the resolution. Bostelmann will write an amendment to change position from 35 to 40 hours.

Motion/second(Krause/Schweder) to approve the reclassification of the position in the highway department from a union cost accounting clerk to a non-union administrative assistant.

Grader operator in highway: John Burk, grader operator, is moving out of state and has given notice. Information was presented from the Highway Committee on why the position should be filled. The job description will be modified to remove the "H" certification.

Motion/second(Sell/Krause) to approve filling the grader operator position in the highway department.

Motion/second(Krause/Dallman) approve the job description removing the H endorsement. Motion carried.

Community Residential Service Aide: LeRoy Dissing sent information regarding the vacancy in the Community Residential Service Aide position. The position was reviewed by the HHS board and they have requested the position be filled.

Motion/second(Dallman/Sell) to approve filling the Community Residential Service Aide position. Motion carried.

Aging & Disability Service Coordinator: LeRoy Dissing sent information regarding the vacancy in the Aging & Disability Service Coordinator position. The position was reviewed by the HHS Board, the job description has been amended and the Board has requested the position be filled.

Motion/second(Dallman/Schweder) to approve the amended job description and fill the position. Motion carried.

HR REPORT

- Review Correspondence to Union – Keller sent a letter to Vander Bloomen explaining the internal recruitment procedure.

- Review request for time clock for the Sheriff's inside staff – the Sheriff has withdrawn his request.
- Update on time sheet implementation – The time sheets have been implemented with some problems and questions that have been addressed. The time clock in the highway department will be set up soon.
- Info from training session attended with Sheriff and staff – Keller presented a report on the training. Putzke, Podoll and Keller all thought the information was good and will be useful for the department.
- Request to attend WACPD session – Keller requested permission to attend a session on “When Does Management have the Right to Conduct Fitness for Duty Exams”. The session is scheduled for Friday, May 16, 2008.
Motion/second(Krause/Sell) to approve Keller attending the session with mileage paid.
Motion carried.
- Discuss change for approval for unpaid leave – Discussion was held on the procedure to follow if an employee has no time off and gets sick and has to take a day off with out pay. Keller will develop some language for approval by the Committee next month.

RESOLUTIONS/ORDINANCES

Relating to amending Ordinance 811-04, Personnel Policy and Procedures Manual: Internal Recruitment Policy: The language was approved last month. The ordinance was presented for signing.

Motion/second(Dallman/Krause) to approve the ordinance and send on to the May County Board.
Motion carried.

Relating to Creation of a Community Response Social Worker Position:

Motion/second(Sell/Dallman) to approve the resolution to extend the Community Response Social Worker LTE position. Motion carried.

Relating to Reclassification of Highway Union Cost accounting Clerk II position to a non-union Administrative Assistant Position: The position was approved above.

CLERK'S REPORT: Related to agenda items

VOUCHERS

Brenda Keller, Resources Consulting for March 2008 in the amount \$3,078.08

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

CLOSED SESSION

Motion/second (Schweder/Dallman) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, (g) confer with legal counsel. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Dallman/Sell) to accept the probationary evaluation for Mary Johanknecht and Allison Kananaugh. Motion carried.

COMMITTEE DISCUSSION

Long Range Plan: Schroeder explained that on Tuesday the P&I committee accepted a proposal from Midwest Engineering to have soil borings on the County A property.


Next regular meeting: June 12, 2008 at 3:00 pm.

Future Agenda items for action and discussion: Unpaid leave policy,

ADJOURNMENT

Motion/second(Krause/Schweder) to adjourn at 5:15 PM. Motion carried.

Submitted by,


Marge Bostelmann
County Clerk