

PERSONNEL COMMITTEE MEETING

October 22, 2009

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 4:00 PM on Thursday, October 22, 2009 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Schroeder
Elden Dallman
Howard Sell
Maureen Schweder

Absent: Bob Krause

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, County Board Chair
John Selsing, Corporation Counsel
Brenda Keller, HR Consultant
LeRoy Dissing, HHS Deputy Director
Sheriff Podoll and Chief Deputy Mark Putzke
Scott Weir, Maintenance supervisor
Al Shute, Director of Planning & Zoning
David Dorn, AFSCME Representative

Also Present: Deb Schubert, Pam Schumacher, Missy Sorenson, Bob Jahn, Traci Soda, Missy Zamzow

AGENDA

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

MINUTES

Motion/second (Dallman/Sell) to approve the minutes of September 17, 2009. Motion carried.

CLOSED SESSION

Motion/second (Sell/Schweder) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Union Negotiations Planning, (f) Employee Discipline AFSCME Union, WPPA Union Voluntary Termination Agreement, AFSCME Courthouse Grievance; (g) conferring with legal counsel to discuss pending litigation and approval of outside counsel. Roll call vote, 4 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

The Committee approved a Voluntary Termination Agreement for a WPPA employee and Discipline for AFSCME Union employee.

Motion/second(Dallman/Schweder) to approve the probationary evaluation for Michael Fredrick. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE

Open records request from David Dorn AFSCME. Bostelmann provided the information. Letters from David Dorn, AFSCME Rep relating to opening negotiation for the Aging/Disability Resource Center Coordinator and response from Selsing.

APPEARANCES

David Dorn appeared to discuss issues related to layoffs and open communications between the union and committee. The union has voted to go to the arbitration on the layoff. He appreciates the resolve of the meal site managers but the time of the layoff until the resolve of the meal site manager changing them to fulltime, part time position is still a violation of the contract. He would like to discuss how Cory Zibung can be reinstated. He stated that the audit shows undesignated funds and believes these funds can be used to bring Cory back. Dorn requests that the County look at ways to bring Cory back. Discussion was held on bumping and vacant positions that could be filled by Cory. Selsing stated that the big picture is yet to come with negotiation next year. The budget was passed with no increase for wages and benefits. This committee does not want to layoff employees and is looking at how to combine positions and find ways to reduce costs without layoffs.

Dorn has a hearing on November 9th so will not be able to exchange proposals that day. The Committee requested a date be set as soon as possible.

RESCINDING LAYOFF OF ADMINISTRATIVE ASSISTANT IN ZONING OFFICE

Al Shute explained that revenues have increased enough to request that the Administrative Assistant position layoff be rescinded and request that she come back as of November 1, 2009. Discussion was held. The position has been 20 hours per week for six months. Three months at the request of the employee. Shute explained that department is suffering because of the reduced hours of this position.

Motion/second(Sell/Schweder) to approve rescinding the layoff and recalling the Administrative Assistant back to work full time as of November 2, 2009. Motion carried, 3 ayes, 1 nay (Dallman).

RESCINDING THE LAYOFF FOR THE MEALSITE MANAGERS

Dissing that because of the resolution passed at the last County Board that the layoff of the meal site managers be rescinded.

Motion/second(Dallman/Sell) to rescind the layoff of the meal site managers. Motion carried.

CARRYOVER OF VACATION

Dissing presented a request from Deb Lyons to carry over 40 to 45 hours per county policy because of staff shortages.

Motion/second(Dallman/Schweder) to approve carrying over 40 to 45 hours of vacation time for Lyons as requested. Motion carried.

Bostelmann presented a request from Tami Eisenga approved by Judge McMonigal to carry over

41 hours of vacation in accordance with county policy because of a staff vacancy. The Judicial/Law Enforcement Committee has not approved the request.

Motion/second(Schweder/Sell) to approve carrying over of 41 hours of vacation time pending approve by the governing committee. Motion carried.

UNPAID LEAVE

Dissing presented a request from Georgia Zills for unpaid leave of 2 days in December.

Motion/second(Dallman/Sell) to approve the request. Motion carried.

FILLING OF VACANT POSITIONS

Highway Grader Operator position: Keller stated that she has reviewed the job position and the contract which states the county shall employ two grader operators.

Motion/second(Schweder/Dallman) to post the position in the union and then the internal post only at this time. Motion carried.

Meal site Manager Position: One meal site manager has retired and Dissing explained the reasons necessary to fill the position.

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

UTILIZING UP TO \$15,000 TO PAY STUDENT NURSES/NURSES TO HELP ADMINISTER THE H1N1 VACCINE FROM A STATE GRANT

Dissing explained that a grant for the administration of the H1N1 vaccine has been received from the State. Permission is requested to contract with student nurses or nurses to help with the administration of the vaccine.

Motion/second(Dallman/Sell) to approve using up to \$15,000 for help administrating the H1N1 vaccines. Motion carried.

JOB SHARING

Discussion was held on how jobs can be shared. Bostelmann and Dissing gave illustrations.

CROSS TRAINING WITHIN DEPARTMENTS & ADMINISTRATION

Discussion was also held on cross training employees. Schroeder would like to see this be implemented in all departments.

HR REPORT

- **Information from Fox Valley Labor Negotiators** – Keller highlighted health insurance increases. Wage increases were discussed; most are proposing a 0% for increases.
- **Copy of letter sent on behalf of the Committee to P&Z** – The letter was presented to the members.
- **Assembly Bill 464:** This is legislation relating to employees being late to work if responding to an emergency.

HEALTH INSURANCE RATES

Information was presented. The negotiating team will meet with Bostelmann to discuss the options. Bostelmann presented a spreadsheet comparing rates. Representatives from Network

Health and the Group Health Trust are available to meet with the negotiation teams to answer questions.

RESOLUTIONS/ORDINANCES

Restructuring the Children & Family Service Unit within the Department of Health & Human Services (DHHS): Dissing explained the changes proposed and that there is no cost to implement the changes.

Motion/second(Dallman/Sell) to approve the resolution as long as the revenues are available and send it on to the County Board. Motion carried.

Creating a Full-Time Nurse Practitioner Position: Dissing explained that the Psychiatric nurse has resigned and the back up person has resigned. Dissing explained why the department is looking at creating the nurse practitioner position. The new position would create a new wage classification.

Motion/second(Dallman/Schweder) to approve the resolution creating a full-time Nurse Practitioner Position. Motion carried.

CLERK'S REPORT

Bostelmann explained that 2010 Christmas & New Year Holiday schedule.

Update Lean Audits: Bostelmann explained that the Department Heads who took the Lean training have conducted an audit on the departments. A monthly schedule has been established for the audit in the next several months. Employees are utilizing what was learned through the training.

VOUCHERS

Voucher for Brenda Keller, HR Consultant in the amount of \$3,155.03

Voucher for AFSCME Arbitration Costs of \$400.00

Motion/second(Schweder/Sell) to approve the both vouchers. Motion carried

COMMITTEE DISCUSSION

Long Range Plan:

Future meeting date:

Wednesday, November 4, 2009 at 3:00 pm for exchange of proposals for the 3 AFSCME unions.

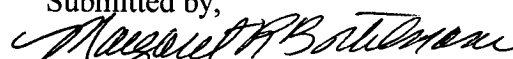
Monday November 9, 2009 at 4:00 pm for exchange of proposals with WPPA.

Thursday November 19, 2009 at 3:00 pm for the regular meeting and **4:30** for WPPA negotiations.

ADJOURNMENT

Motion/second (Dallman/Sell) to adjourn at 6:50 PM. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk