

PERSONNEL COMMITTEE MEETING

October 13, 2005

The meeting of the Personnel Committee was called to order by Chair Bernie Kasierski at 3:00 PM on Thursday, October 13, 2005 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Bernie Kasierski
Margaret Hollander
Eldan Dallman
Howard Sell

Absent: Bob Krause

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
Mark Trochinski, Undersheriff
Al Shute, Land Development Office

AGENDA

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

MINUTES

Motion/second(Hollander/Dallman) to approve the minutes for September 15, 2005 as corrected. Motion carried.

CORRESPONDENCE

Bostelmann read a letter from Bob Podgorski requesting reimbursement for tuition. The reimbursement does not need Personnel Committee approval. Bostelmann will review the policy with Podgorski and advise him on the request for reimbursement procedure.

APPEARANCES None.

EVALUATE VACANT POSITIONS

Al Shute appeared to discuss the vacant clerical position in the planning and zoning department. He presented the fiscal information regarding the position upgrade for the Administrative Assistant and how the position will be funded and the updated position description.

Motion/second(Hollander/Sell) to approve the upgrade of the position description and the increase in pay of the Administrative Assistant in Planning and Zoning to the same pay class as the Administrative Assistant position in Land Conservation. Motion carried

Motion/second(Dallman/Hollander) approve the upgraded position description/pay class retro back to October 1st. Motion carried.

Shute updated the Committee on the funding source for the fund to the elimination of the secretary/bookkeeper position and the creation of the third Code Enforcement officer. He looked at programs and expenses and has been able to shift \$13,000 from other programs and expenses to fund the third code enforcement position.

Helmer explained that he has received official notice from the state that the Board of Adjustment has to have two alternates. Helmer and Shute are looking for a second alternate, but have not been able to find one.

Helmer also stated that at the last Highway Committee meeting the Town of Brooklyn Chairman appeared and stated that the Town would like the County Highway Department to do all of their highway work. They have 47 miles of road and it would take at least 2 employees, two trucks and additional equipment to do this. The Town of Brooklyn would like to have an answer by spring.

Part-time position in DA Office – The Finance Committee has recommended the elimination of this position. The Judicial Law Enforcement Committee also agreed with the Finance Committee recommendation.

Motion/second(Dallman/Hollander) to accept the recommendation of the Finance Committee and the Judicial Law Committee to eliminate the part-time secretary position in the District Attorney's office. Motion carried.

CARRY OVER VACATIONS

Bob Podgorski requested approval to carry over 9 days of vacation in accordance with County Policy.

Motion/second(Hollander/Dallman) to approve the carryover of vacation time for Bob Podgorski. Motion carried.

SCHEDULE CONTRACT NEGOTIATIONS

Kasierski requested that negotiations be set up early in 2007. He believes that the Committee needs to determine a few important issues that need to be addressed and discuss the issues with all the unions.

Motion/second(Dallman/Sell) to direct Selsing to contact the unions to begin negotiations as soon as possible. Motion carried.

HR REPORT

- **Review usage of county owned vehicles:** Keller presented comparison of other County policies for vehicle use. Keller suggested that all vehicles have a logo on the cars and the cars be numbered. Keller will draft a policy for Committee to review.
- **Informational survey of Sheriff Department Staffing:** Keller presented a comparison of population, law enforcement budget, sheriff's salary, chief deputy salary and other departmental information for all counties.

Howard Sell left at 4:30.

- **Request by J. Hoffman to provide mentoring to new businesses:** Hoffman has asked Keller if she would consider mentoring small business regarding HR services. She would be doing this as a volunteer.
- Keller presented information from the WACPD meeting.

RESOLUTIONS/ORDINANCES None.

CLERK'S REPORT

Life/whole life insurance for negotiations: Bostelmann told the Committee that the Benefits Company has offered to sell employees additional term or whole life insurance as part of employee deductions as part of negotiations. Bostelmann asked if this is something that Committee would like to include in negotiations. The Committee does not want to offer additional benefits during negotiations.

VOUCHERS

Brenda Keller	Consulting	\$2,994.08
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Motion/second(Dallman/Hollander) to approve the voucher. Motion carried.

CLOSED SESSION

Motion/second(Dallman/Hollander) to move into closed session per ss. 19.85(1)(c)(f)(g) to discuss employee evaluations. Roll call vote, 3 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Dallman/Hollander) to resume open session. Roll call vote, 3 ayes – 0 nays, Motion carried.

Motion/second(Hollander/Dallman) to approve the evaluations for William Hutchison, and the 6 month evaluation for Melissa Sorenson. Motion carried.

COMMITTEE DISCUSSION

Next regular meeting: November 10th, 2005 at 3:00 pm.

Future Agenda Items: Vehicle Policy,

ADJOURNMENT

Motion/second(Hollander/Dallman) to adjourn at 4:40 PM. Motion carried.

Submitted by,

Margaret Bostelmann
County Clerk