

PERSONNEL COMMITTEE MEETING

August 14, 2008

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, August 14, 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
Elden Dallman
Maureen Schweder
Bob Krause
Howard Sell

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
John Selsing, Corporation Counsel
Brenda Keller, HR Consultant
Kathy Munsey, Public Health Nurse
Molly Spaulding, UWEX Family Living Educator
Marilyn Voeltner, Community Health Educator
LeRoy Dissing, Deputy HHS Director
Mark Putzke, Chief Deputy
Al Shute, Planning Director

AGENDA

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

MINUTES

Motion/second (Dallman/Schweder) to approve the minutes of July 10, 2008. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES None

SMOKE FREE CAMPUS

Kathy Munsey appeared to discuss the smoke free campus. Molly Spaulding appeared from the Green Lake County Health and Wellness Coalition. She presented a letter signed by coalition members supporting the establishment of tobacco-free policies. Marilyn Voeltner, Health Educator presented information relating to secondhand smoke as a known carcinogen. The Green Lake County Board passed a resolution supporting a state wide smoking ban earlier this year. A hand out was presented to the Committee.

Discussion was held on whether this should be an ordinance or resolution.

Motion/second(Dallman/Krause) to approve the resolution and pass the resolution on to the County Board in September. Motion carried.

CARRYOVER OF VACATION

Dissing presented a request from Suzi Giesen to carry over 24 hours.

Motion/second(Dallman/Schweder) to approve Giesen request to carry over 48 hours of vacation in accordance with county policy. Motion carried.

UNION REQUEST TO MOVE THE PART-TIME COST ACCOUNTING CLERK – HIGHWAY UNION TO AN ACCOUNTCLERK II IN COURTHOUSE UNION

Tom Wishman called Bostelmann to say that the union would like to see the Cost Accounting Clerk in the Highway union changed to an Account Clerk II in the courthouse union. Both union memberships approved this at their July 30th membership meeting.

Motion/second(Dallman/Schweder) to approve the union request and reclassify the Cost Accounting Clerk in the Highway Union to a Account Clerk II in the Courthouse union. Motion carried.

UNION REQUEST TO EXTEND HOURS OF HIGHWAY UNTIL SEPTEMBER 28, 2008

A request was presented from the Highway Union and approved by the Highway Committee extending the 4 day, 10 hour/day work week until September 28th.

Motion/second(Krause/Sell) to approve extending the hours until September 28th. Motion carried.

REDUCE HOURS OF LONG TERM CARE NURSE

Because of the transition of clients to Care Wisconsin the position of Long Term Care Nurse will be eliminated as of the first of the year. The hours will be reduced from now until the end of the year. The current employee is aware of this and will remain in the position with a progressive layoff. The union is aware if it and the HHS board approve it.

Motion/second(Dallman/Schweder) to approve the reduction in hours for the Long Term Care Nurse position. Motion carried.

APPROVE REVISED JOB DESCRIPTION OF AGING LTC MANAGER

Dissing presented the Committee with an updated Job description. The position is currently filled. The manager has worked with updating the job description.

Motion/second(Schweder/Krause) to accept the revisions of the Aging LTC Manager position. Motion carried.

FILLING OF VACANT POSITIONS

PT Cost Account Clerk – Highway: Podgorski is requesting the position be filled up to 17.5 hours per week.

Motion/second(Sell/Krause) to approve filling the vacant position in the Highway Department with an Account Clerk II in the Courthouse Union. Motion carried.

General Labor – Highway Department: The Highway Committee approved filling the position of General Laborer with an updated job description.

Motion/second(Krause/Sell) to approve filling the General Laborer position in the Highway Department and the updated job description. Motion carried.

ADRC Resource Specialist – HHS: the position was vacated when the person in the position moved to the ADRC Coordinator position. An updated job description was presented. This position is fully funded by a grant.

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

CIP Aid – FRI: This was approved last month and now a second CIP Aide has turned in a resignation. Applications have been received for the first vacancy. If approved the position will be posted and if no union employee posts the position will be filled by the applications that have been received.

Motion/second(Schweder/Dallman) to approve hiring the CIP Aide. Motion carried.

HR REPORT

- Information from Fox Valley Labor Negotiators – Keller discussed mandated health risk assessment for employees on the County Health Insurance.
- Outline of HR Strategies for Disasters – Keller presented an outline to be discussed on the HR concern in the event of a disaster/pandemic. Munsey explained the Continuation of Operations Plan (COOP) for what happens during a disaster that affects county departmental functions. Discussion was held on coordinating plans so plans do not contradict each other. This will be discussed at the department head meeting.
- Workplace Violence – Keller presented a workplace violence policy that will become a part of the personnel policy and procedures manual. Discussion was held.
Motion/second(Schweder/Sell) to approve the workplace violence and send it on to the County Board to be passed. Motion carried.

RESOLUTIONS/ORDINANCES

Relating to the Creation of Mental Health Case manager - Dissing explained that the Clinical Therapist position is vacant and the HHS Board is proposing a change in the job position from a Clinical Therapist to a Mental Health Case Manager. A job description was presented.

Motion/second(Dallman/Krause) to approve the resolution and send it on to the August County Board. Motion carried.

CLERK'S REPORT: Relating to agenda items

VOUCHERS

Brenda Keller, Resources Consulting for July 2008 in the amount \$3,078.08 and \$28.74 for mileage & fax

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

CLOSED SESSION

Motion/second(Dallman/Krause) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, (g) confer with legal counsel to discuss pending litigation. Roll call vote, 5 ayes –

0 nays, motion carried.

RESUME OPEN SESSION

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

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Dallman/Schweder) to accept the probationary evaluation of Cory Zibung. Motion carried. The Committee requested that an evaluation be reviewed and redrafted.

Putzke explained an employee matter relating to Law Enforcement. No action was taken.

COMMITTEE DISCUSSION

Long Range Plan: Schroeder explained that there will be a special P&I meeting on August 20th and a special County Board meeting on September 2nd to discuss the costs and design of the proposed project.

Next regular meeting: September 11, 2008 at 3:00 pm.

Future Agenda items for action and discussion:

ADJOURNMENT

Motion/second(Schweder/Sell) to adjourn at 4:10 PM. Motion carried.

Submitted by,



Marge Bostelmann

County Clerk