

PERSONNEL COMMITTEE MEETING
February 14, 2019

The meeting of the Personnel Committee was called to order by Vice Chair Bob Schweder at 6:00 PM on Thursday, February 14, 2019 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:	Robert Schweder	Absent:	Joe Gonyo
	Robert Lyon		Curt Talma
	Sue Wendt		
	Charlie Wielgosh (alternate)		

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator; Jason Jerome, HHS Director, Mark Podoll, Sheriff (6:10)

MINUTES

Motion/second (Lyon/Wendt) to approve the minutes of the 12/13/2018 meeting with no additions or corrections. All ayes. Motion carried.

APPROVAL OF UPDATED GREEN LAKE COUNTY APPLICATION FORM

HR Coordinator Nicole Geschke explained the new applicant tracking software and stated that the updated application is formatted for that. Discussion held.

Motion/second (Lyon/Wielgosh) to approve the updated application form. All ayes. Motion carried.

RESOLUTIONS/ORDINANCES

- **Relating to Closing Green lake County Government for General Business Operations on July 5, 2019**
County Administrator Cathy Schmit explained the resolution. Discussion held.

Motion/second (Wielgosh/Lyon) to approve the resolution as submitted by the Administrative Committee and forward to County Board for final approval. All ayes. Motion carried.

- **Relating to Elimination of a CRS Aid Position and Creating a Representative Payee Specialist Position**
HHS Director Jason Jerome stated the change in positions is due to a shift in job duties but involves no financial impact.

Motion/second (Wendt/Lyon) to approve the resolution as submitted by the HHS Committee and forward to County Board for final approval. All ayes. Motion carried.

- **Eliminating Account Budget Coordinator Position and Creating/Classifying Financial Manager Position**
County Administrator Cathy Schmit explained the options as presented to the Committee. Discussion held. Vice Chair Schweder directed Schmit to remove the financial portion of the resolution and resubmit it at the next meeting for further review. No action taken on resolution as presented.

FINANCIAL MANAGER JOB DESCRIPTION

Discussion held. *Motion/second (Wendt/Wielgosh)* to approve the updated Financial Manager job description. All ayes. Motion carried.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS

- Employee Incentive – budget adjustment of \$1,970.99 paid to 4Imprint to gain credit card rewards.

Motion/second (Lyon/Wendt) to approve the budget adjustment and forward to Finance and County Board. All ayes. Motion carried.

- Drug Testing - \$294.00 transferred from Background Checks to Drug Testing due to higher number of new employees.
- Pre-Employment Physicals - \$583.00 transferred from Background Checks to Pre-Employment Physicals due to higher number of employees.

Motion/second (Wielgosh/Lyon) to approve both line item transfers as presented. All ayes. Motion carried.

COMMITTEE DISCUSSION


Future meeting date: Regular meeting – Next meeting date set for March 14, 2019 at 6:00 PM.

Future agenda items:

ADJOURNMENT

Vice Chair Schweder adjourned the meeting at 6:38 PM.

Submitted by,



Liz Otto
County Clerk