

PERSONNEL COMMITTEE MEETING

March 21, 2013

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, March 21, 2013 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.

Present: Joanne Guden
Maureen Schweder
Gene Henke
Richard Trochinski
Sue Wendt

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, County Board Chair
LeRoy Dissing, HHS
Phil Robinson, HHS
Jim Hebbe, LCD
Tami Eisenga, RIP
Thor Backus, AFSCME

Dan Hurst, Corporation Counsel
Mark Putzke, Chief Deputy
Sheriff Podoll
Becky Pence, HWY Admin Assist
Al Shute, LUPZ
Dawn Brantley, FRI

The Pledge of Allegiance was recited.

AGENDA

Motion/second (Henke/Trochinski) to approve the agenda. Motion carried.

MINUTES

Motion/second (Wendt/Henke) to approve the minutes February 21, 2013 with two corrections. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT)

Thor Backus AFSCME wants to address the overall morale issues in the County; 1. Sick days cut in half. Some have used all their days; 2. Personal days cut in half; 3. Holidays cut and 4. Workers' breaks have not been resolved. Backus wants to have a positive communications and wants management to meet with union employees. He asks that a motion be made that will restore the breaks like they were last year until the issue is resolved.

Dawn Brantley FRI: Thanked the board for coming out to talk with employees and believe that breaks should be restored.

CORRESPONDENCE – None

APPEARANCES – None

RESOLUTIONS/ORDINANCES – None

FLEXIBLE SCHEDULE POLICY

LCD and LUPZ presented flex time policy approved by their committees. Bostelmann stated that she felt the word “will” should be changed to “may” and that “normal” was not defined. Discussion was held.

Motion/second(Henke/Schweder) to approve the LUPZ policy Motion carried.

Motion/second(Trochinski/Henke) to approve the LCD policy. Motion carried.

FILL VACANT POSITION

Secretary I/Data Entry Clerk – Hwy Dept.

Pence appeared to present the request to fill the Secretary I/Data Entry Clerk.

Motion/second(Henke/Wendt) to approve posting the position. Motion carried.

JOB DESCRIPTIONS

Law Enforcement presented an updated description for Sergeant of Corrections:

Motion/second(Wendt/Trochinski) to approve the revised Job Description. Motion carried.

Highway job descriptions: Description upgrades were presented for all the highway positions.

Motion/second(Henke/Trochinski) to approve the revised job descriptions. Motion carried.

REPORT OF DEPARTMENT MEETINGS REGARDING BREAKS

Schweder reported several departments seldom take breaks they see the policy is micromanagement. They prefer permissive rather than mandatory.

Wendt stated that most wanted to keep it permissive not regulated. Leave it like it is now.

Henke heard concerns of wanting to walk outside. They should not have to answer to the department head for a break. Policy should be reinstated for 15 minute breaks morning and afternoon.

Trochinski stated one department wants mandatory breaks and the other department wants breaks to be permissive.

The departments Guden visited wanted the policy to be permissive. She also stated that Department Heads need to communicate more with staff.

MOVED INTO CLOSED SESSION PER:

Motion/Second(Wendt/ Trochinski) to move into closed session per:

- Wis. Stat. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Evaluations, and HHS New Employee Compensation. Roll call vote, 5 ayes and 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second(Trochinski/Schweder) to reconvene into open session. Roll call vote 5 ayes, 0 nays. Motion carried.

Motion/second(Wendt /Schweder) to approve an additional week of vacation for a new hire in HHS. Motion carried.

*Motion/second(Trochinski/Henke)*to approve the evaluations for Hebbe and Shute. Motion carried.

The committee read an exit interview from a Law enforcement employee.

CLERK'S REPORT

Bostelmann updated the Committee on the Wage Study.

COMMITTEE DISCUSSION

Guden stated that managers need communication training.

- Future meeting date: April 18, 2013 at 5:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Motion/second (Wendt/Henke) to adjourn at 6:20 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk