

PERSONNEL COMMITTEE MEETING

November 15, 2012

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, November 15, 2012 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
Mark Putzke, Chief Deputy
LeRoy Dissing, HHS
Lori Evans, Sheriff's Office
Chuck Buss, Hwy
Jim Hebbe, LCD
Bill Hutchison, IT
Jeanie Theune, AFSCME

Dan Sondalle, Corporation Counsel
Phil Robinson, HHS
Tami Eisenga, Probate
Duane Prachel, Hwy
Amy Brooks, Highway Commissioner
Al Shute, LUPZ
Judge Slate
Shirley Davis, AFSCME

The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/second (Trochinski/Wendt) to approve the minutes of October 11th, October 18th and November 7th correcting typographical errors. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT) – None

CORRESPONDENCE – None

APPEARANCES – None

VOLUNTARY UNPAID LEAVE

Request for new hire Kathi Somers for 11 days unpaid for a preplanned prepaid vacation arranged prior to employment.

Motion/second (Wendt/Trochinski) to approve the 11 days unpaid for Kathi Somers. Motion carried.

RESOLUTIONS/ORDINANCES

Res. 29-2012: Relating to Deleting a Youth Service Specialist and Creating an Additional Juvenile Court Dispositional Social Worker position: Dissing explained the need for the position and funding.

Motion/second (Henke/Schweder) to approve the resolution and send on to the December County board. Motion carried.

Res. 30-2012: Relating to Creation of a Half-Time Economic Support Worker position: Dissing explained the need for the position and funding for the position.

Motion/second (Wendt/Trochinski) to approve the resolution and send on to the December County Board. Motion carried.

Res. 31-2012: Relating to Converting a Full-time Secretary to Half-Time Secretary and Half-time Supportive Services Planner Position: Dissing explained the need for the position and funding for the position.

Motion/second (Schweder/Wendt) to approve the resolution and send on to the December County Board. Motion carried.

Res 32-2012: Relating to Creation of a Full Time ADRC Resource specialist: Dissing explained the need for the position and funding for the position.

Motion/second (Henke/Trochinski) to approve the resolution and send on to the December County Board. Motion carried.

APPROVAL OF MANUAL

Administrative Policy Manual: Page 13 Internal Access to Personnel files includes “department heads”.

Page 25: “Harassment investigation” add “notify department heads of investigation and outcome”.

Personnel Policies and Procedures Manual:

Page 10 change “as noted above” to “as noted below”, and Inclement Weather add “contact the Judge for Court proceedings”.

Page 11 delete “department head” typo error. Discussion was held on use of sick leave for shared leave policy, no change was made.

Page 14 delete “governing committee” under approval for employees. Add “if department head wants to take unpaid leave approval is by the governing committee chair and admin coordinator.

Page 16 change “will be” to “was”.....Review paragraph regarding Sheriff having regarding concealed carry laws

Page 18 provides language to allow for random drug testing for all employees. Smoke free Workplace change “on” to “during”

Hutchison requested that the IT policy be reviewed to see if the “responsibilities of the IT department and employees” needs to be inserted or if the Chan of Command addressed this.

Page 22 Social Media add “except for law enforcement purposes”.

Page 26 Paid holidays – clarify 1st sentence

Page 27 Under Full time law Enforcement add “unless approved as a benefit day”; change “department” to “office” and add wording that holidays for law enforcement are pro-rated upon termination. Discussion was held regarding the highway 10 hour days during the summer that are holidays and should they be paid 8 hours or 10 hours. The language will remain as stated.

Page 27 Personal Days add word “receive”.

Page 28 clarify language under “Health Leave Bank”

Page 29 change Funeral Leave from “his” to “his/her”. Under Health Insurance add “Part-time

law enforcement 24/7 employees are not entitled to receive the benefit”.
Page 30 under vacation, change “be awarded” to “earn”

Bill Hutchison states the media disposal policy needs to be attached as an appendix.

- Continuation of Health Insurance for employee employed prior to 2007 at time of retirement.

Bostelmann explained that current policy allows employees who started prior to 2007 to remain on the County Health insurance upon retirement indefinitely. The new policy is silent.

Discussion held on the reason to limit post-employment benefit liability.

Motion/second(Wendt/Trochinski) to allow employees who started employment prior to 2007 the opportunity to retire and retain the county health insurance after retirement as long as the employee retires within the next 5 five years, (prior to January 1, 2018). Motion carried.

CLERK’S REPORT

Income contentions: Bostelmann explained that she would like to pursue an income continuation benefit for employees who want to purchase this benefit.

Motion/second (Trochinski/Schweder) to proceed with offering income continuation to employees. Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: Special meeting November 27th 9 AM or Wednesday November 28th at 2 PM. Borowski will be asked to attend. Regular meeting December 20th at 5 PM.
- Future Agenda items for action & discussion: Regular meeting - Update Job Descriptions

ADJOURNMENT

Motion/second (Wendt/Trochinski) to adjourn at 6:50 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk