



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/06/2020

Amended* Post Date: 08/11/20

The following documents are included in the packet for the Personnel Committee on August 13, 2020:

- 1) ***Amended Agenda**
- 2) Minutes from 07/09/20
- 3) Resolution Relating to Eliminating the Fair Coordinator (75%) Position and the UWEX Program Specialist FT Position While Creating a Single FT County Fair and UWEX Office Coordinator Position



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: Thursday, August 13, 2020 Time: 3:30 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

Amended AGENDA**

Committee Members

Robert Schweder,
Chair
Sue Wendt, Vice-
Chair
Charlie Wielgosh
Ken Bates
Curt Talma

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 07/09/20
5. Update on Job Description Change Process
6. **Discussion Regarding Additional Highway Department Administrative Personnel
7. Resolution
 - Relating to Eliminating the Fair Coordinator (75%) Position and the UWEX Program Specialist FT Position While Creating a Single FT County Fair and UWEX Office Coordinator Position
8. 2021 Budget Discussion
9. Consider Motion to Convene into Closed Session per:
 - Wis. Stat. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations – consider employment and compensation data of certain employees who may be offered an early retirement incentive.
 - *Wis Stat s.19.85(1)(e) deliberating or negotiating whenever competitive or bargaining reasons require a closed session. This closed session relates to bargaining strategy for the WPPA contract.
10. Reconvene into Open Session to take action, if appropriate, on matters discussed in closed session.
11. **Resolutions (continued)
 - **Relating to Labor Agreement with Green Lake County Law Enforcement Association, WPPA Enforcement Employee Relations Division
12. Committee Discussion
 - Future Meeting Dates: September 10, 2020 at 4:30PM
 - Future Agenda items for action & discussion
13. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing required) or audio/visual communication. Remote access can be obtained through the following link:

Join Zoom Meeting

<https://zoom.us/j/95611315835?pwd=ZXZjaGdnSlZGL1hSc2x5SGI2Vy9idz09>

Meeting ID: 956 1131 5835

Passcode: 954462

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
July 9, 2020

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 4:30 PM on Thursday, July 9, 2020 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Ken Bates (Zoom)
Bob Schweder
Curt Talma (Zoom)
Sue Wendt
Charlie Wielgosh

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator (Zoom); Dawn Klockow, Corporation Counsel; Jason Jerome, HHS Director (Zoom); Lori Evans, SO Admin Asst (Zoom); Keith Hess, Supervisor #17

MINUTES

Motion/second (Wendt/Wielgosh) to approve the minutes of the June 11, 2020 meeting with no additions or corrections. Motion carried with no negative vote.

DISCUSSION ON JOB DESCRIPTION CHANGE PROCESS

Corporation Counsel Dawn Klockow recommended a request for proposals with outside counsel to have the current policy reviewed.

Motion/second (Wielgosh/Wendt) to allow Klockow to implement a request for proposals with outside counsel. Motion carried with no negative vote.

WAGE SCALE AND PAY FOR PERFORMANCE EXPLANATION

County Administrator Cathy Schmit explained the current wage scale and the performance evaluation process. Chair Schweder requested a copy of the scale with each employee's current wages be provided to the committee along with the bell curve.

2021 BUDGET DISCUSSION

County Administrator Cathy Schmit stated the 2021 wage resolution has passed through County Board.

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION PER:

- **Wis. Stat. §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations – consider employment and compensation data of certain employees who may be offered an early retirement incentive.**

Motion/second (Wendt/Bates) to enter into Closed Session at 5:06 PM. Roll call vote: Ayes – Wendt, Bates,

Schweder, Wielgosh, Talma. Nays – none.

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

Motion/second (Wielgosh/Wendt) to enter into Open Session at 5:28 PM. Roll call vote: Ayes – Wielgosh, Wendt, Talma, Wendt, Schweder, Bates; Nays – none.

Motion/second (Wielgosh/Wendt) to direct County Administrator Cathy Schmit to pursue early retirement options and consult with a labor attorney. Motion carried with no negative vote.

COMMITTEE DISCUSSION

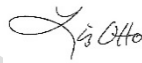
Future meeting date: Regular meeting – Next meeting date set for August 13th, 2020 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 5:30 PM.

Submitted by,



Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2020

Relating to Eliminating the Fair Coordinator (75%) Position and the UWEX Program Specialist FT Position While Creating a Single FT County Fair and UWEX Office Coordinator Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of August 2020, does resolve as follows:

- 1 **WHEREAS**, the Green Lake County Administrator received the resignation of the
- 2 current Green Lake County Fair Coordinator which was effective July 3, 2020, and
- 3 **WHEREAS**, with the Fair Coordinator Position vacancy, a study of the current needs of
- 4 the UW Extension Office revealed that a streamlined and coordinated effort from Green
- 5 Lake County in association with the University of Wisconsin Extension in the planning
- 6 and execution of the annual Green Lake County Fair would best serve County
- 7 stakeholders, and
- 8 Majority vote is needed to pass.

Approved by Personnel Disapproved by Personnel
 Approved by Finance Disapproved by Finance

Roll Call on Resolution No. -2020

Submitted by Agriculture/Extension Education & Fair Committee:

Ayes , Nays , Absent , Abstain

Patti Garro, Chair

Passed and Adopted/Rejected this 18th day of August 2020.

Katie Mehn

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Keith Hess

Corporation Counsel

Bob Dolgner

9 **WHEREAS**, the Fair Coordinator position vacancy creates an opportunity to modify the
10 operational team model in a manner that will be more conducive to effective team
11 coordination, cost efficiency, and improved staff morale.

12 **WHEREAS**, the County Administrator and Human Resources Coordinator have
13 confirmed that the current employee who holds the UWEX Program Specialist position
14 will accept the additional duties that were performed by the Fair Coordinator if the two
15 positions are eliminated and consolidated.

16 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
17 Supervisors does hereby approve modification to the UWEX staffing team model by
18 eliminating one (1) Fair Coordinator (75%) position and one (1) UWEX Program
19 Specialist FT position and establishing a single FT County Fair and UWEX Office
20 Coordinator position creating a department that is more efficient, cost effective and
21 conducive to smooth departmental operations and strengthened employee morale. The
22 job description is attached hereto.

23 **BE IT FURTHER RESOLVED** that the new County Fair and UWEX Office Coordinator
24 position is created effective August 19, 2020. The position shall be placed in pay group
25 13. The salary and fringe benefits for the remainder of 2020 will be covered by the
26 salary and fringe benefits in the budget for the vacant Fair Coordinator position, and any
27 budgetary shortfall will require a budget adjustment or line item transfer.

28 **BE IT FURTHER RESOLVED** that the County Administrator shall place the County Fair
29 and UWEX Office Coordinator position into the 2021 County Budget as shown in the
30 fiscal note in this Resolution.

31 **BE IT FURTHER RESOLVED** that the newly created County Fair and UWEX Office
32 Coordinator position will be filled by the current UWEX Program Specialist.

33 **(See next page for Fiscal Note)**

34 **FISCAL NOTE:**

35 Potential projected savings with this restructuring scenario:

**GREEN LAKE COUNTY
PERSONNEL COSTS
2021 BUDGET**

DEPARTMENT: FAIR / UWEX

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	RATE	HOURS	ANNUAL SALARY	OT	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE BEN.	TOTAL
FAIR COORDINATOR	VACANT	22.80	1560	\$ 35,568		\$ 2,384	\$ 2,721	\$ -	\$ 203	\$ 5,308	\$ 40,876
PROGRAM SPECIALIST	KATHY NINNEMAN	23.05	2080	\$ 47,944		\$ 3,213	\$ 3,668	\$ 20,216	\$ 270	\$ 27,367	\$ 75,311
2021 MERIT				\$ 1,670		\$ 112	\$ 128			\$ 240	\$ 1,910
2021 TOTAL:				\$ 85,182	\$ -	\$ 5,709	\$ 6,517	\$ 20,216	\$ 473	\$ 32,915	\$ 151,011
PROPOSED:											
FAIR AND UWEX OFFICE COORDINATOR:											
	KATHY NINNEMAN	24.77	2080	\$ 51,522		\$ 3,452	\$ 3,942	\$ 20,216	\$ 270	\$ 27,880	\$ 79,402
2021 MERIT				\$ 1,030		\$ 70	\$ 79			\$ 149	\$ 1,179
2021 PROPOSED TOTAL:				\$ 52,552	\$ -	\$ 3,522	\$ 4,021	\$ 20,216	\$ 270	\$ 28,029	\$ 80,581
Grand Total Restructuring Savings:				\$ 32,630	\$ -	\$ 2,187	\$ 2,496	\$ -	\$ 203	\$ 4,886	\$ 70,430