



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/2/2020

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on October 8, 2020:

- 1) Amended Agenda
- 2) Minutes from 08/13/2020
- 3) Administrative Policy Manual Proposals
- 4) Resolution Granting an Additional Paid Holiday for the 2020 Thanksgiving Holiday Break



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, October 8, 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: 08/13/20
5. Consideration of Proposals to review Administrative Policy Manual
6. Resolution
 - ~~*Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan~~ **Removed from Agenda**
 - *Resolution Granting an Additional Paid Holiday for the 2020 Thanksgiving Holiday Break
7. 2021 Budget Discussion
8. Committee Discussion
 - *Future Meeting Dates: November 12, 2020 at 3:30 PM
 - Future Agenda items for action & discussion
9. 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/91977798100?pwd=T0d4MVRJTUVJKd1FzNDdOd25aR1ovZz09>

Meeting ID: 919 7779 8100

Passcode: 742862

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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
August 13, 2020

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Thursday, August 13, 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
Sue Wendt
Charlie Wielgosh (Zoom)

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator; Dawn Klockow, Corporation Counsel (Zoom); Lori Evans, SO Admin Asst (Zoom); Keith Hess, Supervisor #17 (Zoom); Matt Vandekolk, Chief Deputy; Sheriff Mark Podoll; Dennis Mulder, Supervisor #15; Dave Abendroth, Supervisor #4; Becky Pence, Highway Administrative Assistant; Barry Mashuda, Highway Commissioner

MINUTES

Motion/second (Talma/Wendt) to approve the minutes of the July 9, 2020 meeting with no additions or corrections. Motion carried with no negative vote.

UPDATE ON JOB DESCRIPTION CHANGE PROCESS

Corporation Counsel Dawn Klockow has consulted with our insurance company and sent out proposals to review the process. The deadline to respond is August 31 so Klockow will have more information in September.

DISCUSSION REGARDING ADDITIONAL HIGHWAY DEPARTMENT ADMINISTRATIVE PERSONNEL

Motion/second (Wendt/Talma) to allow Barry Mashuda, Becky Pence, and Dennis Mulder to speak. Motion carried with no negative vote. Barry Mashuda, Becky Pence, and Dennis Mulder all spoke explaining the need for additional help in the Highway Department office. *Motion/second (Wendt/Talma)* to allow Dave Abendroth to speak. Motion carried with no negative vote. Discussion held. Chair Schweder suggested that Dennis Mulder, Barry Mashuda, Becky Pence, Cathy Schmit and himself meet to discuss the matter further.

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 Postion**

Motion/second (Bates/Wielgosh) to approve the resolution and forward to Finance and County Board. Discussion held. Motion carried with no negative vote.

2021 BUDGET DISCUSSION

County Administrator Cathy Schmit and HR Coordinator Nicole Geschke explained the 2021 proposed budget.

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. §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**

Motion/second (Wendt/Talma) to enter into Closed Session at 4:10 PM. Roll call vote: Ayes – Wendt, Talma, Bates, Schweder, Wielgosh. Nays – None.

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

Motion/second (Talma/Wendt) to enter into Open Session at 4:30 PM. Roll call vote: Ayes – Talma, Wendt, Bates, Schweder, Wielgosh. Nays – None.

RESOLUTIONS (continued)

- **Relating to Labor Agreement with Green Lake County Law Enforcement Association, WPPA Enforcement Employee Relations Division**

Motion/second (Wendt/Wielgosh) to approve the resolution as presented and forward to Finance and County Board for final approval. Motion carried with no negative vote.

COMMITTEE DISCUSSION

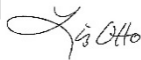
Future meeting date: Regular meeting – Next meeting date set for September 10th, 2020 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 4:35 PM.

Submitted by,



Liz Otto
County Clerk



Buelow Vetter
Buikema Olson & Vliet, LLC
The Solution Starts Here.

September 25, 2020

VIA EMAIL ONLY: dklockow@co.green-lake.wi.us

Dawn N. Klockow
Corporation Counsel
Green Lake County
571 County Road A
Green Lake, WI 54941-3188

**Re: Request for Proposal
File CR19-0970**

Dear Ms. Klockow:

Thank you for the opportunity to submit a proposal regarding the costs and time for amending the Green Lake County Administrative Policy Manual (APM) to reflect Green Lake County's change from an Administrative Coordinator to a County Administrator form of government, and for consistency with the Personnel Policy and Procedures Manual (PPPM) and applicable labor law. Attorneys Claire E. Hartley and Susan M. Love will be primarily responsible for the proposed work. Based on our initial cursory review of the relevant manuals, we are estimating the following:

Review of relevant manuals and background information and revision of APM	6 – 8 hours
Preparation and attendance at a Personnel Committee Meeting	2 – 3 hours

Attorney Hartley's hour rate is \$255.00 per hour, and Attorney Love's hourly rate is \$265.00 per hour. We estimate the total time for this project being 8-11 hours and cost in the estimated range of \$2,040.00 – \$2,915.00.

This proposal does not include review and revision of the APM related to other areas of the law. A substantive review and revision to ensure legal compliance with all labor and employment laws would require additional time.

Dawn N. Klockow
Corporation Counsel
Green Lake County
September 25, 2020
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If you have any questions or concerns regarding this proposal, please do not hesitate to contact us.

Very truly yours,

Buelow Vetter Buikema Olson & Vliet, LLC



Claire E. Hartley
Susan M. Love

CEH:kmh



MWH

LAW GROUP

MWH Law Group's Response to Request for Proposal

Green Lake County, Wisconsin

Amendments to Administrative Procedure Manual

August 11, 2020

MWH Point of Contact:

Kerrie M. Murphy, Partner
(515) 657-5684

kerrie.murphy@mwhlawgroup.com

www.mwhlawgroup.com

Milwaukee

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Milwaukee, WI 53202

Indianapolis

8206 Rockville Rd.
#321
Indianapolis, IN 46214

Chicago

150 N Michigan Ave.
Suite 2800
Chicago, IL 60601

West Des Moines

1501 42nd St.
Suite 465
West Des Moines, IA 50266

Background Information on Law Firm

MWH Law Group LLP (“MWH”) is pleased to submit the following proposal to Green Lake County to amend its Administrative Procedure Manual.

MWH Law Group LLP is dedicated to serving the legal needs of its clients. Our attorneys deliver the highest quality legal advice and service. Our legal expertise includes labor and employment, litigation, corporate, transactional, real estate, technology, intellectual property and public finance. We provide legal services across a wide range of industries with a strategic focus on financial services, technology, retail, food and beverage, and manufacturing.

MWH attorneys are driven by their passion for the law and motivated to represent each client in the manner best suited to that client. Dedicated to serving the legal needs of our clients, we deliver the highest quality legal advice and services as we strive to exceed our clients’ expectations.

At MWH, we understand that our reputation and brand in the market are based upon the services we deliver to each of our clients. To provide consistent high-quality services focused on our clients’ needs, we have developed a basic set of principles that guide our attorneys and staff:

- Follow the golden rule – treat others as you want to be treated
- Motivate yourself and others to exceed expectations
- Communicate frequently, with honesty and candor
- Deliver on your promises
- Focus on adding value
- Consistent with our Midwest values, provide an honest day’s work for a fair fee.

Brief Description of Expertise

With almost 100 years of combined experience, MWH attorneys have built a reputation for successfully representing government agencies throughout the State of Wisconsin. Matters have included employment litigation, Section 1983 defense and public finance. MWH attorneys routinely develop handbooks, contracts, and policies & procedures for their clients. We also conduct internal investigations and provide counsel on a wide range of employment-related issues involving state and federal employment laws.

Proposed Fees

MWH proposes \$5,000 inclusive of cost and time for amending the Administrative Procedure Manual as well as meeting with the Personnel Committee to discuss our suggestions with the Personnel Committee.

RESOLUTION NUMBER -2020

**Resolution Granting an Additional Paid Holiday for the 2020 Thanksgiving
Holiday Break**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of October 2020, does resolve as follows:

- 1 **WHEREAS**, in December 2019, a novel strain of the coronavirus now named
- 2 Coronavirus Disease 2019 (COVID-19) was detected and has spread through many
- 3 countries, including the United States; and,
- 4 **WHEREAS**, the World Health Organization has declared a Public Health Emergency of
- 5 International Concern; and the United States Department of Health and Human
- 6 Services has declared a Public Health Emergency; and,
- 7 **WHEREAS**, The Green Lake County Board of Supervisors had declared a state of
- 8 emergency in the county on March 17, 2020, which has been extended several times
- 9 with the current state of emergency set to expire on November 20, 2020; and,
- 10 Fiscal note is not applicable.
- 11 Majority vote is needed to pass.

Roll Call on Resolution No. -2020

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th day of October, 2020.

Robert Schweder, Chair

Sue Wendt

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

12 **WHEREAS**, during the state of emergency, Green Lake County staff have shown
13 exemplary dedication to ensuring that county constituents continue to receive services
14 despite having to adhere and adapt to safety measures to prevent the spread of the
15 virus, and for some, the requirement that they work from home (some on short notice);
16 and,

17 **WHEREAS**, the County currently grants Thanksgiving day and the Friday after
18 Thanksgiving day as a paid holiday for all employees, and granting an additional paid
19 holiday for the 2020 Thanksgiving holiday will provide recognition to County employees
20 for their exemplary service during the Covid-19 pandemic and an extra day to spend
21 with family to rest and recharge.

22 **NOW THEREFORE BE IT RESOLVED** in recognition of the hard work and dedication
23 of Green Lake County employees during the Covid-19 pandemic and the challenges the
24 pandemic has placed on employees, the Green Lake County Board of Supervisors
25 hereby grants one additional day of holiday pay for the Thanksgiving Holiday for the
26 year 2020.

27 **BE IT FURTHER RESOLVED** that the additional holiday for the 2020 Thanksgiving
28 holiday may be taken either the Wednesday before (November 25th) or the Monday
29 after (November 30th) Thanksgiving.

30 **BE IT FURTHER RESOLVED** that Department Heads shall ensure that there is
31 sufficient staffing in their department so that business may be conducted as usual.

32 **BE IT FURTHER RESOLVED** that County offices will not be closed and shall remain
33 accessible to the public on November 25th and November 30th.

34 **BE IT FURTHER RESOLVED** that providing full-time patrol officers, communication
35 officers and corrections officers in the Sheriff's Office with an additional day off would
36 result in increased overtime and scheduling issues, full-time patrol officers,
37 communication officers and corrections officers shall receive a \$100 gift card using the
38 rewards available through the County's credit card reward program. All other
39 employees in the Sheriff's Office shall receive the additional holiday pay, including
40 detectives.