

PERSONNEL COMMITTEE MEETING
February 15, 2021

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Monday, February 15, 2021 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 (3:34 - Zoom)
Bob Schweder
Curt Talma (Zoom)
Sue Wendt
Charlie Wielgosh (Zoom)

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel (Zoom); Sheriff Mark Podoll, Lori Evans, SO Administrative Assistant (Zoom); various other Department Heads and managers

MINUTES

Motion/second (Wendt/Talma) to approve the minutes of the November 5, 2020 meeting with no additions or corrections. Motion carried with no negative vote.

DISCUSS RECOMMENDATIONS OF OUTSIDE COUNSEL REGARDING AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND ADMINISTRATIVE POLICY MANUAL

Corporation Counsel Dawn Klockow presented the findings of Buelow Vetter regarding their analysis of the current Personnel Policy and Procedures Manual and Administrative Policy Manual, specifically addressing any potential issues related to the County Administrator duties and powers. *Motion/second (Wendt/Bates)* to suspend the rules and allow the Sheriff and Lori Evans to provide input. Motion carried with no negative vote.

Motion/second (Wendt/Bates) to accept the recommended changes to the Green Lake County Personnel Policy and Procedures Manual with the exception of Appendix J – Grievance Procedure. This will remain as is with no changes. Motion carried with no negative vote.

Klockow went through the recommended changes to the Administrative Policy Manual as follows:

1. Employment at will – change as recommended by general consensus of the committee
2. Departmental Rules – change as recommended by general consensus of the committee
3. General Exceptions – change as recommended by general consensus of the committee
4. Job Description Updates – major changes to job descriptions must come before the Personnel Committee.
5. Recruitment and Hiring – change as recommended by general consensus of the committee
6. Evaluation of Existing Staff – change as recommended by general consensus of the committee
7. Reclassification Process and Policies – change as recommended by general consensus of the committee
8. Layoff and Recall – Personnel Committee should be notified of any layoffs or recalls.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for March 11, 2021 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 4:27 PM.

Submitted by,



Liz Otto

County Clerk