

PERSONNEL COMMITTEE MEETING
December 17, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, December 17, 2015 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. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Sue Wendt
Paul Schwandt
Maureen Schweder
Harley Reabe

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
Sheriff Podoll
Linda Van Ness, HHS Director
Tony Daley, Berlin Journal

Dawn Klockow, Corporation Counsel
Joy Waterbury, Supervisor
Mark Putzke, Chief Deputy
Terri Stellmacher, Child Support Administrator

AGENDA

Motion/second (Reabe/Schwandt) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Schwandt/ Wendt) to approve the minutes of November 19, 2015 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS

Behavioral Health Unit Manager: The description has been expanded to better describe the position. It clarifies the duties.

FILL VACANT POSITIONS

- Behavioral Health Unit Manager: Van Ness explained the need for the position, Van Ness also stated that Paul Vander Sande has taken on the role of the unit manager and has worked hard to certify programs and guide employees.

Motion/second(Schwandt/Reabe) to approve the job description and filling the position. Motion carried.

REVIEW ORGANIZATIONAL ASSESSMENT FROM SCHENCK

The report was sent to the Committee for review. This was discussed at the County Board.

EVALUATE CHILD SUPPORT AGENCY

Bostelmann presented 5 scenarios that were found in the review of other counties; stand-alone department reporting to a committee, stand-alone department reporting to an administrator/executive/admin coordinator or HHS director, combined department with Corporation Counsel and combined department with Economic Support. Discussion was held on costing the different scenarios. Bostelmann will cost out the scenarios. Discussion held. A joint meeting with Judicial Law Emergency Management and Personnel will be held at 5:45 PM on January 5th.

VOLUNTARY UNPAID LEAVE – None

TIME SYSTEM FOR COUNTY BUILDING

Bostelmann spoke with Joel Gerth who stated that the current key card system is no longer has technical support or replacement parts. Bostelmann and Gerth will look into the system in the west wing to see if the accounting software can be incorporated into that software.

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS – None

PERFORMANCE MANAGEMENT

Ben will be coming in January or February to continue performance management training.

WAGE SCALE

The wage scale is being updated based on the passing of the resolution.

CLERK'S REPORT

Bostelmann reported that in 2015 thirty-nine employees took voluntary unpaid leave amounting to 77 days which equals a savings of \$13,381.93.

COMMITTEE DISCUSSION

- Future meeting date: Special Meeting January 5th at 5:45 PM; Regular meeting on January 18th, 2016 at 5:30 PM and regular meeting February 17th at 5:30 PM
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:10 PM.

Submitted by,

Marge Bostelmann
County Clerk