

PERSONNEL COMMITTEE MEETING

February 20, 2014

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, February 20, 2014 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: Joanne Guden
Maureen Schweder
Richard Trochinski
Sue Wendt
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
Phil Robinson, HHS Deputy Director
Amy Brooks, Highway
Mark Putzke, Sheriff's office
Paul Gunderson, Land Conservation
Dan Hurst, Corporation Counsel
LeRoy Dissing, HHS Director
Sue Krueger, Clerk of Courts
Al Shute, LUPZ
Sheriff Podoll

AGENDA

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

MINUTES

Motion/second (Schweder/Trochinski) to approve the minutes January 23, 2014. Motion carried.

CORRESPONDENCE – None

APPEARANCE – None

JOB DESCRIPTIONS

FILL VACANT POSITION

Court Records Clerk – Clerk of Circuit Courts Office

Sue Krueger appeared stating that she has two vacant positions in her office. She is requesting permission to fill one of the vacancies.

Motion/second(Schwandt/Wendt) to approve filling the position. Motion carried.

Community Health Educator – Health and Human Services

Dissing appeared to explain the need for the position to be filled. Changes have been made to the job description.

Motion/second(Trochinski/Schweder) to approve the updated job description and filling the position. Motion carried.

Administrative Assistant – Land Conservation

Paul Gunderson appeared to explain the need for the position.

Motion/second(Schweder/Wendt) to approve filling the position. Motion carried.

Soil Conservationist II – Land Conservation

Soil Conservationist I – Land conservation

Gunderson explained that the Soil Conservation II position is currently vacant. The job description has been updated. There are two qualified people, in the Soil Conservation I position, who can fill this position. The Land Conservation Committee would like to have this posted internally. If the position is filled from within, the Land Conservation Committee is requesting permission to fill the position vacated by an internal post. The Soil Conservation I job description has also been updated. Discussion was held.

Motion/second(Schweder/Wendt) to post the Soil Conservation II position internally and if it is filled by one of the employees in the Soil Conservation I position then the Soil Conservation I position can be posted. Motion carried.

Corporation Counsel

Guden stated that the Administrative Committee reviewed the job description and evaluated the need for the position to be filled. The job description was updated by the Committee and Hurst to more accurately explain the duties.

Motion/second(Schwandt/Trochinski) to approve the updated job descriptions and filling the position. Motion carried.

Mechanic II - Highway

Brooks appeared and stated that the Mechanic I position which was approved to be filled last month was filled internally and the Mechanic II position is now vacant. Brooks requested permission to fill the position.

Motion/second(Schwandt/Schweder) to approve filling the Mechanic II position. Motion carried.

VOLUNTARY UNPAID LEAVE

Dissing explained that an employee had a child care emergency in December and had to take the day off in December. This was not planned and is the 6th unpaid day taken by the employee.

Motion/second(Wendt/Trochinski) to approve the unpaid day off. Motion carried.

RESOLUTIONS/ORDINANCES

Resolution Relating to Creation of a Coordinated Services Team Coordinator.

Dissing explained the resolution and explained the funding from the state which will help 10 families in the County. This position will coordinate services to avoid out of home placements. The position is fully funded. The position will be filled as of April 1.

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

MONTHLY VOUCHERS

Vouchers were presented in the amount of \$1,384.00.

Motion/second(Wendt/Schwandt) to approve the vouchers. Motion carried.

DISCUSSION RELATED TO PAY FOR PERFORMANCE PROCESS

Bostelmann has gathered information from Chippewa, Dodge and Waushara Counties regarding pay for performance policies. She has contacted Diane Chamness to see what she can offer the County. Chamness has been recommended by WCA. Bostelmann will also talk with another consultant who is also making a presentation at Waushara County. Bostelmann said that she would like to work with the Sheriff, Dissing and Brooks to gather information from other counties and businesses to present to the committee.

MOVED INTO CLOSED SESSION

Move into closed session per:

Motion/second(Schwandt/Trochinski) to move into closed session in accordance with Wis. Stat. § 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or conditions of employment responsibility. This closed session relates to discussion on COMPENSATION OF County Conservationist; and; Wis. Stat. § 19.85 (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. Roll call vote, 5 ayes, 0 nays. Motion carried

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

Motion/second(Wendt/Trochinski) to reconvene in open session. Roll call vote, 5 ayes and 0 nays, motion carried.

Motion/second(Schweder/Schwandt) to approve the recommendation of the Land Conservation Committee to set the Land Conservationist wage at \$29.58/hour. Motion carried.

COMMITTEE DISCUSSION

Bostelmann advised the Committee that the AFSCME Highway and Courthouse unions did not petition for recertification. They are now considered non-represented. The AFSCME Professional union did petition for recertification. The vote to recertify will be taken in April.

- Future meeting date: March 20, 2014
- Future Agenda items for action & discussion: AFSCME Professional negotiations.

ADJOURNMENT

Motion/second (Wendt/Trochinski) to adjourn at 5:35pm. Motion carried.

Submitted by,

Marge Bostelmann,
County Clerk