



# **GREEN LAKE COUNTY**

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 07/14/17**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee Meeting on July 20, 2017:**

- 1) Agenda
- 2) Draft minutes from the 05/18/17 and 06/13/17 meetings
- 3) Resolution Establishing 2018 Annual Budgeted Allocation for Pay for Performance



# 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: July 20, 2017 Time: 6:00 PM  
Green Lake County Government Center,  
County Board Room, 571 County Rd A, Green Lake WI***

### **\*AMENDED AGENDA**

#### **Committee Members**

*Joe Gonyo,  
Chairman  
Paul Schwandt, Vice-  
Chair  
Robert Lyon  
Robert Schweder  
Sue Wendt*

*Elizabeth Otto,  
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 05/18/2017, 6/13/17
6. Correspondence
7. 2018 Budget
8. Resolutions/Ordinances
  - \*Establishing 2018 Annual Budgeted Allocation for Pay for Performance
9. Clerk's Report
10. Consider Motion to Convene into Closed Session per:
  - Wis. Stat. § (1) (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 – this Closed Session related to bargaining strategy-WPPA.
11. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
12. Committee Discussion
  - Future Meeting Dates: Meeting August 17, 2017 at 6:00 pm
  - Future Agenda items for action & discussion
13. Adjourn

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.**



**COMMITTEE DISCUSSION**

**Future meeting date: Regular meeting – June 29, 2017 at 6:00 PM**

**Future agenda items: WPPA negotiations, Performance Management software**

**ADJOURNMENT**

Chairman Gonyo adjourned the meeting at 6:13 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

**PERSONNEL COMMITTEE MEETING**  
**June 12, 2017**

The special meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Tuesday, June 13, 2017 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  
Robert Schweder  
Sue Wendt  
Robert Lyon  
Paul Schwandt

Also Present: Liz Otto, County Clerk                      Cathy Schmit, County Administrator

**AGENDA**

*Motion/second (Schweder/Schwandt)* to approve the agenda. All ayes. Motion carried.

**DISCUSSION AND POSSIBLE ACTION ON PERFORMANCE MANAGEMENT SOFTWARE OPTIONS**

County Administrator Cathy Schmit stated the demonstrations were shown to all interested employees earlier in the day from Halogen and ReviewSnap. Both systems include the compensation piece that Schmit requires. Pricing and comparisons were handed out to the committee. A 3 year contract total for ReviewSnap is \$25,467 and Halogen is \$50,595. Schmit recommends approving Halogen because she has worked with it in the past, it offers more features such as the ability to track certificates and licensing, there are expandable programs, and they also have 24/7 support. Discussion held.

*Motion/second (Schweder/Wendt)* to approve Halogen as the Performance Management software. Ayes – 3, Nays – 2 (Gonyo, Schwandt). Motion carried.

**BUDGET ADJUSTMENT**

*Motion/second (Schweder/Wendt)* to approve a budget adjustment moving \$21,700 from the contingency fund to IT Software/Hardware to cover the subscription and implementation costs of Halogen. Ayes – 4, Nays – 1 (Gonyo). Motion carried.

**COMMITTEE DISCUSSION**

**Future meeting date: Regular meeting – June 29, 2017 at 6:00 PM**

**Future agenda items:**

**ADJOURNMENT**

Chairman Gonyo adjourned the meeting at 6:29 PM.

Submitted by,

Liz Otto  
County Clerk

**RESOLUTION NUMBER -2017**

**Establishing 2018 Annual Budgeted Allocation for Pay for Performance**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of August 2017, does resolve as follows:

**WHEREAS**, Green Lake County strives to provide maximum service to its residents while minimizing the financial impact of county taxes on taxpayers, and

**WHEREAS**, Green Lake County continues to operate under State imposed budgetary constraints while providing mandated services, and

**WHEREAS**, with the enactment of ACT 10 the County has reviewed and updated the Green Lake County Personnel Policies and Procedures Manual as well as the Administrative Manual, adopted the WIPFLI Non-Union Compensation Plan and has established an enhanced employee annual review process, and

**WHEREAS**, Green Lake County has now established a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

**WHEREAS**, the County Administrator is developing the 2018 Proposed Annual Budget for review and adoption by the Green Lake County Board in November 2017, and wage costs must be incorporated into the budget as proposed and adopted.

**NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of Supervisors that for staff hired prior to June 30, 2017, each 2018 departmental budget shall include an amount equal to 2% of gross wages to be allocated accordingly to staff based on the merits of employee performance as established during their individual annual performance review, and

Roll Call on Resolution No. -2017

Submitted by Personnel Committee  
and approved by Finance:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 15th  
day of August, 2017.

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Joe Gonyo, Chair

\_\_\_\_\_  
Paul Schwandt

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Robert Lyon

\_\_\_\_\_  
ATTEST: County Clerk

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Robert Schweder

\_\_\_\_\_  
APPROVE AS TO FORM: Corporation Counsel

\_\_\_\_\_  
Sue Wendt

**BE IT FURTHER RESOLVED** that any performance based wage increases will be effective January 1, 2018, with back pay distributed no later than the second payroll of April 2018 following finalization of the annual performance evaluation process with the funds being awarded strictly on the merits of each individual employee's performance, and

**BE IT FURTHER RESOLVED** that any departmental funds budgeted for these merit-based wage adjustments remaining after the annual performance review process has been completed shall be applied by the Account Budget Coordinator to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Salary/Fringe Pool (Acct# 18-101-23-51820-999) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, merit pay variations, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year, and

**BE IT FURTHER RESOLVED** that the purpose statement and fiscal note is a directive of the Green Lake County Board.

**PURPOSE:** to establish 2018 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Salary/Fringe Pool.

**FISCAL NOTE:** For 2018 the levied general pay increase based on employee performance shall not exceed **\$192,000.00**. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Salary/Fringe Pool (Acct# 18-101-23-51820-999) to cover budget variations that occur due to internal position postings, new position hires, retirements, merit pay variations, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.