

**PERSONNEL COMMITTEE MEETING**  
**June 19, 2014**

The meeting of the Personnel Committee was called to order by Vice-Chair Sue Wendt at 5:00 PM on Thursday, June 19, 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:	Sue Wendt	Absent:	Joe Gonyo
	Maureen Schweder		Harley Reabe
	Paul Schwandt		

Also Present:	Liz Otto, Deputy County Clerk	Amy Brooks, Highway Commissioner
	LeRoy Dissing, HHS Director	Phil Robinson, Deputy HHS Director
	Mark Putzke, Chief Deputy	

**AGENDA**

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

**MINUTES**

*Motion/second (Schweder/Schwandt)* to approve the minutes of May 15, 2014 and May 22, 2014 as presented. Motion carried.

**CORRESPONDENCE** – None

**APPEARANCES** – None

**JOB DESCRIPTIONS** - None

**FILL VACANT POSITIONS**

Secretary 1 – Highway: Amy Brooks explained the need to fill this position. It is currently a shared position with the County Clerk’s office as a floater to other departments and is approved for 29 hours per week. Since the Highway Department’s needs are 20 hours per week, that only leaves 9 hours for other departments. Brooks is proposing hiring a part-time Secretary 1 for the Highway Department only at 20 hours per week. The Highway Committee has approved the position.

*Motion/second (Schwandt/Schweder)* to fill the position of Secretary 1 in the Highway Department. Motion carried.

Dual Diagnosis Clinical Therapist – HHS: LeRoy Dissing explained the need to fill this position. The opening is the result of a resignation and is currently in the budget. Discussion held.

Jail Recidivism Counselor – HHS: LeRoy Dissing explained this position is open because the current employee has accepted a Dual Diagnosis Clinical Therapist position. This position is 100% grant funded and will not be approved until July 1, 2014. No advertisements will be placed until the grant is approved.

Secretary 1/Supportive Service Planner – HHS: LeRoy Dissing explained that the employee in this position has accepted a full time position in the Economic Support Unit. Currently this position is half time Secretary 1 and

half time Supportive Service Planner. Dissing is requesting the position be changed to full time Secretary 1 due to an increased workload in the Administrative unit. Shelby Jensen, Economic Support Unit Manager, has agreed that the ESU department is adequately staffed at this time. This position was formerly a full time Secretary 1 position – Dissing submitted the former job description. Starting wage would be \$14.21/hr.

*Motion/second (Schweder/Schwandt)* to approve filling the positions in HHS. Motion carried.

### **VOLUNTARY UNPAID LEAVE**

Kim Nowacki is requesting two days of unpaid leave above the 5 days that are allowed. The two days are August 27<sup>th</sup> and 28<sup>th</sup>. LeRoy Dissing stated that this has not been submitted to the HHS Personnel committee yet. No action taken at this time.

**RESOLUTIONS/ORDINANCES** – None

**MONTHLY VOUCHERS** – None

### **2015 Budget:**

A copy of the 2014 budget was presented. The Finance Committee has given a directive of no increase in the levy. Discussion was held. The Budget will be reviewed again in July when the full Committee is present.

### **CLERKS REPORT**

**Pay for performance – Contract with RISE Leadership:** The contract was sent to the Committee in the packet. It has been approved by Attorney Sondalle.

*Motion/second (Schwandt/Schweder)* to approve the contract with RISE Leadership for Phase 1 and 2. Motion carried.

**Wage Study – Proposed Wages for 2015:** County Clerk Marge Bostelmann sent a spreadsheet with costs on implementing the wage study for 2015. The cost includes the step increases of employees below the 100% midpoint and a cost of a 1% increase for those above the 100% midpoint. This will be discussed later when other benefit costs are available.

### **COMMITTEE DISCUSSION**

- Future meeting date: Regular meeting on Thursday, July 17, 2014 at 5:00 PM
- Future Agenda items for action & discussion:

### **ADJOURNMENT**

*Motion/second (Schwandt/Schweder)* to adjourn at 5:25 pm. Motion carried.

Submitted by,  
/s/ Liz Otto  
Liz Otto,  
Deputy County Clerk