

PERSONNEL COMMITTEE MEETING
November 19, 2015

The meeting of the Personnel Committee was called to order by Vice Chair Sue Wendt at 5:30 PM on Thursday, November 19, 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: Harley Reabe
Maureen Schweder
Paul Schwandt
Sue Wendt

Absent: Joe Gonyo (present by phone as a non-voting member)

Also Present: Liz Otto, Deputy County Clerk
Mark Putzke, Chief Deputy
Linda Van Ness, Interim HHS Director
Marcia Kleman, Child Support Specialist
Jeanne Theune, Child Support Specialist
Amy Thoma, Clerk of Courts

Dawn Klockow, Corporation Counsel
Terri Stellmacher, Child Support Administrator

AGENDA

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

MINUTES

Motion/second (Reabe/Schwandt) to approve the minutes of October 21, 2015 and November 12, 2015 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCES – None

JOB DESCRIPTIONS

HHS Account Clerk Specialist-Accounting Specialist: Interim HHS Director Linda Van Ness stated that there were a few changes in the job description and title. The position would also increase to 40 hours per week from 35 hours per week.

HHS Clinical Therapist: Van Ness stated this position is changing from a Dual Diagnosis Clinical Therapist to Clinical Therapist.

Motion/second (Reabe/Schweder) to approve the changes in the job descriptions for Accounting Specialist and Clinical Therapist in HHS. All ayes. Motion carried.

Judicial Assistant/Deputy Register in Probate and Register in Probate - Judge's Office: Vice Chair Sue Wendt stated that the changes were approved at Judicial Law. Corporation Counsel Dawn Klockow stated that the changes have all been approved by Administrative Coordinator Marge Bostelmann, Judge Mark Slate, and herself.

Motion/second (Schweder/Reabe) to approve the changes in the Judicial Assistant/Deputy Register in Probate and Register in Probate job descriptions. All ayes. Motion carried.

FILL VACANT POSITIONS

- HHS Accounting Specialist: Interim HHS Director Linda Van Ness outlined the need for this position stating that this is the only fiscal position in that department and no other staff can absorb the duties.
- HHS Clinical Therapist: Van Ness explained the need to fill the position with the job description changes.

Motion/second (Schwandt/Reabe) to approve filling the Accounting Specialist and Clinical Therapist positions. All ayes. Motion carried.

- Child Support Administrator: Vice Chairman Sue Wendt read a letter submitted by Administrative Coordinator Marge Bostelmann recommending this position be reviewed after the organizational assessment report is made available from Schenck. Wendt stated that the Judicial Law committee has recommended the position be filled due to the excellent job the current Administrator has done, outstanding fiscal numbers, and to allow the retiring Administrator the opportunity to train a replacement. Current Child Support Administrator Terri Stellmacher was granted the opportunity to speak. Stellmacher urged the Committee to fill the position. Discussion held.

Motion/second (Reabe/Schwandt) to delay making a decision on this position until the Schenck report is made available and reviewed. 3 ayes, 1 nay (Schwandt). Motion carried.

VOLUNTARY UNPAID LEAVE - None

TIME SYSTEM FOR COUNTY BUILDING – No further updates

RESOLUTIONS/ORDINANCES

Resolution Relating to County Employees 2016 Wages was discussed.

Motion/second (Reabe/Schweder) to approve the resolution and send on to the County Board. All ayes. Motion carried.

MONTHLY VOUCHERS – None

CLERK'S REPORT - None

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting on Thursday, December 17, 2015 at 5:30 pm.
- Future Agenda items for action & discussion

ADJOURNMENT

Wendt adjourned the meeting at 5:53 PM.

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