

PERSONNEL COMMITTEE MEETING
October 20, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, October 20, 2016 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
Paul Schwandt
Robert Lyon

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Amy Brooks, Highway Commissioner
Jason Jerome, HHS Director
Dawn Klockow, Corporation Counsel
Sheriff Podoll
Mark Putzke, Chief Deputy
Lori Evans, Sheriff's Office

AGENDA

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

MINUTES

Motion/second (Schwandt/Schwandt) to approve the minutes of August 18, 2016, August 30, 2016, September 20, 2016 and October 11, 2016. as presented. Motion carried.

CORRESPONDENCE – None

GO TO MEETING CONFERENCE - WIFPLI - WAGE STUDY UPDATE

Lisa Corbeille of WIFPLI presented the wage scale update and positions review through GoToMeeting presentation. Four positions moved up a classification, chief deputy, land use planning & zoning director, master control aide and lead bus driver. The program specialist went down one classification. The others positions reviewed stayed in the same classification. The updated information was discussed. The Committee would like the County Administrator to review the study and make her recommendations to the Committee at the December meeting.

JOB DESCRIPTIONS

The Committee reviewed and discussed job descriptions from the following departments:

- Health and Human Services Job Descriptions
- Sheriff's Department Job Descriptions
- UW-Extension Job Descriptions

Klockow suggested that all job descriptions changes be acknowledged with a signature by the employee in the position which is being changed.

Motion/second(Schwandt/Lyon) to approve the updated job descriptions as presented for all departments. Motion carried.

FILL VACANT POSITIONS

- Detective – Sheriff’s Department
- Deputy Sheriff – Sheriff’s Department

Motion/second(Wendt/Gonyo) to approve filling the detective and deputy positions. Motion carried.

- Communications Sergeant – Sheriff’s Department – the position was discussed and the resolution creating the position was approved below.
- Community Response Social Worker – HHS
- Child Protection Intake Worker - HHS

Motion/second(Lyon/Schweder) to approve filling the positions. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST – None

HEALTH INSURANCE REVISION

Due to a conflict with this agenda item, Lyons left the room.

Bostelmann presented options to reduce health insurance costs to the County:

- Increase deductible from \$1,500/\$3,000 to \$2,000/\$4,000 is a premium savings of \$77,000. If half the deductible is given to the employee in the HRA, the saving is \$18,750.
- 2.) Changing the office visit from \$25 copay/100% to \$25 copay/deductible/100% reduces the premium by \$77,000
- Increase the employee premium contribution from 8% to 10% is a cost saving to the County of \$14,869.50.

Bostelmann also explained some changes in the HRA since the Affordable Care Act was passed. The Committee would like Kim Hurtz of AEGIS Corporation and Roger Maio from Diversified Benefit Services to provide information on the County Health Insurance and HRA at a special meeting on November 2 at 6 PM.

Lyon returned to the meeting after discussion was concluded.

RESOLUTIONS/ORDINANCES

Amend Ordinance 1042-2012 Personnel Policy and Procedure Manual, Sick Leave, Vacation Schedule and Appendix K-1 Public Safety Employee Health Benefit Coverage:

The resolution was discussed. Sick leave will be reduced from 12 days to 9 days. Eliminating the Public Safety plan, Appendix K-1, will be removed from the ordinance and discussed next month.

Resolution Relating to Eliminating a Communications Officer Position and Eliminating the Communication Administrator Position and Creating Two Sergeant of Communications Positions in the Sheriff’s Office:

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

CLOSED SESSION

Motion/second(Wendt/Gonyo) to go into closed session in accordance with Wis. Stat. § 19.85 (1) (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to employee medical leave. Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS

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

Motion/second(Schwandt/Schweder) to approve 4 days of unpaid medical leave for an employee. Motion carried.

MONTHLY VOUCHERS – None

CLERK’S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: Special meeting November 2nd. At 6:00. Regular meeting November 17, 2016 at 6:00 PM.
- Future Agenda items for action & discussion: November 2nd – Kim Hurtz and Roger Maio

ADJOURNMENT

Adjourned at 7:42 PM.

Submitted by,

Marge Bostelmann
County Clerk