

PERSONNEL COMMITTEE MEETING

September 17, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:00 PM on Thursday, September 17, 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: Joe Gonyo
Maureen Schweder
Paul Schwandt
Sue Wendt
Harley Reabe

Also Present: Marge Bostelmann, County Clerk
Sheriff Podoll
Aaron Wagner, Highway Superintendent
Dawn Klockow, Corporation Counsel
Mark Putzke, Chief Deputy
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second (Schwandt/Wendt) to approve the minutes of August 20, 2015 and September 10, 2015 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCE – None

JOB DESCRIPTIONS

Mechanic II

A few changes were made relating to requirements and a change was made that requires the applicant to have a CDL within 6 months rather than a year.

Motion/second(Schwandt/Schweder) to approve the changes of the Mechanic II job description. Motion carried.

FILL VACANT POSITIONS

- HHS Director – HHS

The job description was not changed. Gonyo would like the HHS Board to review the description before it is approved by the Personnel Committee.

Motion/second(Reabe/Schwandt) to send the description back to the HHS Board for review. Motion carried.

- HHS Receptionist/Data Entry Specialist – HHS

The job description was not changed. Information was presented regarding the position. Bostelmann stated that this position was filled in June and the HHS department plans to use the application received in June to fill the position.

Motion/second(Wendt/Schweder) to approve filling the position from the current batch of applicants. Motion carried.

- Highway Mechanic II – Highway

Information was provided on the need for the position.
Motion/second(Harley/Schwandt) to approve filling the position. Motion carried.

VOLUNTARY UNPAID LEAVE – None

TIME SYSTEM FOR COUNTY BUILDING

Joel Gerth talked with the security company who recommended a time system, but that system is not compatible with the County payroll system.

RESOLUTIONS/ORDINANCES

MONTHLY VOUCHERS

Wisconsin County Mutual Legal Defense \$408

Motion/second(Schwandt/Reabe) to approve the voucher. Motion carried.

PERFORMANCE MANAGEMENT

No report

WAGE SCALE

Discussion was held on increasing the wage scale or increasing wages across-the-board. Discussion held. Information will be proposed next month.

CLERK'S REPORT

Approval of new HRA/Flex Account Carrier/Administrator: Bostelmann explained that she and her staff have been looking for another administrator for the HRA/Flex plan. Based on law changes the current carrier is not able to provide the direction and services needed. The County has interviewed Diversified who provides more services for a small county. This will also require a change in where the account is housed. Working with Treasurer, Betsy Amend, the fund will transfer to the Horicon Bank in Green Lake. Bostelmann requested permission to move forward with changing account administrators.

Motion/second(Harley/Schwandt) to approve starting the process to move the account and have all contracts reviewed by Corporation Counsel and brought back to the Committee next month. Motion carried.

MOVE INTO CLOSED SESSION

Motion/second(Wendt/Reabe) to move into closed session pursuant to Wis. Stat. section 19.85(1)(c)(to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility). The closed session is regarding employment, compensation and performance data of the HHS Director and Highway Mechanic II.

Wis. Stat. § 19.85(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, This closed session relates to payment of invoices relating to investigation of potential litigation.

Roll call vote: 5 ayes, 0 nays, motion carried.

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

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting on Wednesday October 21, 2015 at 5:30 pm.
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:14 PM.

Submitted by,

Marge Bostelmann
County Clerk