

PERSONNEL COMMITTEE MEETING

April 16, 2009

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, April 16, 2009 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Schroeder
Elden Dallman
Maureen Schweder
Bob Krause

Absent: Howard Sell

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, County Board Chair
Dan Priske, County Board Vice-Chair
John Selsing, Corporation Counsel
Brenda Keller, HR Consultant
Mark Putzke, Chief Deputy
Linda Van Ness, Director, HHS

Also Present: Traci Soda, Liz Pflum and Kathy Doro

AGENDA

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

MINUTES

Motion/second (Dallman/Krause) to approve the minutes of March 10, 2009. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE

A letter was presented from Jim Hebbe stating that LCC will be posting the summer LTE position to work with invasive species education and awareness.

A letter was received from Liz Pflum stating that she is the new WPPA Union president and Ted Kuklinski is the Vice President.

APPEARANCES – None

CARRYOVER OF VACATION

Linda Van Ness requested approval for Penny Bahn to carry over 5 days of vacation. The request has been approved by the HHS Board

Motion/second(Dallman/Krause) to approve the carryover of 5 days for Penny Bahn. Motion carried.

FILLING OF VACANT POSITIONS – None

HR REPORT

- **Review revisions of Travel Policy** – Keller presented the input given by the department heads. The changes were incorporated in the policy. This is part of Ordinance 950-2009 which will go to the County Board next week.
- **Review of proposed revision of Internal Recruitment Procedure** – the revised language was presented as discussed last year. This is included in Ordinance 950-2009. *Motion/second(Schroeder/Krause)* to approve Ordinance 950- 2009 and send to County Board. Motion carried.
- **Information from Fox Valley Labor Negotiators** – Keller presented the information discussed at the meeting.
- **Attendance at May WACPD Meeting** – Keller presented the information from the WACPD meeting. Discussion was held on the agenda. *Motion/second(Dallman/Krause)* to approve Keller attending if she feels the meeting agenda covers pertinent information. Motion carried.
- **Proposed Working at Home Policy** – Keller stated that employees can now check on their email from home, at conferences, or during vacation. Seventeen people have been given this capability. Keller is questioning if employees check their email on their off time if they will be able to claim work time. Discussion was held. This will be brought to the department head meeting for comments.

DISCUSS LEAN TRAINING

Keller presented the information from Workforce Development regarding their proposal for the County Clerk office, District Attorney's office and Land Development. They met with the department heads and the proposal they made was different than expected. Keller would like to continue reviewing other options for LEAN training.

RESOLUTIONS/ORDINANCES

Ordinance 950-2009 Relating to Amending Ord. #814-04 Personnel Policy and Procedures Manual Sec. III Recruitment & Application Procedures/Travel, Meal & Lodging Reimbursement. Approved above.

Relating to Reclassifying the Maintenance Repair Helper Custodian to Maintenance Repairperson. Schroeder explained that this reclassifies an employee who is already doing the responsibilities in the Repairperson classification.

Motion/second(Dallman/Schroeder) to approve the resolution. Motion carried.

CLERK'S REPORT None

VOUCHERS

Brenda Keller, Resources Consulting for April, 2009 in the amount \$3,155.03

Motion/second (Dallman/Krause) to approve the vouchers. Motion carried

CLOSED SESSION

Motion/second (Krause/Dallman) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Negotiations, Grievances, exit interview (f) Personnel Medical History (g) confer with legal counsel to discuss pending litigation. Roll call vote, 4 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Krause/Schweder) to resume open session. Roll call vote, 4 ayes – 0 nays, motion carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

Motion/second(Dallman/Krause) to accept the probationary evaluation for Billi Jo Baneck and the annual review for Jim Hebbe. Motion carried.

The committee discussed negotiation strategy, the medical history of an employee and an exit interview response.

COMMITTEE DISCUSSION

Long Range Plan:

Future meeting date: Tuesday May 14 2009 at 3:00 pm.

Future Agenda items for action and discussion: Policy relating to working from home

ADJOURNMENT

Motion/second (Dallman/Krause) to adjourn at 4:40 PM. Motion carried.

Submitted by,



Marge Bostelmann
County Clerk