

PERSONNEL COMMITTEE MEETING

December 17, 2009

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, December 17, 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
Bob Krause
Elden Dallman
Howard Sell
Maureen Schweder

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, County Board Chair
John Selsing, Corporation Counsel
Brenda Keller, HR Consultant
Chief Deputy Mark Putzke
Judge McMonigal
Dean Slark, UWEX

Also Present: Missy Sorenson, Jeri Lowe, Dawn Brantly, Al Shute Missy Zamzow and Leone Seaman

AGENDA

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

MINUTES

Motion/second (Schweder/Krause) to approve the minutes of November 19 (correction that Judge McMonigal was in attendance) November 19th negotiations, November 30 negotiations, and December 7, 2009 negotiations. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

APPEARANCES – None

CARRYOVER OF VACATION – None

FILLING OF VACANT POSITIONS – **Judicial Assistant**

Judge McMonigal discussed the updated Judicial Assistant/Assistant Register in Probate job description. The update reflects a change in the percent of time between the Judicial Assistant and the Assistant Register in Probate. More time will be spent on the Judicial Assistant position. *Motion/second(Sell/Krause)* to approve the updated job description and filling the positions. Motion carried.

FILLING OF VACANT POSITIONS - Ag Agent

Dean Slark appeared and presented a job description and background for the Ag Agent position. Schweder explained that the Ag & Extension Committee discussed the importance of this position and believe the position should be filled. The counties cost is a little over \$22,000 annually. Discussion was held.

Motion/second(Schweder/Krause) to approve filling the position. 2 ayes, (Schweder/Krause) 3 nays. Motion denied.

Motion/second(Dallman/Krause) to bring the request to fill the position back to the Committee in April. Motion carried.

HR REPORT

- **Review Internet and Electronic Messaging Policy** – Keller presented a revised Use of County Telephones to include internet and electronic messaging.
Motion/second(Dallman/Sell) to approve the policies and add to the Personnel Manual. Motion carried.
- **Resolution from Vernon County** – Keller presented a resolution from Vernon County regarding hiring freeze.

RESOLUTIONS/ORDINANCES None

CLERK'S REPORT – None

VOUCHERS

Voucher for Brenda Keller, HR Consultant in the amount of \$3,155.03

Voucher for Association Dues for Keller of \$25.00

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

CLOSED SESSION

Motion/second (Sell/Krause) to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Union Negotiations Planning; (g) conferring with legal counsel to discuss pending litigation and approval of outside counsel. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

Motion/second(Dallman/Schweder) to resume open session. Roll call vote, 5 ayes – 0 nays, motion carried.

ANNOUNCE FINDINGS OF CLOSED SESSION

The Committee discussed negotiation strategies.

Motion/second(Schweder/Krause) to accept the evaluations for Gerald Beuthin and Lindsay Loewe. Motion carried.

Authorization was given to John Selsing to engage outside counsel for a termination hearing.

COMMITTEE DISCUSSION

Long Range Plan: Schroeder requested member to send any questions to Kurt Berner by the P&I Committee on January 5, 2010.

Helmer stated that two vacant positions were discussed and the county form to be filled out by the department heads and governing committee was not done today. The procedure established by the County Board should be followed.

Future meeting date: January 21, 2010.

Future agenda Items for action and Discussion:

ADJOURNMENT

Motion/second (Krause/Schweder) to adjourn at 2:35 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk