

PERSONNEL COMMITTEE MEETING

January 11, 2007

The meeting of the Personnel Committee was called to order by Chair John Brennan at 3:00 PM on Thursday, January 11, 2007 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: John Brennan
Margaret Hollander
Elden Dallman
Bob Krause
Gene Schroeder

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, Board Chair
Brenda Keller, HR Consultant
John Selsing, Corporation Council
Sheriff Mark Podoll
Laura Polcyn, Communication Administrator
Betty Freimark, HHS

AGENDA

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

PUBLIC COMMENTS None

MINUTES

Motion/second (Dallman/Schroeder) to approve the minutes December 14, 2006. Motion carried.

CORRESPONDENCE None

APPEARANCES None

CARRYOVER VACATIONS

Request From Bob Podgorski to carryover 4 days of vacation.

Motion/second(Krause/Hollander) to approve the request per county policy. Motion carried.

FILLING OF VACANT POSITIONS

Mark Podoll stated that there was a vacant position for a 12th patrol deputy in his department. Podoll would like to fill that position to help with overtime and security. This would be a float position. Podoll explained how the float position works. The float position would allow for the employee to work any shift for the day that they work. The Law Enforcement Committee approved filling the position. The Law enforcement Committee followed the four part requirements of Ordinance number 804-04

Motion/second(Hollander/Schroeder) to approve filling the position. Motion carried.

The position will be posted.

EXPANDING RESPONSIBILITIES OF HR POSITION

Discussion was held on expanding the responsibilities of the HR director to have more oversight for concerns relating to department heads. Selsing, Keller and Bostelmann will look at a policy and a procedure relating to department head concerns. Selsing also discussed who authorizes Keller's work. Keller is often approached by employees that request her to work on a specific project that may take considerable amount of time. This will be on the agenda next month.

HR REPORT

- Fox Valley Labor Negotiator's Info – The meeting was cancelled so there was no report.

DISCUSS ON CALL TIME IN IT DEPARTMENT

Keller reported that the IT Committee would like to have the AFSCME employee in the IT Department receive on call pay. The Committee and Director would like to have the employee paid \$1.75/hour when on call. The AFSCME contract allows for \$40/weekend for the maintenance department employees. Keller stated that the IT Director expects the employee to be on call every other weekend. A letter was presented from IT to the Law Enforcement department not to call after hours unless there is an emergency. The Committee questioned how often an IT employee is called in after hours. No documentation was available with that information.

Motion/second(Schroeder/Krause) to deny the request for on call time at this time. Motion carried.

IMPLEMENTATION OF MANAGEMENT WAGE SCALE

This was discussed last month. If an employee's wage scale is adjusted, the employee will move to the step that give at least a 4.5% increase and will be credited with the longevity of that step.

RESOLUTIONS / ORDINANCES

Bostelmann presented a Resolution from Health & Human Services Relating to Extending the CLTS/CCS Manager (Limited Term Employment) Position

Motion/second(Dallman/Schroeder) to approve the resolution and send on to the February County board. Motion carried.

CLERK'S REPORT

Bostelmann presented a request from LeRoy Dissing requesting approval to change the job title for the Account Clerk Specialist (Joan Renn) and Account Clerk II (Roxanne Haedt) to "Accountant". Discussion was held. No action taken.

VOUCHERS

Brenda Keller, Resources Consulting for January 2007 in the amount \$3,003.00

Motion/second (Hollander/Dallman) to approve the voucher. Motion carried

CLOSED SESSION

Motion/second(Hollander/Krause) to move into closed session per ss. 19.85(1)(c)(f)(g)(e) to discuss

employee exit interview, employee evaluations, negotiation with the WPPA. Roll call vote, 5 ayes – 0 nays, motion carried.

RESUME OPEN SESSION

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

Betty Freimark, who is retiring, gave an exit interview.

Motion/second(Schroeder/Krause) to accept the evaluation of Robert Podgorski. Motion carried.

COMMITTEE DISCUSSION

Next regular meeting: February 15th at 3:00 pm.

ADJOURNMENT

Motion/second(Dallman/Hollander) to adjourn at 5:00 PM. Motion carried.

Submitted by,

Margaret Bostelmann
County Clerk