

## PERSONNEL COMMITTEE MEETING

July 16, 2009

The meeting of the Personnel Committee was called to order by Chair Gene Schroeder at 3:00 PM on Thursday, July 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  
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  
Al Shute, Land Use Planning & Zoning Director  
Becky Pence, Highway Department  
Mark Putzke, Chief Deputy and Lori Evans, Administrative Assist  
Sheriff Mark Podoll  
Linda Van Ness, HHS Director and LeRoy Dissing, HHS Deputy Director

Also Present: Jeri Lowe, Tracy Soda, Bob Jahn, Missy Sorenson, Dean Slark

### AGENDA

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

### MINUTES

*Motion/second (Dallman/Sell)* to approve the minutes of June 11, 2009. Motion carried.

PUBLIC COMMENTS – None

### CORRESPONDENCE

Letter from Daniel Pfeifer, AFSCME Representative requesting that one member of each union be allowed to attend the Personnel Committees on county work time.

Letter from Paul Gordon, Wisconsin Employee Relations Commission in response to the County's letter regarding conflict of interest.

APPEARANCES None

### HEALTH INSURANCE COMPARISON

A comparison was sent to the Committee and Unions. Bostelmann will be sending the form to the State for the assessment this week or next. Hurtz will give price when renewals take place.

### **CARRYOVER OF VACATION**

Request from Gary Podoll to carry over 40 hours of vacation.

*Motion/second(Krause/Dallman)* to approve carrying over 40 hours of vacation for Gary Podoll. Motion carried.

### **REVIEW PROCEDURES FOR LAYOFFS/REDUCTION IN WORK FORCE**

Keller presented information regarding a layoff process for the County. The packet includes the county bumping process, how personnel are reduced and a layoff letter.

### **POTENTIAL LAYOFFS IN ZONING OFFICE**

Shute appeared to discuss the short fall in revenues in the zoning department (\$37,000) and the Land Information budget (\$10,000) totaling \$47,000 in the two departments. Shute stated that to balance the short fall one code enforcement officer would need to be laid off and the Administrative Assistant's time would have to be reduced to ½ time. He plans to attend the Finance Committee this month to discuss the short fall and determine if there is a financial alternative to the layoff and reduction of hours to the department. The employees have work to do based on required state compliance, but permits requests are reduced.

### **FILLING OF VACANT POSITIONS**

Highway Department – Becky Pence appeared to explain that the Highway Committee is requesting that the part-time position in the highway department be reduced from an account clerk II classification to a secretary 1 classification. The Committee also requests that the hours for the position be between 520 hours and 910 hours per year. The position will carry no benefits. *Motion/second(Krause/Sell)* to accept the proposed change in the classification with the amended job descriptions and approve the position being filled as requested. Motion carried.

HHS, Adult Protection Services – LeRoy Dissing explained the current vacancies. There is only one adult protection position in the County and the County is required to have this position. Minor changes have been made to update the job description.

Juvenile Court Dispositional Worker – Dissing explained that the function of the position. This position is funded by the state. Minor changes were made to update the job description.

*Motion/second(Dallman/Schweder)* to approve the change in job descriptions and to approve filling both positions. Motion carried.

### **HR REPORT**

- **Update on other county plans for cutting costs** – Keller presented information from other Counties on what is being done to reduce expenditures based on volunteer furloughs. Dane County employees have accepted a 5% reduction in pay. Information in other States was also presented.
- **Draft policy for damage/loss of county equipment** – Keller presented a policy relating to county property damage. The policy will provide consistency in department handling of these issues. This will be given to the department heads to review.

- **Lean Training Update** – The training has been scheduled for August 11<sup>th</sup> and 13<sup>th</sup>. Four departments will be included in the event.

### **RESOLUTIONS/ORDINANCES**

Staffing Resolution for Sheriff's Office New Facility – Sheriff Podoll sent the information to the Committee members but not all received it. Sheriff Podoll explained the staffing that is being requested. There are 5 FTE positions in the jail and 1 position for security. Podoll explained that he is working with the union to raise the number of hours a part time employee works before receiving benefits. Discussion held.

*Motion/second(Sell/Krause)* to accept the resolution contingent on no benefits being paid to the part time employees. Motion carried 5 ayes and 0 nays.

### **POLICY RELATING TO PERSONAL APPLIANCES IN WORK AREA**

A policy was presented and approved by the P&I Committee regarding the restriction of appliances in work area. Discussion was held on the wording of the policy. Keller will modify the wording.

*Motion/second(Dallman/Krause)* to accept the concept of the policy and request that the language be more specific. Motion carried.

### **2010 Budget**

The budget was presented for Keller's contract and expenses. The budget is the same as the 2009 budget.

*Motion/second(Krause/Dallman)* to accept the budget and send on to the Finance Committee. Motion carried.

### **CLERK'S REPORT**

Bostelmann has received a response from both Marquette and Waushara County regarding cost savings measures. The Administrative Coordinators and County Chairmen will meet next week to discussion consolidation issues.

Bostelmann presented an agreement between the Sheriff's Office and the WPPA regarding using part-time hours toward full time seniority. Bostelmann will sign the agreement.

### **VOUCHERS**

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

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

### **CLOSED SESSION**

*Motion/second (Sell/Dallman)* to move into closed session per ss. 19.85(1)(c) Evaluations, Personnel Matters, Union Negotiations, (g) confer with legal counsel to discuss pending litigation. Roll call vote, 5 ayes – 0 nays, motion carried.

### **RESUME OPEN SESSION**

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

### ANNOUNCE FINDINGS OF CLOSED SESSION

Disciplinary action in two unions was discussed. The committee approved a one day suspension for one employee.

Committee reviewed a written exit interview.

The Committee discussed upcoming negotiation, review of positions, and employee layoffs.

*Motion/second(Sell/Dallman)* to accept the Zoning Director's solution to layoff one code enforcement officer and reduce the hours of the Administrative Assistant to half time effective September 1<sup>st</sup> 2009 as a result of a budget deficit. Motion carried.

### COMMITTEE DISCUSSION

**Long Range Plan:** Helmer stated that everything is going well and is ahead of schedule with the project. The County Board will be invited to view the site in September or October.

**Change meeting Dates & Time:** Discussion held. The Committee will change the day of the meeting to the Thursday after County Board at 4 pm with closed session first.

*Motion/second(Dallman/Schweder)* to approve changing the date of the Personnel Committee Meeting to the Thursday after County Board at 4 pm. Motion carried.

**AFSCME Union request regarding attendance at meetings:** Discussion held. Based on the change in time of the meeting, the meeting time will no longer be during work hours.

**Future meeting date:** Thursday August 20, 2009 at 4:00 pm.

**Future Agenda items for action and discussion:** How to handle economic decisions

### ADJOURNMENT

*Motion/second (Dallman/Krause)* to adjourn at 6:20 PM. Motion carried.

Submitted by,



Marge Bostelmann  
County Clerk