

## PERSONNEL COMMITTEE MEETING

July 12, 2007

The meeting of the Personnel Committee was called to order by Chair John Brennan at 2:00 PM on Thursday, July 12, 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  
Bob Krause  
Margaret Hollander  
Elden Dallman  
Bob Krause

Absent: Gene Schroeder

Also Present: Marge Bostelmann, County Clerk  
Orrin Helmer, Board Chair  
Brenda Keller, HR Consultant  
Jeff Hoffman  
Sheriff Mark Podoll  
LeRoy Dissing, HHS Deputy Director

### AGENDA

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

### MINUTES

*Motion/second (Hollander/Krause)* to approve the minutes of June 14, 2007 correcting that Bob Krause was absent and the legal secretary referred to in the minutes is the Corporation Counsel's legal secretary. Motion carried.

PUBLIC COMMENTS None

CORRESPONDENCE None

APPEARANCES None

CARRYOVER OF VACATION None

### FILLING OF VACANT POSITIONS

The Program Specialist in University of Wisconsin Extension office is being vacated by the retirement of Arlene Leppin. Hoffman explained that the Ag and Extension Committee reviewed the position description and recommends the position being filled.

*Motion/second(Dallman/Hollander)* to approve filling the vacant account clerk II position. Motion carried.

*Motion/second(Krause/Dallman)* to approve the updated job description for the account clerk II and the program specialist. Motion carried.

Energy Assistance Coordinator position is vacant because of a post out of this position. The HHS Board has reviewed the position and job description and is requesting approval to fill position. The position is partial funded by the state.

*Motion/second(Dallman/Krause)* to approve filling the vacant position. Motion carried.

**APPROVAL OF SHARED LEAVE** No requests at this time.

### **HR REPORT**

- Information from Fox Valley Labor Negotiations – Keller sent the report to the Committee. Contract settlements were discussed.
- Draft Attendance Policy – A draft policy was presented to the committee for review. The policy was discussed. The policy will be discussed with the department heads for input. Input will be brought back to the committee.

### **REQUEST FOR UNPAID LEAVE**

Jennifer Brown just started employment but had a preplanned vacation July 25 to 27. The HHS Board approved the unpaid leave and request approve from this committee.

*Motion/second(Dallman/Hollander)* to approve the unpaid leave for Jennifer Brown.

### **RESOLUTIONS/ORDINANCES**

Relating to the Creation of a Community Response Social Worker Position. The position is fully funded by the state. The position is a shared position with Marquette County.

*Motion/second(Hollander/Dallman)* to approve the creation of this position and send it on to County Board. Motion carried.

**CLERK'S REPORT:** None

### **VOUCHERS**

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

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

### **CLOSED SESSION**

*Motion/second(Hollander/Dallman)* to move into closed session per ss. 19.85(1)(c) exit interview, employee evaluations, Roll call vote, 4 ayes – 0 nays, motion carried.

### **RESUME OPEN SESSION**

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

*Motion/second(Hollander/Krause)* to approve the agreement between the WPPA and Green Lake County to place Brady Konkell, who is resigning due to health issues, on a one year eligibility list from August 10, 2007 to August 10, 2008 for any position that may become available in the Law

Enforcement Department. Motion carried.

**COMMITTEE DISCUSSION**

**Next regular meeting:** August 16 at 2:00 pm.

**Future Agenda items for action and discussion:** Attendance Policy

**ADJOURNMENT**

***Motion/second(Hollander/Krause)*** to adjourn at 4:05 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk