

## **PERSONNEL COMMITTEE MEETING**

March 10, 2005

The meeting of the Personnel Committee was called to order by Chair Bernie Kasierski at 3:00 PM on Thursday, March 10, 2005 in the County Board Room, Courthouse, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Bernie Kasierski  
Margaret Hollander  
Bob Krause  
Elden Dallman  
Howard Sell

Also Present: Marge Bostelmann, County Clerk  
Orrin Helmer, Board Chair  
Brenda Keller, HR Consultant  
LeRoy Dissing, HHS  
John Selsing, Corporation Council  
Orville Biesenthal, Chair, LUP&Z  
Judge McMonigal  
Mark Trochinski, Undersheriff

### **AGENDA**

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

### **MINUTES**

*Motion/second(Hollander/Krause)* to approve the minutes for February 10, 2005 . Motion carried.

**CORRESPONDENCE** None

### **APPEARANCES**

Judge McMonigal appeared to discuss the Family Court Commissioner's position. Bostelmann explained that with a new Family Court Commissioner, she did not know the percent of full-time position. McMonigal was asked what percent of the position was the Family Court Commissioner. In the past he came to the Personnel and Finance Committees and requested that the budget be changed to eliminate the staff allowance and office allowance and have it be just the salary. He suggested that it be looked at as a ½ time position, salaried at the current position and eligible for the retirement benefit, but suggests that the health insurance issue be left up to the County policy. Helmer questioned if this position could be a contracted amount and all expenses were included in the contract amount.

### **EVALUATE VACANT POSITIONS**

Orville Biesenthal appeared to present the correspondence from Al Shute requesting approval to continue the Code Enforcement Officer, Private On-site Waste System (POWTS) emphasis. The Committee reviewed the position and job description and request that this position be filled as soon possible.

*Motion/second(Hollander/Krause)* to approving filling this vacancy of Code Enforcement Officer with the Private On-site Waste System. Motion carried.

**JOB DESCRIPTION** - none

**OFFICE HOURS OF OPERATION**

Kasierski stated that our County policy and procedures stated that the hours of operation of County offices are 8 am to 4:30 pm. One of the county offices was closed for 2 ½ days with a note on the door that the office was closed with no number to call if needed. This was the Land Conservation Department. Kasierski will sit down with Bostelmann and send out a memo to all departments reminding department heads of the hours of operations.

**NON-UNION EVALUATION FORMS**

Kasierski stated that this is on the agenda because the current form is very hard to use. Bostelmann will draft an Ordinance to amend the present form. Helmer stated that he is not aware of evaluations for the Land Conservation department over the last several years. Bostelmann will provide a report of the last evaluation date for all department heads and union employees.

**CARRYOVER VACATIONS** None.

**RESOLUTIONS/ORDINANCES**

Dissing presented a resolution: **Relating to Allocation of Medicare Modernization Transition Grant Program Funds to the Elderly Benefit Specialist Program for Part-D Related Assistance Activities.** Dissing explained that this resolution increases the Benefit Specialist position from 35 to 40 hours. This is funded by a grant and will not use any levy and if the grant ends the position will revert back to a 35-hour/week position.

*Motion/second(Dallman/Krause)* to approve the resolution and send it on to the March County Board. Motion carried.

**HR REPORT**

- **Posting Notice Requirement for FLSA:** Keller presented information that will be posted on the bulletin boards.
- **Fox Valley Labor Negotiations meeting synopsis:** Keller presented information from the Fox Valley Labor Negotiations meeting.
- **Carlson/Dettman Wisconsin Public Sector Salary Participation:** Keller would like to participate in this so that information can be obtained from the survey. Keller would be willing to pay for the survey from her expense funds.  
**Motion/second(Krause/Sell)** to approve being a part of the survey for one year and to approve the cost from Keller expense funds. Motion carried.
- **Pro-rated Fringe Benefits:** No additional discussion.

- **Review of concept for physical agility program:** Keller met with the Sheriff's Management and presented information on a physical agility program. Keller is questioning how much this should be pursued. No program cost has been established at this time. The cost of the assessment would be about \$150. Dallman stated that this should be a cost to the individuals not a cost to the County. Discussion was held on how standards could be implemented; though job description or physical agility testing. Selsing suggested that the union be asked to participate in establishing criteria. This will be on the agenda next month for continued discussion.

**CLOSED SESSION**

*Motion/second(Krause/Hollander)* to move into closed session per ss. 19.85(1)(c)(g) to discuss IUOE Grievance, Law Enforcement personnel and employee evaluations. Roll call vote, 5 ayes – 0 nays, Motion carried.

**RESUME OPEN SESSION**

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

**VOUCHERS**

Brenda Keller	Consulting	\$2,858.33
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*Motion/second(Dallman/Sell)* to approve the voucher. Motion carried.

**CLERK'S REPORT**

Bostelmann presented a letter from Jim Hebbe stating that the LCC approved a limited employee.

Bostelmann would like to send out a memo to all employees stating that the County takes very seriously complaints related to harassment, and that the County will tolerate no harassment.

**COMMITTEE DISCUSSION**

**Next regular meeting:** April 14, 2005 at 3:00 pm.

**Future Agenda Items:** Report on Evaluations, Physical agility, Non-union evaluation form,

Margaret Hollander was excused at 5:10.

**ADJOURNMENT**

*Motion/second(Dallman/Krause)* to adjourn at 5:30 PM. Motion carried.

Submitted by,

Margaret Bostelmann  
County Clerk