

PERSONNEL COMMITTEE MEETING
April 24, 2012

The meeting of the Personnel Committee was called to order by County Clerk Marge Bostelmann at 5:00 PM on Thursday, April 24, 2012 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Henke
Joanne Guden
Maureen Schweder
Dick Trochinski
Sue Wendt

Also Present: Marge Bostelmann, County Clerk Dan Sondalle, Corporation Counsel
Leroy Dissing, HHS Director Chuck Buss, Acting Highway Commissioner
Sheriff Mark Podoll Mark Putzke, Chief Deputy.
Jack Meyers, Board Chair Nav Ghimire, UWEX
Al Shute, LUPZ Dan Borowski, Phillips Borowski
Tony Daley, Berlin Journal Bob Jahn, Highway

AGENDA

Motion/second (Henke/Guden) to approve the agenda. Motion carried.

ELECTION OF CHAIR

Henke nominated Joanne Guden. No other nominations

Motion/Second(Wendt/Trochinski) to cast a unanimous ballot for Joanne Guden as Chair. Motion carried.

ELECTION OF VICE-CHAIR

Guden nominated Maureen Schweder for Vice-Chair.

Motion/Second(Wendt/Trochinski) to cast a unanimous ballot for Maureen Schweder as Vice Chair. Motion carried.

MINUTES

Motion/second (Henke/Schweder) to approve the minutes of March 22, 2012. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT) – None

CORRESPONDENCE – None

APPEARANCES: None

FILLING VACANT POSITIONS

Clinical Services Unit Manager: LeRoy Dissing explained the job duties of this position and why this position is necessary.

Mental Health/Substance Abuse Counselor: LeRoy Dissing explained the job duties of this position and why this position is necessary.

Adult Protective Services Worker: LeRoy Dissing explained the job duties of this position and why this position is necessary.

Trochinski questioned the job description that states there is a threat of physical harm. He questioned if another person is there to limit the danger. Dissing stated that every precaution is made to keep all employees safe.

Discussion was held.

Motion/Second(Wendt/Schweder) to approve filling the Clinical Service Unit Manager, Mental/Health /Substance Abuse Counselor and Adult Protective Intern Position. Motion carried.

2012 UWEX SUMMER INTERN POSITION

Nav Ghimire appeared to explain that their summer intern from last year is willing to come back again this year. She will help quite a bit for the Fair and 4H.

Motion/Second(Schweder/Trochinski) to approve the summer intern for the UWEX. Motion carried.

COUNTY PERSONNEL POLICIES

Dan Borowski appeared to explain how the BRB will change the way Counties conduct business. He presented information on strategy, work rules, and fringe benefits. Borowski explained how important policy governance will be in moving forward. He explained what will be in a handbook and how the policies will be set up. This will help give department heads guidelines on managing.

Policies, personnel handbooks and an administrative handbook should be drafted and approved by County Board to give direction on procedures.

Borowski also discussed the wage study as part of the process. This will be a cost to the county but Borowski encourages the county to be a part of the wage study group that will help reduce overall costs for the study. Also need to discuss merit pay based on evaluation and job performance. Question: Can the County accurately evaluate employees and will employees buy into it. Suggest training in how to manage for department heads and supervisors.

First step is to draft the employee handbook. Borowski will review the County current policy and make suggestions of changes to be discussed by the Committee. Borowski will come back on May 24th to begin the process with the Committee.

RESOLUTIONS/ORDINANCES – None

CLOSED SESSION

Motion/Second(Henke/Trochinski) to Move into closed session per ss19.85 (1) (c) Considering performance evaluation and exit interview; (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Mandatory bullet

resistant vest wear policy. Roll call vote, 5 ayes, no nays, 0 absent, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON

Motion/Second(Henke/Wendt) to resume open session. Roll call vote, 5 ayes, no nays, 0 absent, motion carried.

MATTERS DISCUSSED IN CLOSED SESSION

No exit interview and no evaluations.

The Committee was informed about an employee who cannot comply with the mandatory vest policy.

CLERK'S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: May17, 2012 at 5:00 PM and special meeting on May 24th at 5:00 PM
- Future Agenda items for action & discussion: May 24th – Personnel Policy and Procedures review.

ADJOURNMENT

Motion/second (Wendt/Henke) to adjourn at 6:20 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk