

PERSONNEL COMMITTEE MEETING

August 23, 2012

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 4:00 PM on Thursday, August 23, 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: Joanne Guden
Maureen Schweder
Gene Henke
Richard Trochinski
Sue Wendt

Also Present: Marge Bostelmann, County Clerk
Lee Hauser, Gregory & Appel Insurance
Leroy Dissing, HHS Director
Sheriff Podoll
Chuck Buss, HWY Acting Com.
Tony Daley, Berlin Journal
Dan Sondalle, Corporation Counsel
Mike Blaska, WCA Services
Phil Robinson, HHS Deputy Director
Mark Putzke, Chief Deputy
Bill Hutchison, IT Director
Bob Jahn, Highway

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/second (Schweder/Trochinski) to approve the minutes of 7/17/12, 7/24/12 & 8/14/12 changing “Maureen” to “Schweder” on the July 17th meeting. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT)

Gene Henke explained that at the Tuesday night County Board meeting it was mentioned that the Highway Committee decided not to bring the Joint Highway Commissioner resolution to the County board. Henke explained that he did not vote yes because he did not think that the Marquette Highway Committee, Marquette Highway Commissioner and the Clark/Jackson joint Highway Commissioner had to come to the Green Lake County Board meeting for the discussion. Henke explained that he believed that the County could save more money by restructuring the Green Lake County Highway management and eliminate one superintendent than by having a joint commissioner with Marquette. He stated the two Counties already share equipment and work together to save money. He also stated that the Marquette commissioner lives in Adams County and that is a long way from Green Lake highway office. He stated that Buss and Prachel have been here many years and do a good job and get along well with the crew.

CORRESPONDENCE – None

APPEARANCES

WCA Services - Mike Blaska: Blaska explained the Boston Life insurance policy. It has a guaranteed enrollment during the open enrollment time. Blaska introduced Lee Hauser from Gregory & Appel Insurance who discussed the disability insurance plan that could be designed to

supplement the county policy for sick, personal days and vacation. He also explained the critical illness option which includes a cancer benefit, carcinoma, heart attack, stroke, major organ transplant and renal failure. He also explained accident insurance coverage.

Motion/Second(Wendt/Henke) to have this presented to the Department Head meeting on the September 20th and move forward with offering these products to the employees. Motion carried.

FILLING VACANT POSITIONS

Clerk of Courts Office – Court Records Clerk: Clerk of Courts, Sue Krueger sent the information regarding the need to fill the Court Records Clerk. The person in the position has posted into the Judicial Assistant position. Judicial Law Enforcement has approved filling the position. The job description has also been updated.

Motion/Second(Trochinski/Schweder) to approve the updated job description and filling the vacant position. Motion carried.

Sue Krueger also sent a letter requesting that the LTE position be converted to 800 hours versus 40 hours/week for 20 weeks. This is not a change in the budgeted amount, just reallocation of how the hours are worked. She is making this request because the full time employee on medical leave has not yet returned to work.

Motion/Second(Wendt/Henke) to approve changing the LTE from 20 weeks at 40 hours to a total of 800 hours. Motion carried.

RESOLUTIONS/ORDINANCES

Res. 15-2012 Creation of a Part-time IT Operations Assistant:

Bill Hutchison appeared to explain the services that the IT department provides for all county departments some of which are 24/7/365. The needs have grown over the last 10 years with no additional help in the IT department.

Motion/Second(Wendt/Schweder) to approve the resolution and send it on to the County Board. Motion carried.

Res. 16-2012 Eliminating One Full-Time Court Records Clerk Position to Create One Part-time Court Records Clerk position:

Bostelmann explained that Krueger has reviewed the work load in the Clerk of Courts office. This position has been vacant and Krueger believes it can be filled with a part time position.

Motion/Second(Trochinski/Henke) to approve the resolution and sent it on to County Board. Motion carried.

Res 17- 2012 Extension of a LTE Recidivism Reduction Aide in the Corrections Division of the Sheriff's Office: Sheriff Podoll explained that this is an extension of a grant position.

Motion/Second(Henke/Wendt) to approve the resolution and sent it on to County Board. Motion carried.

Res 18-2012 Ending the Mater Control Aide Pilot program and Creating Permanent Part time FTE Master Control Position in the Sheriff's Office: Podoll explained why this pilot position was created to operate security doors and communications system at a lesser pay because the position does not have direct inmate contact. This provides more efficient staffing in the jail which will help reduce overtime. This creates 4.5 FTE positions.

Motion/Second(Trochinski/Wendt) to approve the resolution and sent it on to County Board.

Motion carried.

WIPFLI PROPOSAL FOR WAGE STUDY

Bostelmann presented the proposals from Carlson Dettmann for a labor market survey and Wipfli for a base compensation study. Carlson's proposal is for \$5,000 and will present a labor market survey for comparable duties. The Wipfli proposal is \$10,000 and they will provide a spread sheet for counties to evaluate duties, education and other requirements for the position. This will give a more accurate comparison for a base wage program. Marquette, Green Lake Adams and Waushara will work as a consortium with Wipfli. Bostelmann and Schweder heard both proposals in Marquette County a few weeks ago. Bostelmann recommends the Wipfli study because it is more comprehensive even though it will require more work by the County. Bostelmann believe this will be a good experience to review the descriptions and make sure they are all updated. Schweder stated that the Wipfli proposal was more comprehensive and explained the detail of the proposal. She agreed with the recommendation of Wipfli for the project.

Motion/Second(Wendt/Schweder) to approve the Wipfli proposal subject to Corporation Counsel review and appropriation of funds by Finance. Motion carried.

CLOSED SESSION

Motion/Second(Schweder/Trochinski) to move into closed session per ss19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. – WPPA Negotiations. Roll call vote, 5 ayes, no nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON

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

MATTERS DISCUSSED IN CLOSED SESSION

Mark Putzke updated the Committee on the preliminary WPPA negotiations with Attorney Borowski.

CLERK'S REPORT

COMMITTEE DISCUSSION

- Future meeting date: Special meeting September 5th at 5:00 pm and September 20, 2012 at 5:00 pm.
- Future Agenda items for action & discussion:

ADJOURNMENT

Motion/second (Henke/Trochinski) to adjourn at 5:25 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk