

## PERSONNEL COMMITTEE MEETING

July 18, 2013

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, July 18, 2013 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  
Richard Trochinski  
Sue Wendt  
Paul Schwandt

Also Present: Marge Bostelmann, County Clerk  
Mark Putzke, Chief Deputy  
Phil Robinson, HHS  
Amy Brooks, Highway  
Lori Evans, Sheriff's Office  
Dan Hurst, Corporation Counsel  
Sheriff Podoll  
LeRoy Dissing, HHS  
Nav Ghimire, UWEX  
Tami Eisenga, RIP

Also Present: Thor Backus, Jeanne Theune, Missy Sorenson, Georgia Zills, and Shannon Jahsman

The Pledge of Allegiance was recited.

### AGENDA

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

### MINUTES

*Motion/second (Schwandt/Schweder)* to approve the minutes June 19, 2013 as presented. Motion carried.

### PUBLIC COMMENT (3 MIN LIMIT)

Thor Bacus, AFSCME Staff Representative: Thanked the Committee for the exchange of Proposal on Tuesday and giving consideration to the proposals. He asked that as the Committee considers changes that the same equity be given to employees for vacations and planned breaks.

### CORRESPONDENCE

A letter was received from Linda Aelk-Yerges thanking the county for the generous donation to ASTOP resulting from the County "Jean Campaign". \$99 was collected.

Bostelmann received an email from Bob Malcheske requesting a meeting with her to discuss the County's Health insurance. Discussion was held. The Committee would like Malcheske to attend the meeting on August 21<sup>st</sup> to discuss health insurance with the Committee.

### RESOLUTIONS/ORDINANCES

Res. 13-2013 relating to Wage increase for Non-Represented Employees for 2013:  
Bostelmann was asked by the Committee to draft a resolution for a pay increase of 1.5% for non-represented employees. The resolution was presented with a fiscal note of \$36,727 to be taken from contingency fund.

**Motion/second(Trochinski/Wendt)** to approve the resolution and send on to the County Board. Discussion: Schweder stated that she does not support the resolution, she believe it is good, but feels it may create friction between the employees. Wendt stated that she is in favor of the resolution and willing to support it. This is for non-represented employees and she does not believe that they should have to wait until there is an agreement with union employees before a raise is given. Roll call vote, motion carried, 4 ayes, 1 nay (Schweder).

### **JOB DESCRIPTIONS** - None

### **FILL VACANT POSITION**

**Clinical Therapist – CSP/CCS:** LeRoy explained that one of the employees in this position has resigned. The job description has been changed to allow for the position to be both a mental health and substance abuse counselor. This will allow for increased billings. The qualifications have also changed. The title has been to Dual Diagnosis Clinical Therapist. The HHS Committee has approved filling the position.

**Motion/second(Schweder/Schwandt)** to approve the updated position descriptions and filling the position. Motion carried.

**Maintenance Repairperson:** Bostelmann explained that the second shift maintenance repair person resigned. The request to fill the position was approved by the Property and Insurance Committee. Bostelmann stated that the physical demands for lifting and carrying should be changed from 100 pounds to 80 pounds.

**Motion/second(Wendt/Schwandt)** to approve filling the position with the job description change from 100 pounds to 80 pounds. Motion carried.

### **ACCUMULATION OF COMPENSATORY TIME - UWEX**

Bostelmann explained that during the Fair week, UWEX employees work a considerable amount of overtime. The Personnel Policy and Procedures Manual say that compensation time may be accumulated in an amount not to exceed 20. If more than 20 hours is accumulated it is paid out. UWEX employee may accumulate more than 20 hours during the Fair. Nav Ghimire explained how much time is spent at the Fair by employees. He explained that employees are willing to take the time off rather than having to be paid as required by the policy. This will reduce the fiscal responsibility by about \$2000. He stated that the time will be taken in a way that will not reduce the efficiency of the office in any way.

**Motion/second(Wendt/Schweder)** to approve the accumulation of compensation time for the UWEX employee over 20 hours during the Fair week. Motion carried.

### **PERSONNEL POLICY**

- Paid Breaks: Two language options were presented to the committee regarding paid breaks. Discussion was held, approved language is as follows: Add:  
***Paid Breaks: Employees may be provided paid break periods at the discretion of the Department Head based on work demands and needs. The availability and length of break times (not to exceed fifteen (15) minutes in length nor more than 2 per day) will be determined by the Department Head based on staffing and other operational concerns. Employees may not leave the building during paid breaks.***
- Vacations: Add: **After 6 months but less than 1 year** **5 days**

- Accumulation of Compensation time for UWEX: Add: **UWEX employees during the week of the County Fair and Highway** employees may accumulate up to forty (40) hours of compensatory time and any hours in excess of forty (40) hours shall be paid out.

The changes will be brought back to the committee next month as an amendment to the Ordinance for Committee approval.

### **DEFERRED COMPENSATION PLAN CHANGES**

Bostelmann presented a letter to send out to employees who are eligible for deferred compensation. The letter notifies employees of a proposed plan change. The letter gives employees time to ask questions regarding the proposed plan changes. The plan will be brought back to the Personnel Committee next month for approval.

### **2014 BUDGET**

The budget was presented for Labor Law Issues in the amount of \$4750.

*Motion/second(Trochinski/Schwandt)* to approve the budget and send it on to Finance Committee.

### **CLERK'S REPORT**

Related to Agenda items

### **MOVED INTO CLOSED SESSION**

Wis. Stat. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – This closed session related to new employee compensation; and Wis. Stat. § 19.85 (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session relates to Employee Investigation and Wage Study.

*Motion/second(Trochinski/Wendt)* to move into closed session . Roll call vote, 5 ayes and 0 nays, motion carried.

### **RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON MATTERS DISCUSSED IN CLOSED SESSION.**

*Motion/second(Trochinski/Schweder)* to reconvene in open session. Roll call vote, 5 ayes and 0 nays, motion carried.

### **COMMITTEE DISCUSSION**

- Future meeting date: **Wednesday**, August 21<sup>st</sup> at 4:30.
- Future Agenda items for action & discussion:

### **ADJOURNMENT**

*Motion/second (Wendt/Trochinski)* to adjourn at 6:25 pm. Motion carried.

Submitted by,

Marge Bostelmann, County Clerk