

PERSONNEL COMMITTEE MEETING

May 23, 2013

The meeting of the Personnel Committee was called to order by Chair Joanne Guden at 5:00 PM on Thursday, May 23, 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
Jerry Beuthin, VSO
Dan Hurst, Corporation Counsel
Sheriff Podoll
Amy Brooks, Highway
Al Shute, LUPZ

Also Present: Amy Sobieski, Jeanie Theune, Shirley Davis, Missy Sorenson and Georgia Zills

The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/second (Wendt/Trochinski) to approve the minutes April 18, 2013 as presented. Motion carried.

PUBLIC COMMENT (3 MIN LIMIT)

Georgia Zills has been attending a leadership training program and believes that this can be helpful for County Supervisors. She left books and DVDs for the members to read and review. She will pick them up next month.

CORRESPONDENCE

Jim Hebbe sent a letter notifying the committee that Jordan Resop was hired for the summer limited term employee.

APPEARANCES – None

RESOLUTIONS/ORDINANCES – None

JOB DESCRIPTIONS

Highway Janitor: The updated highway janitor position was presented. Amy Brooks requested that the title be changed to Highway Janitor/General Laborer.

Motion/second(Schwandt/Schweder) to approve the updated job description. Motion carried.

Maintenance Supervisor: Updated job description was presented for the Maintenance Supervisor. Changes were highlighted.

Maintenance Technician: Updated job description was presented for the Maintenance Technician. Changes were highlighted.

Motion/second(Schwandt/Trochinski) to approve the updated job descriptions for the Maintenance Supervisor and the Maintenance Technician. Motion carried.

FILL VACANT POSITION

Part-time Deputy VSO Position – Veteran Service Officer: Jerry Beuthin explained that his deputy has given notice. Her last day will be June 10th but is willing to help train the new deputy and stay on longer at reduced hours.

Motion/second(Wendt/Schwandt) to approve filling the position. Motion carried.

Community Response Worker Position – HHS – Phil Robinson explained the position and the need to fill the position.

Motion/second(Schweder/Wendt) to approve filling the position. Motion carried.

Receptionist Position – HHS – Robinson explained the position and the need to fill the position.

Motion/second(Schwandt/Trochinski) to approve filling the position. Motion carried.

CLERK'S REPORT

Union Negotiations – Patrick Henneger and Thor Bacus, AFSCME Rep are both available for negotiations on July 16 at any time. The committee requested a time of 4:30 pm.

Wage Study Update – Wipfli will be here next Wednesday to review the county data and complete the external analysis.

MOVED INTO CLOSED SESSION

- Wis. Stat §19.82 (1) to meet for the purpose of collective bargaining under subch. I, IV, V, or VI of Ch. 111;
- 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 wage study figures and bargaining strategies.

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/Schwandt) to reconvene into open session. Roll call vote, 5 ayes and 0 nays, motion carried.

Motion/second(Wendt/Schwandt) to allow the Corporation Counsel to offer 1 week vacation after 6 months to the person filling the Administrative/Legal Assistant position in his office. Roll call vote, 4 ayes 1 nay (Schweder), motion carried.

The Committee discussed the preliminary wage study information and bargaining strategies.

COMMITTEE DISCUSSION

- Future meeting date: June 20, 2013 at 5:00 PM. July 16th at 4:30 for negotiations.
- Future Agenda items for action & discussion:

ADJOURNMENT

Motion/second (Wendt/Trochinski) to adjourn at 6:15 pm. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk