

## PERSONNEL COMMITTEE

November 27, 2012

The meeting of the Personnel Committee was called to order by Chair, Joanne Guden at 9:00 am on Tuesday, November 27, 2012 in the County Board Room, Green Lake Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Joanne Guden  
Maureen Schweder  
Richard Trochinski  
Eugene Henke  
Sue Wendt

Also Present: Marge Bostelmann, County Clerk      Jack Meyers, County Board Chair  
Attorney Daniel Borowski      Sheriff Mark Podoll  
Lori Evans, LE Admin Asst.      Mark Putzke, Chief Deputy  
Al Shute, LUPZ      LeRoy Dissing, HHS  
Phil Robinson, HHS      Amy Brooks, HWY Commissioner  
Duane Prachel, HWY      Chuck Buss, HWY  
Dawn Brantley

The Pledge of Allegiance to the Flag was recited.

### **AGENDA**

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

**PUBLIC COMMENT** (3 Minute limit) - None

**CORRESPONDENCE** – None

**APPEARANCE** – None

### **DISCUSSION AND POSSIBLE ACTION ON ADMINISTRATIVE POLICY MANUAL & COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL**

Borowski request the Committee to give permission to him and the Administrative Coordinator to clarify language and correct typos with the Committee Chair's approval. The Committee gave authority to the Administrative Coordinator and Personnel Chair to clarify language but not to change the meaning or intent of the policy.

The committee reviewed the Administrative Manual section by section.

*Motion/second (Wendt/Trochinski)* to approve the Admin Handbook. Roll call vote, 4 ayes, 0 nays, 1 abstention (Schweder), motion carried,

The Committee reviewed the language changes to the Personal Policy and Procedures Policy section by section. Discussion was held and questions were answered and changes were made.

*Motion/second (Trochinski/Wendt)* to approve the Personnel Policy and Procedures Manual as discussed and amended. Roll call vote, 5 ayes and 0 nays, motion carried.

**CARRYOVER VACATION/COMP TIME REQUEST – HHS**

Dissing presented a request from an employee to carry over her vacation time per the policy for up to 90 days because the illness of her granddaughter.

*Motion/second (Henke/Trochinski) to approve pending HHS Board approval. Motion carried.*

**FILING VACANT POSITION – ADRC DIRECTOR**

Dissing presented information for filling the ADRC Director position. The job description has been re-written. Dissing is requesting this be moved back to an exempt position

*Motion/second (Schweder/Wendt) to approve filling the position pending HHS approval. Motion carried.*

**COMMITTEE DISCUSSION**

- **Future meeting dates: December 20, 2012 at 5 pm**
- **Future Agenda items for action & discussion:**

**ADJOURNMENT**

*Motion/second (Henke/Trochinski) to adjourn at 11:05 am. Motion carried.*

Submitted by,

Marge Bostelmann  
County Clerk