PERSONNEL COMMITTEE MEETING April 8, 2021

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Thursday, March 11, 2021 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:	Ken Bates	Absent:	Sue Wendt
	Bob Schweder		
	Curt Talma		
	Charlie Wielgosh		

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel (Zoom); David Abendroth, Supervisor #4; Harley Reabe, County Board Chair (3:40); various other Department Heads and managers

MINUTES

Motion/second (Bates/Wielgosh) to approve the minutes of the March 11, 2021 meeting with no additions or corrections. Motion carried with no negative vote.

ORDINANCES

• Amending Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information

Corporation Counsel Dawn Klockow stated that this is a correction of the ordinance passed at the March County Board meeting. She had reversed all of the text/changes in error. Discussion held.

Motion/second (Wielgosh/Talma) to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

• Amending the administrative Policy manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy

Discussion held. *Motion/second (Wielgosh/Bates)* to amend lines 58-59 to state any change in a job description in the County Administrator's office must be provided to the Personnel Committee for approval. Motion carried with no negative vote. *Motion/second (Bates/Talma)* to amend lines 249-250 to add "and reviewed and approved by the County Board Chair" at the end of the sentence. Motion carried with no negative vote. *Motion/second (Wielgosh/Talma)* to approve the ordinance as amended and forward to County Board for final approval. Motion carried with no negative vote.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for May 13, 2021 at 3:30 PM **Future agenda items:**

ADJOURNMENT

Chair Schweder adjourned the meeting at 3:52 PM.

Submitted by,

Liz Otto County Clerk