



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/05/2021

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on April 8, 2021:

- 1) Agenda
- 2) Minutes from 03/11/2021
- 3) Amending Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information
- 4) Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto
County Clerk*

*Office: 920-294-4005
FAX: 920-294-4009*

Personnel Committee Meeting Notice

***Date: Thursday, April 8, 2021 Time: 3:30 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI***

AGENDA

**Committee
Members**

*Robert
Schweder,
Chair
Sue Wendt,
Vice-Chair
Charlie
Wielgosh
Ken Bates
Curt Talma*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 03/11/21
5. Ordinances
 - Amending Personnel Policies and Procedures Manual to Amend Section 1.1 Confidentiality and Requests for Information
 - Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy
6. Committee Discussion
 - Future Meeting Dates: May 13, 2021 @ 3:30 PM
 - Future Agenda items for action & discussion
7. Adjourn

***A quorum of the Highway Committee and Land Conservation Committee may be present at this meeting. None of these committees will be taking any formal action at the meeting.**

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Committee
Time: Apr 8, 2021 03:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93984255213?pwd=NzdvWlRoellWenpYR3BDL1BaTkxsQT09>

Meeting ID: 939 8425 5213

Passcode: 411177

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
March 11, 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 (Zoom)
Bob Schweder
Curt Talma (Zoom)
Sue Wendt
Charlie Wielgosh

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel (Zoom); Sheriff Mark Podoll, Matt Vandekolk, Chief Deputy; Jason Jerome, HHS Director; Katie Mehn, Supervisor #15 (Zoom); David Abendroth, Supervisor #4; Harley Reabe, County Board Chair; various other Department Heads and managers

MINUTES

Motion/second (Wendt/Wielgosh) to approve the minutes of the February 15, 2021 meeting with no additions or corrections. Motion carried with no negative vote.

RESOLUTIONS

- **Resolution Relating to Eliminating the Administrative Assistant to the Sheriff position and creating a third Front Office Clerk position and Eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office**

Sheriff Podoll explained the reasons for the restructure in the Sheriff's Office. Discussion held.

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

- **Relating to Eliminating the HHS Account Clerk Specialist position and Creating an Electronic Health Record Administrator/Financial Assistant position**

HHS Director Jason Jerome stated that this is the final level of the Administrative restructure in the HHS department. Discussion held.

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

ORDINANCES

- **Amending Personnel Policies and Procedures Manual to Update the Social Media Policy**

Chair Schweder asked to allow Katie Mehn, Supervisor #15, to speak. There were no objections. Mehn stated she

had questions regarding the changes to the current ordinance but spoke with Corporation Counsel Dawn Klockow and her concerns had been addressed. Klockow explained the reasons for the ordinance update and recommended that the committee approve it. **Motion/second (Wendt/Talma)** to allow Supervisor #4, David Abendroth, to speak. Motion carried with no negative vote. Discussion held.

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

- **Amending the Administrative Policy Manual**

Chair Schweder requested an explanation on the changes being brought forward. Discussion held.

Motion/second (Wendt/Bates) to draft an update to the ordinance to include final approval of annual County Administrator staff evaluations by the County Board Chair. Motion carried with no negative vote.

Motion/second (Wendt/Talma) to postpone consideration of the ordinance until the April Personnel meeting. Motion carried with no negative vote.

- **Amendment to Personnel Policies and Procedures Manual**

Motion/second (Wielgosh/Wendt) to approve the ordinance 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 April 8, 2021 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 4:18 PM.

Submitted by,

Liz Otto
County Clerk

ORDINANCE NO. -2021

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

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of April 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the Personnel Policies and Procedures Manual (PPPM) was
- 2 suggested to ensure that the APM was consistent with the duties and powers of the
- 3 County Administrator; and

- 4 **WHEREAS**, the Personnel Committee authorized Corporation Counsel to enlist the
- 5 services of outside counsel to examine the PPPM, Buelow Vetter was chosen after an
- 6 RFP and has provided its opinion to Corporation Counsel who has shared the opinion
- 7 with the Personnel Committee; and,

Roll Call on Ordinance No. -2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 20th day of April, 2021.

Robert Schweder, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

9 **WHEREAS**, based upon the recommendations of Corporation Counsel and Buelow
10 Vetter, the Personnel Committee finds that the recommendations of counsel are
11 appropriate.

12 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
13 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

14 Section 1. Green Lake County Ordinance, No. 1042-2012, enacted on December 18,
15 2012 and as amended from time-to-time is hereby amended as follows (additions are in
16 underline, deletions are in ~~strikeout~~).

17
18 1.1 Confidentiality and Requests for information is amended:
19

20 **CONFIDENTIALITY AND REQUESTS FOR INFORMATION**

21 County employees may have access to confidential, client, personnel or other sensitive
22 information. This may include, without limitation, information concerning a citizen's or
23 employee's financial status, a citizen's or employee's medical status and condition as
24 well as the County's business practices including purchasing and negotiating strategies,
25 and employee records (collectively "confidential information"). This confidential
26 information cannot be disclosed to any County personnel who do not have a legitimate
27 business need to know such information or to persons outside of the County without the
28 express authorization of the County Administrator or Department Head. ~~There may be~~
29 ~~special circumstances in which the information may be released only with specific~~
30 ~~signed releases that may be time sensitive.~~ All employees are responsible for protecting
31 the confidentiality of this information.
32

33 Likewise, no information concerning the internal operations of the County, including but
34 not limited to the release of records of the County, may occur except through, and with
35 the permission of, the County Administrator ~~or individual Department Heads~~. If requests
36 for information are received by employees, whether on or off duty, from any person, the
37 employee is required to politely decline to provide such information and to direct that
38 individual to the County Administrator who shall direct the request to the County's
39 custodian of records ~~or Department Head~~ for a response to that inquiry. The County's
40 custodian of records is responsible for the disclosure of records pursuant to requests for
41 records under Wisconsin's Public Records Law. Unless directed by the County's
42 custodian of records, employees shall not act as the County's custodian of records or
43 disseminate information.

44 Section 2. This ordinance shall become effective upon passage and publication.

45 Section 3. The repeal and recreation of any section herein shall not have any effect on
46 existing litigation and shall not operate as an abatement of any action or proceeding then
47 pending or by virtue of the repealed sections.

48 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
49 repealed.

ORDINANCE NO. -2021

Amending the Administrative Policy Manual to Add Reclassification of Position Policy, Clarify the Annual Review Process, and Amend Job Description Policy.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of April 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the Administrative Policy Manual (APM) was suggested to
- 2 ensure that the APM was consistent with the duties and powers of the County
- 3 Administrator; and

- 4 **WHEREAS**, the Personnel Committee authorized Corporation Counsel to enlist the
- 5 services of outside counsel to examine the APM, Buelow Vetter was chosen after an
- 6 RFP and has provided its opinion to Corporation Counsel who has shared the opinion
- 7 with the Personnel Committee; and,

Roll Call on Ordinance No. -2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 20th day of April, 2021.

Robert Schweder, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

9 **WHEREAS**, based upon the recommendations of Corporation Counsel and Buelow
10 Vetter, the Personnel Committee finds that the recommendations of counsel are
11 appropriate.

12
13 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
14 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

15
16 Section 1. Green Lake County Ordinance, No. 143-2012, passed December 18, 2012 and
17 as amended from time-to-time, the Green Lake County Administrative Policy Manual is
18 amended as follows (additions are in underline, deletions are in ~~strikeout~~):

19
20 1.1 Section II General Administration is amended:

21
22 **II. GENERAL ADMINISTRATION**

23 **A. Employment At Will.** All of the County's employees, with the exception of
24 sheriff's deputies, are employed at will, and employment is not for any definite
25 period. Termination of employment may occur at any time, with or without notice,
26 and with or without cause, at the option of the County or the employee. No
27 elected official, manager or employee is authorized to alter the at- will
28 employment relationship between the County and its employees.

29
30 **B. Departmental Rules.** County departments may have administrative policies
31 or personnel policies that are specific to the department. The policies in this
32 Manual and the Personnel Manual shall control in the event of a conflict with a
33 department policy unless the department has received approval from the County
34 Board or County Administrator, as appropriate, to implement a different policy.

35
36 **C. General Exceptions.** The provisions of this Manual are subject to, and may
37 be superseded by, applicable collective bargaining agreements, statutory
38 provisions, regulations and ordinances (collectively "codes") which apply to
39 elected officials, public safety and other employees. In the event of a conflict
40 between this Manual and any applicable collective bargaining agreement or
41 code, the collective bargaining agreement or code shall control. This provision is
42 not intended to, and does not; limit the authority of the County Board under
43 Chapter 59 of the Wisconsin statutes or the authority of the County Administrator
44 under Chapter 59.18 of the Wisconsin Statutes.

45
46 1.2 Section III. Job Descriptions is amended:

47
48 **III. JOB DESCRIPTION UPDATES**

49
50 **B. Job Description Updates.** Department Heads are responsible for updating
51 the job descriptions for their Department in conjunction with the County
52 Administrator. All job descriptions will be reviewed periodically but no less
53 than every other year by the Department Head. Further, job descriptions
54 should be reviewed when job duties are changed. The Department Head will
55 certify in writing to the County Administrator that the review has been

56 conducted as required by this policy and either state that there are no
57 updates or provide the updated job description with the certification. Any
58 change to a job description in the County Administrator's Office must be
59 provided to the Personnel Committee.

60
61 **C. Approval.** Any change in a job description by a Department Head must be
62 approved by the County Administrator. A copy of the changed job description
63 must be filed with the County Clerk's office.

64
65 **D. Review.** When a job description is changed, it must be reviewed to determine
66 whether the change requires a change in classification, the proper
67 designation within the County's pay structure and the implementation of such
68 changes. Any classification review shall be handled as set forth in the
69 Classification/Reclassification section of this manual.

70
71 1.3 Section IV. Recruitment and Hiring is amended:

72
73 **C. Vacant Positions.**

74 **1. Position review.** A Department Head must conduct the following review as
75 part of the process to fill any vacant position in the County. When the vacancy is
76 a Department Head position, the position review shall be conducted by the
77 County Administrator.

78
79 **b. Job Designation.** The position should be evaluated to ensure that it is
80 properly designated within the County's pay structure. If the review of the position
81 description reflect the need for more or less education and/or experience, or
82 increased or decreased responsibilities, the position may require reclassification
83 should be reclassified and paid at the a lower level. Any reclassification shall be
84 processed as set forth in this manual.

85
86 **d. Evaluation of Existing Staff.** The existing staff and personnel in the
87 department must be evaluated to determine if the tasks of the vacant position
88 can be distributed among existing staff, thus eliminating the need to fill the
89 vacancy. This evaluation should include consideration of supplementing existing
90 full time staff with part-time employees or other personnel arrangements to fill the
91 demands served by the vacant position.

92
93 The County acknowledges that there may be situations when specific levels of
94 staffing are required to meet state and/or federal requirements. When specific
95 levels of staffing are required, these levels of staffing may be maintained and will
96 not require the position review process. The Department Head/County
97 Administrator must provide the governing committee and Personnel Committee
98 with evidence of the minimum staffing requirements in order to move forward with
99 the hiring process without a position review. The Sheriff's Office 24/7
100 Communications and Corrections Personnel have met this minimum staffing
101 requirement. Vacancies in those positions may be filled immediately without

102 authorization by the County Administrator.

103
104 **D. New Positions**

105
106 ~~1. **Approval.** All new positions, including, but not limited to, those created as a~~
107 ~~result of a promotion or change in job responsibilities, must be approved by the~~
108 ~~Personnel Committee, the Finance Committee (to the extent the position is being~~
109 ~~created during a budget year) and the County Board prior to beginning the hiring~~
110 ~~process.~~

111 ~~2. **Process for Creating a New Position.** The creation of a new position shall~~
112 ~~originate from the governing committee of the Department wishing to create the~~
113 ~~position. The Department Head shall prepare a proposal which contains the~~
114 ~~position title, any applicable departmental classification, the rationale for its~~
115 ~~creation, any applicable state or federal mandates that may have caused the~~
116 ~~need for the new position, a description of how the position fits into the plans of~~
117 ~~the department; all anticipated salary, fringe benefits, and other related costs.~~
118 ~~Other pertinent information including budget impact shall also be identified in the~~
119 ~~proposal. The proposal shall include the proposed job description for the position.~~

120 ~~The Department Head shall submit the proposal to the County~~
121 ~~Administrator. Once the County Administrator has approved the new position, it~~
122 ~~shall be referred to the governing committee for its approval. Upon approval,~~
123 ~~County Administrator shall submit the proposal to the Personnel Committee. If~~
124 ~~the Personnel Committee approves the position, the proposal will be submitted to~~
125 ~~the Finance Committee if the position is being created during a budget year or~~
126 ~~directly to the County Board for final approval. If the position is approved by the~~
127 ~~Finance Committee (to the extent that such approval is required), the position will~~
128 ~~be submitted from the Finance Committee to the County Board for final approval.~~

129
130 D. Reclassification Process

131
132 Every position shall be properly classified within the classification and compensation
133 system approved by the County Board.

134
135 **Classification of New Positions**

136
137 1. **Approval.** All new positions must be approved by the Personnel Committee, the
138 Finance Committee (to the extent the position is being created during a budget year)
139 and the County Board prior to beginning the hiring process.

140
141 2. **Process for Creating and Classifying a New Position.** The creation of a new
142 position shall originate from the governing committee of the Department wishing to
143 create the position. The Department Head shall prepare a proposal which contains the
144 position title, a job description, any applicable departmental classification, the rationale
145 for its creation, any applicable state or federal mandates that may have caused the
146 need for the new position, a description of how the position fits into the plans of the
147 department, and all anticipated salary, fringe benefits, and other related costs. Other

148 pertinent information including budget impact shall also be identified in the proposal.
149 The proposal shall include the proposed job description for the position. The job
150 description shall accurately reflect the duties, job authority, knowledge, skills and
151 abilities required.

152
153 The Department Head shall submit the proposal to the County Administrator. The
154 County Administrator shall determine the placement of the position in an appropriate
155 pay group.

156
157 Once the County Administrator has approved and classified the new position, it shall be
158 referred to the governing committee for its approval. Upon approval, the County
159 Administrator shall submit the proposal to the Personnel Committee. If the Personnel
160 Committee approves the position, the proposal will be submitted to the Finance
161 Committee if the position is being created during a budget year or directly to the County
162 Board for final approval. If the position is approved by the Finance Committee (to the
163 extent that such approval is required), the position will be submitted from the Finance
164 Committee to the County Board for final approval.

165 166 **Reclassification of Existing Positions**

167 A position reclassification is the assignment of a new job description and pay group to
168 an existing position. A reclassification is based on an evaluation of the duties,
169 responsibilities, scope, impact, and minimum qualifications of the position. A
170 reclassification involves a thorough review process to determine the appropriate job title
171 and pay grade for positions whose job duties and responsibilities have undergone
172 significant changes.

173 174 **Annual Review**

175
176 Department Heads are responsible for updating the job descriptions for their
177 Department in conjunction with the County Administrator as set forth in this manual.
178 When the County Administrator has determined that a position has changed sufficiently
179 to warrant placement in a new pay group, the position will be reclassified as set forth
180 below.

181 182 183 **Reclassification of Vacant Position**

184
185 If it is determined that a vacant position has changed sufficiently to warrant a request for
186 reclassification to a new pay group, the Department Head shall prepare a request for
187 reclassification. The request shall include the proposed modified job description for the
188 position. The job description shall accurately reflect the duties, job authority, knowledge,
189 skills and abilities required.

190
191 The Department Head shall submit the request to the County Administrator. The County
192 Administrator shall determine the placement of the position in an appropriate pay group.

193 Once the County Administrator has approved and classified the position, it shall be
194 referred to the governing committee for its approval. Upon approval, the County
195 Administrator shall submit the proposal to the Personnel Committee. If the Personnel
196 Committee approves the position, the proposal will be submitted to the Finance
197 Committee if the position is being created during a budget year or directly to the County
198 Board for final approval. If the position is approved by the Finance Committee (to the
199 extent that such approval is required), the position will be submitted from the Finance
200 Committee to the County Board for final approval before the position is filled.

201
202 Reclassification of Existing Filled Position

203
204 A department can request a reclassification of a job if an employee's duties and
205 responsibilities have changed substantially due to changes in organization, work,
206 staffing requirements, or technology. A request for reclassification must be submitted on
207 the designated County form and must include a revised job description, any applicable
208 departmental classification, an explanation of the changes, and any applicable state or
209 federal mandates that may have caused the need for the revised position. The job
210 description shall accurately reflect the duties, job authority, knowledge, skills and
211 abilities required.

212 A request for reclassification does not guarantee any particular outcome. The process
213 may result in a:

- 214 • pay grade increase,
215 • pay grade decrease or
216 • no change at all.

217 The completed request for reclassification shall be submitted to the County
218 Administrator for review. The County Administrator shall determine whether the
219 changes will result in any change to the pay group of the position. If there is no change
220 to the pay group and the County Administrator approves the changes, the revised job
221 description shall be filed with the County Clerk.

222
223 If the changes in the job result in a change in pay group, the County Administrator shall
224 determine whether the position should be treated as a reclassification or a creation of a
225 new position. If the position is to be reclassified, the County Administrator shall submit
226 the recommendation for reclassification to the Personnel Committee. If the Personnel
227 Committee approves the reclassification, the recommendation will be submitted to the
228 Finance Committee if the position is being reclassified during a budget year or directly
229 to the County Board for final approval. If the position is approved by the Finance
230 Committee (to the extent that such approval is required), the position will be submitted
231 from the Finance Committee to the County Board for final approval.

232
233 Once the reclassification has been approved, the necessary personnel action shall be
234 implemented. If the position was reclassified to a higher pay group, the employee shall
235 be reclassified to the higher pay group. If the position was reclassified to a lower pay
236 group, the employee shall be reclassified to the lower pay group.

237 1.4 Section XII. Work Performance and Evaluation is amended as follows:
238

239 All employees are expected to satisfy or exceed the levels of performance required of
240 the positions in which they are employed. The evaluation of an employee's
241 performance is a daily process and responsibility of management. Annual performance
242 evaluations are performed by unit supervisors for employees under their direct
243 supervision. Department Heads are responsible for reviewing unit supervisor
244 evaluations for department employees and approving those evaluations. Department
245 Heads evaluate their unit supervisors. Department Heads without unit supervisors
246 perform evaluations for their staff. All Department evaluations are reviewed and
247 approved by the County Administrator. The County Administrator's performance
248 evaluations of employees in the County Administrator's Department are reviewed and
249 approved by the County Board Chair. Department Head performance reviews are
250 conducted by the County Administrator.

251
252 Formal performance reviews must be conducted at least annually and more frequently
253 if deemed appropriate by the County. An employee must meet County standards of
254 work quality and must accomplish work within the time limits established by the
255 County. Employees who do not satisfy the levels of performance expected by the
256 County, who exhibit poor work performance, or who are unable to work with other
257 employees may be disciplined, up to and including termination.
258

259 1.5 Section XV. Layoff & Recall is amended as follows:
260

261 The County may layoff and recall employees as the County deems necessary. In
262 making layoffs or recalling employees, the County may consider any number of factors
263 including, without limitation, the following:

- 264 1. The County's needs;
- 265 2. Length of service;
- 266 3. General employee qualifications including, without limitation, education, skills,
267 training and experience;
- 268 4. Employee performance; and
- 269 5. Employee qualifications in the County's areas of need including, without limitation,
270 education, past assignments and practical experience.

271
272 Layoff decisions shall be made by the County Administrator after consultation with the
273 Department Head affected by the proposed layoff.

274
275 The rehiring of employee(s) that have been laid off permanently shall be determined by
276 the external recruitment process.

277
278 The County Administrator shall inform the Personnel Committee of all layoff decisions.
279

280 Section 2. This ordinance shall become effective upon passage and publication.

281 Section 3. The repeal and recreation of any section herein shall not have any effect on
282 existing litigation and shall not operate as an abatement of any action or proceeding then
283 pending or by virtue of the repealed sections.

284

285 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
286 repealed.