



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 09/02/2022**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Packet on September 8, 2022:**

- 1) Agenda
- 2) Minutes from 08/11/22
- 3) Ordinance Amending the Personnel Policy and Procedures Manual, Article I. Administrative and legal Policies



# 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, September 8, 2022 Time: 4:00 PM**  
**Green Lake County Government Center, County Board Room**  
**571 County Rd A, Green Lake WI**

### AGENDA

#### Committee Members

*Dave Abendroth,*  
*Chair*  
*Luke Dretske, Vice-Chair*  
*Nita Krenz*  
*Robert Schweder*  
*Sue Wendt*

*Elizabeth Otto,*  
*Secretary*

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 08/11/2022
5. Public Comment (3 minute limit)
6. Ordinances
  - Amending the Personnel Policy and Procedures Manual, Article I. Administrative and legal Policies
7. Health Insurance Rates for 2023
8. Vacation Carryover Policy
9. Telecommuting Exception Report
10. Committee Discussion
  - Future Meeting Dates: October 13, 2022 @ 4:00 PM
  - Future Agenda items for action & discussion
11. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Meeting

Time: Sep 8, 2022 04:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84101143713?pwd=ckRCenJ4MFhqndTbFIwRFaxNjNBQT09>

Meeting ID: 841 0114 3713

Passcode: 210790

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

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**  
**August 11, 2022**

The regular meeting of the Personnel Committee was called to order by Chair Abendroth at 4:00 PM on Thursday, August 11, 2022 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:        Dave Abendroth  
                  Luke Dretske  
                  Nita Krenz  
                  Bob Schweder  
                  Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Jason Jerome, HHS Director; Cathy Schmit, County Administrator; Carleen Rhode, HR Coordinator; Shannon Barfknecht, Financial Manager

**MINUTES OF 07/14/2022**

*Motion/second (Schweder/Wendt)* to approve the minutes of the 07/14/2022 meeting as presented with no corrections or changes. Motion carried with no negative vote.

**PUBLIC COMMENT** – none

**UPDATE ON PAY FOR PERFORMANCE CHANGES**

County Administrator Cathy Schmit distributed her Pay for Performance process proposal option. Discussion held. *Motion/second (Wendt/Krenz)* to update the Personnel Policies and Procedures manual to include a 6 month probationary period for all positions. Motion carried with no negative vote. *Motion/second (Schweder/Abendroth)* to adopt the process presented. Motion carried with no negative vote.

**RESOLUTIONS**

- **Resolution to Create a Crisis Therapist Position in the Health & Human Services Behavioral Health Unit**

HHS Director Jason Jerome explained this resolution as well as the following one. Both are being requested as a result of increased mental health needs and both are billable positions. Discussion held.

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

- **Related to Eliminating the Children & Family Services Case Manager Position and Creating an Additional Intensive In-Home Clinical Therapist Position in the Health & Human Services Children & Family Unit**

*Motion/second (Schweder/Dretske)* to approve the resolution but include language “This position will be eliminated if the caseload or funding decreases to the point where it can no longer be funded”. Motion carried

with no negative vote.

**TELECOMMUTING EXCEPTION REPORT**

County Administrator Cathy Schmit stated that there are no exceptions other than laptops have been ordered for 3 HHS employees that have not been employed here for 6 months yet but will be available for remote work after that time.

**DISCUSSION REGARDING TELECOMMUTING POLICY**

County Administrator Cathy Schmit provided a listing of employees that are allowed to telecommute.

**COMMITTEE DISCUSSION**

**Future meeting date: Regular meeting** – Next meeting date set for September 8, 2022 @ 4:00 PM

**Future agenda items:**

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:26 PM.

Submitted by,

Liz Otto  
County Clerk

**ORDINANCE NO.        -2022**

**Amending the Personnel Policy and Procedures Manual, Article I. Administrative and legal Policies**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of September 2022, does ordain as follows:

- 1    **WHEREAS**, the Personnel Committee has been studying the County's pay for
- 2    performance plan; and,
  
- 3    **WHEREAS**, during the study the Committee has determined that the County should
- 4    implement a probationary period for new hires.

Roll Call on Ordinance No.    -2022

Submitted by Personnel Committee:

Ayes    , Nays    , Absent    , Abstain

Passed and Enacted/Rejected this 20th day of September, 2022.

\_\_\_\_\_  
Dave Abendroth, Chair

\_\_\_\_\_  
Luke Dretske, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Nita Krenz

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Robert Schweder

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Sue Wendt

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

7 Section 1. Green Lake County Ordinance, No. 1042-2012 and as periodically amended  
8 from time to time, is hereby Amended as follows (additions are in underline, deletions are in  
9 ~~strikeout~~)

Section I. Administrative and Legal Policies is amended to include the following:

**PROBATIONARY PERIOD**

All newly hired employees shall serve a probationary period of six (6) months. At the end of the probationary period, a successful employee may be eligible for an increase in wage at the discretion of the Department Head and the County Administrator.

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

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

14 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby  
15 repealed.