



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/06/2022

Amended* Post Date:

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

- 1) Agenda
- 2) Minutes from 09/08/2022 and 09/20/2022
- 3) Resolution Relating to Reclassification of Maintenance Repairperson
Position



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, December 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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 9/8/2022, 9/20/2022
5. Public Comment (3 minute limit)
6. Resolution
 - Relating to the Reclassification of the Maintenance Repairperson Position
7. Memo of Understanding Regarding WPPA Contract Language
8. Committee Discussion
 - Future Meeting Dates: January 12, 2023 @ 4:00 PM
 - Future Agenda items for action & discussion
9. Adjourn

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.

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

[Click here to join the meeting](#)

Meeting ID: 293 051 123 108

Passcode: ar6NgA

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 920-515-0745,,877024362#](#) United States, Green Bay

Phone Conference ID: 877 024 362#

[Find a local number](#) | [Reset PIN](#)

Please accept at your earliest convenience. Thank you!

[Learn More](#) | [Help](#) | [Meeting options](#) | [Legal](#)

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
September 8, 2022**

The regular meeting of the Personnel Committee was called to order by Chair Abendroth at 4:00 PM on Thursday, September 8, 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	Absent:	Sue Wendt
	Luke Dretske		
	Nita Krenz		
	Bob Schweder		

Other County Employees Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Jason Jerome, HHS Director; Cathy Schmit, County Administrator; Carleen Rhode, HR Coordinator; Matt Vandekolk, Chief Deputy

MINUTES OF 08/11/2022

Motion/second (Schweder/Krenz) to approve the minutes of the 08/11/2022 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

ORDINANCES

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

Corporation Counsel Dawn Klockow stated this amendment is in response to the request from the committee to add a probationary period for new employees for the pay for performance process.

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

HEALTH INSURANCE RATES FOR 2023

County Clerk Liz Otto stated that there are no firm updates on the Employee Trust Fund (ETF) website in regard to health insurance premiums for 2023. There is an overall increase of 5.4% for local governments but individual premiums have not been released yet. Open enrollment starts on September 23 so final numbers should be available soon.

VACATION CARRYOVER POLICY

Supervisor Dretske stated that the vacation carryover policy should be reviewed. It currently does not allow any carryover of vacation but the County Administrator has been approving it in some situations. Chair Abendroth stated that changes may be in order after a new County Administrator is in place.

TELECOMMUTING EXCEPTION REPORT

County Administrator Cathy Schmit stated there are no exceptions.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for October 13, 2022 @ 4:00 PM

Future agenda items:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:14 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

PROPERTY AND INSURANCE COMMITTEE AND PERSONNEL JOINT MEETING
September 20, 2022

The special meeting of the Property and Insurance Committee and Personnel Committee was called to order by Chair Chuck Buss and Chair Dave Abendroth on Tuesday, September 20, 2022 at 5:00 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Microsoft Teams. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present from P&I:	Dave Abendroth	Present from Personnel:	David Abendroth
	Chuck Buss		Luke Dretske
	Richard Trochinski		Nita Krenz
	Dennis Mulder		Bob Schweder
			Sue Wendt

Absent: Nancy Hiestand (P&I)

Other County employees present: Dawn Klockow, Corporation Counsel; Cathy Schmit, County Administrator; Jason Jerome, HHS Director

Corporation Counsel Dawn Klockow explained the process for a joint meeting. **Motion/second (Buss/Mulder)** to approve Dave Abendroth as presiding chair over both meetings. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTION

- **Resolution to Continue Stipend for Health Insurance Premium Cost**

County Clerk Liz Otto provided information from Employee Trust Funds (ETF) for health insurance premiums in 2023. The payroll stipend for employees on the higher priced networks was approved for one year for 2022 so the committee needs to decide if the benefit will be continued for 2023. Discussion held.

Motion/second (Mulder/Buss) from P&I to approve the resolution. Motion carried with no negative vote.

Motion/second (Schweder/Wendt) from Personnel to approve the resolution and forward to County Board. Motion carried with no negative vote. Ayes – 3, Nays – 2 (Abendroth, Dretske). Motion carried.

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:17 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2022

Relating to the Reclassification of the Maintenance Repairperson Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of December, 2022, does resolve as follows:

- 1 **WHEREAS**, since the creation of the Maintenance Repairperson position new duties
- 2 and responsibilities have been added to the position as well as an increase in technical
- 3 expertise needed to fulfill the duties of the position; and,

- 4 **WHEREAS**, given the current employment climate of low unemployment and worker
- 5 shortages, the County has received virtually no acceptable applicants for the vacant
- 6 position over the past several months at the current wage offered; and

- 7 **WHEREAS**, the Maintenance Director, County Administrator and HR Coordinator have
- 8 reviewed the position job description, duties and technical requirements and propose
- 9 the position be reclassified to a higher position on the County Wage Plan; and

- 10 Fiscal note is not applicable.

- 11 Majority vote is needed to pass.

Roll Call on Resolution No. -2022

Submitted by Property & Insurance
Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of December, 2022.

Charles Buss, Chair

David Abendroth, vice-chair

County Board Chairman

Nancy Hiestand

ATTEST: County Clerk
Approve as to Form:

Richard Trochinski

Corporation Counsel

Dennis Mulder

WHEREAS, the Maintenance Repairperson position is currently classified in Pay Group 14 and the proposed reclassification would be to Pay Group 12 effective January 1, 2023.

NOW THEREFORE BE IT RESOLVED that the Maintenance Repairperson position is reclassified to Pay Group 12, effective January 1, 2023.

FISCAL NOTE:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
14	\$22.43	\$46,654	\$2965	\$3490	\$10,020	\$276	

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
12	\$23.97	\$49,858	\$3241	\$3730	\$10,020	\$276	