



# **GREEN LAKE COUNTY**

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

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**Original Post Date: 02/06/2023**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee Meeting on February 9, 2023:**

- 1) Agenda
- 2) Minutes from 12/8/22
- 3) Relating to the Removal of Unpaid Leave Policy
- 4) Resolution to Pro-Rate HSA and Health Insurance Opt-Out Benefit
- 5) Resolution to Approve the Addition of a Finance Director for Green Lake County



# 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, February 9, 2023 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: 12/08/22
5. Public Comment (3 minute limit)
6. Resolution
  - Relating to the Removal of Unpaid Leave Policy
  - Resolution to Pro-Rate HSA and Health Insurance Opt-Out Benefit
  - Resolution to Approve the Addition of a Finance Director for Green Lake County
7. Committee Discussion
  - Future Meeting Dates: March 9, 2023 @ 4:00 PM
  - Future Agenda items for action & discussion
8. 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:

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 246 319 328 180

Passcode: mRpjeb

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

**Or call in (audio only)**

[+1 920-515-0745,,174984120#](#) United States, Green Bay

Phone Conference ID: 174 984 120#

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

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  
December 8, 2022**

The regular meeting of the Personnel Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, December 8, 2022 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via remote access. 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; Jason Jerome, HHS Director; Cate Wylie, County Administrator

**MINUTES OF 09/08/2022 and 09/20/2022**

*Motion/second (Schweder/Wendt)* to approve the minutes of the 09/08/2022 meeting and the 09/20/2022 meeting as presented with no corrections or changes. Motion carried with no negative vote.

**PUBLIC COMMENT** – none

**RESOLUTION**

- **Relating to the Reclassification of the Maintenance Repairperson Position**

This resolution was defeated at the Property & Insurance Committee meeting. The P&I committee directed County Administrator Cate Wylie to research the reclassification and bring the information back to the next meeting. Wylie stated that she feels there is no need to reclassify the position – there is room for increasing the wage within the current classification with a minimal change to the 2023 budget of approximately \$6,000. She recommends that the committees do not approve this resolution. No action taken by the Personnel committee.

**MEMO OF UNDERSTANDING REGARDING WPPA CONTRACT LANGUAGE**

County Administrator Cate Wylie stated she had spoken with Chief Deputy Matt Vandekolk for background on this subject. This is language changes to the WPPA union contract to bring that into alignment with other employees regarding the short term disability insurance. *Motion/second (Schweder/Wendt)* to approve the language changes as presented. Motion carried with no negative vote.

**COMMITTEE DISCUSSION**

**Future meeting date: Regular meeting** – Next meeting date set for January 12, 2023 @ 4:00 PM

**Future agenda items:**

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:11 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

**RESOLUTION NUMBER        -2023**

**Resolution to Eliminate the Voluntary Unpaid Leave of Absence Provision in the  
Personnel Policy**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of February 2023, does resolve as follows:

- 1    **WHEREAS**, the purpose of the Voluntary Unpaid Leave Policy was likely developed for the
- 2    County to reduce expenses by providing an incentive for employees to voluntarily take time
- 3    off without pay, as a means to avoid furloughs or reduction in staffing.
- 4
- 5    **WHEREAS**, the policy was established in 2011 as a benefit to the organization, at a
- 6    time when the financial outlook for Green Lake County was diminished.
- 7    Fiscal note is not applicable.
- 8    Majority vote is needed to pass.

Roll Call on Resolution No.        -2023

Submitted by Personnel and P&I  
Committees

Ayes        , Nays        , Absent        , Abstain

Passed and Adopted/Rejected this day of  
20<sup>th</sup> day of February 2022.

\_\_\_\_\_

Chair

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

County Board Chairman

\_\_\_\_\_

Chair

\_\_\_\_\_

ATTEST: County Clerk  
Approve as to Form:

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Vice Chair

\_\_\_\_\_

Corporation Counsel

\_\_\_\_\_

9     **WHEREAS**, this policy has been practiced in a way that allows employees time off in  
10    excess of paid sick, paid vacation and paid personal days, as they may utilize this  
11    benefit without exhausting paid time off banks. The practice has proven to negatively  
12    impact operations and overall morale.

13  
14    **WHEREAS**, the County has an Unpaid Leave Policy that is written and designed to  
15    address the need for additional time off when all leave banks are exhausted. The  
16    Unpaid Leave Policy adequately addresses special circumstances that may arise for  
17    individual employees, and is designed to review those needs on a case-by-case basis.

18  
19    **NOW THEREFORE BE IT RESOLVED:** the Green Lake County Board approves the  
20    removal of the Voluntary Unpaid Leave Program from the Personnel Policy.

21  
22    **BE IT FURTHER RESOLVED:** The County will maintain the Unpaid Leave of Absence  
23    Policy to address employees needs as they arise.

**RESOLUTION NUMBER        -2023**

**Resolution to Amend Resolution 41-2021 to Reflect Proration of Employer HSA Contribution and Opt-Out Incentive Payments**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of February 2023, does resolve as follows:

- 1    **WHEREAS**, Resolution 41-2021 approves the pre-tax contributions for eligible enrolled
- 2    employees to establish an Health Savings Accounts (HSAs) and approves an annual
- 3    incentive payment to employees who opt out of health insurance benefits.
  
- 4    **WHEREAS**, the County’s responsibility to make lump sum payments, per Resolution
- 5    41-2021, puts the County in an unfavorable financial situations. Examples of this
- 6    disadvantage include the ability of any employee to partake in both payouts or take a
- 7    payout and immediately resign from employment without penalty.
  
- 8    Fiscal note is not applicable.
  
- 9    Majority vote is needed to pass.

Roll Call on Resolution No.        -2023

Submitted by Personnel and P&I  
Committees

Ayes        , Nays        , Absent        , Abstain

Passed and Adopted/Rejected this day of  
20<sup>th</sup> day of February 2022.

\_\_\_\_\_

Chair

\_\_\_\_\_

Vice Chair

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County Board Chairman

\_\_\_\_\_

Chair

\_\_\_\_\_

ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Corporation Counsel

\_\_\_\_\_

10 **WHEREAS**, it was the intent of the County Board to fairly and equally distribute funds  
11 which provide employees with resources and options for health insurance, and not  
12 create inequities among employees.

13 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of  
14 Supervisors that the pre-tax contributions to HSAs and payment for opt-out of health  
15 insurance incentive be modified to a pro-rated distribution rather than an annual lump  
16 sum payment.

17 **BE IT FURTHER RESOLVED:** Green Lake County approves the amendment to  
18 Resolution 41-2021 as well as approves appropriate revisions to the Personnel Policies  
19 in order to appropriately reflect the modifications herein.



**RESOLUTION NUMBER      -2023**

**Resolution to Approve the Position of Finance Director For Green Lake County**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of February 2023, does resolve as follows:

1    **WHEREAS**, Green Lake tasks the Administrator with the daunting responsibility of  
2    managing all financial aspects for the County. In its current state, Green Lake County  
3    has a complex financial status which requires the professional skills of a certified public  
4    accountant or a certified public finance officer.

5    **WHEREAS**, the County’s financial policies and practices would greatly benefit from  
6    centralized financial management, oversight of daily financial activities, long- and short-  
7    term planning, strategic capital asset and fund management, which is too great of a  
8    professional burden to place solely on the Administrator.

9    Fiscal note is not applicable.

10   Majority vote is needed to pass.

Approved by Finance Committee

Disapproved by Finance Committee

Roll Call on Resolution No.      -2023

Submitted by Personnel Committee

Ayes      , Nays      , Absent      , Abstain

Passed and Adopted/Rejected this day of  
20<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
, Chair

\_\_\_\_\_  
, Vice Chair

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County Board Chairman

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

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

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11 **WHEREAS**, it is the responsibility of the County Board to ensure that the County follows  
12 best financial practices and good fiduciary stewardship for the residents of Green Lake  
13 County.

14 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of  
15 Supervisors that the addition of a permanent, full time Finance Director position is  
16 approved.

17  
18 **BE IT FURTHER RESOLVED:** The Finance Director will report directly to the County  
19 Administrator with the Finance Committee performing oversight responsibilities, and  
20 with the acknowledgement that the Finance Director will follow applicable financial  
21 provisions as articulated in Wisconsin State Statutes.

22