

PERSONNEL COMMITTEE MEETING
April 13, 2023

The regular meeting of the Personnel Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, April 13, 2023 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 (remote)
 Nita Krenz
 Bob Schweder
 Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, HHS Director; Cate Wylie, County Administrator; Sheriff Mark Podoll; Jeff Mann, Corporation Counsel; Matt Vandekolk, Chief Deputy

MINUTES OF 03/09/2023

Motion/second (Schweder/Wendt) to approve the minutes of the 03/09/2023 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

ORDINANCE

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

County Administrator Cate Wylie explained that the county currently has two separate policies for the Personnel manual and the Administrative manual and this ordinance would allow her to combine them into one to eliminate redundancy and simplify the process. Corporation Counsel Jeff Mann stated there would be a new section added on to the Personnel manual.

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

HR SOFTWARE DISCUSSION

County Administrator Cate Wylie stated that we currently have three different programs for payroll, time management, and employee evaluations (Halogen). She would like to see this all combined into one HR program that would manage it all, including any discipline and/or training pieces. The committee gave approval for Wylie to look into this and bring it back to committee for updates.

EXEMPT STATUS CHANGES

County Administrator Cate Wylie stated that she has reviewed the exempt and non-exempt employees and feels adjustments should be made per the document in the packet. The committee approved this by general consensus and agreed to forward it to County Board for final approval.

PERSONNEL POLICY UPDATES

No updates to discuss at this time per County Administrator Cate Wylie.

HR MONTHLY UPDATE

County Clerk Liz Otto provided an overview of new and terminating employees since the first of the year. She also stated that the committee should begin to look at health insurance for 2024 to determine if any changes will be made. Otto informed the committee of possible training sessions for employees that other counties have done to show appreciation and promote employee morale. County Administrator Cate Wylie and Otto will discuss and bring back ideas for this in the future.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – May 11, 2023 @ 4:00 PM

Future agenda items:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:16 PM.

Submitted by,



Liz Otto
County Clerk