



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/11/2023

Amended* Post Date:

**The following documents are included in the packet for the
Personnel Committee Meeting on April 13, 2023:**

- 1) Agenda
- 2) Minutes from 03/09/2023
- 3) Ordinance Amending the Personnel Policy and Procedures Manual,
Article I. Administrative and Legal Policies
- 4) Exempt Employees Review



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 13, 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

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: 03/09/2023
5. Public Comment (3 minute limit)
6. Ordinance
 - Ordinance to Combine Personnel and Administrative Policies
7. HR Software Discussion
8. Exempt Status Changes
9. Personnel Policy Updates
10. HR Monthly Update
11. Committee Discussion
 - Future Meeting Dates: May 11, 2023 @ 4:00 PM
 - Future Agenda items for action & discussion
12. Adjourn

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
March 9, 2023

The regular meeting of the Personnel Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, March 9, 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 – 4:03)
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

MINUTES OF 02/09/2023

Motion/second (Schweder/Wendt) to approve the minutes of the 02/09/2023 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTIONS

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

County Administrator Cate Wylie stated that the change has been made to the resolution as recommended by the committee in February to specify a monthly payment. *Motion/second (Wendt/Krenz)* to approve the amendment as presented. Discussion held.

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

DISCUSSION ON PERSONNEL POLICY REVISIONS

County Administrator Cate Wylie asked for direction from the committee on upcoming changes to the personnel policies. The committee recommended bringing forth changes and questions as they are considered rather than waiting to do them all at once.

DISCUSSION AND RECOMMENDATION REGARDING MEDICAL EXAMINER

County Administrator Cate Wylie provided a printout on various options regarding the Medical Examiner position and proposed hiring the ME through Green Lake County instead of Marquette County due to call volume. A memo of understanding has been sent to Marquette County to extend the current contract for an additional 30 days while this is worked out. *Motion/second (Wendt/Schweder)* to allow Sheriff Mark Podoll to speak. Motion carried with no negative vote. Podoll praised the work being done by Tom Wastart and also commended Wylie on her efforts to eliminate the problems involved with the current contract. Marquette County Administrator Ron Barger agreed to the

proposed plan via remote access. *Motion/second (Schweder/Wendt)* to move forward with a full time Medical Examiner in Green Lake County and contract with Marquette County to provide services to them. Motion carried with no negative vote. Wylie stated a special Finance meeting will be held in the near future to address this as well.

APPROVAL FOR SUMMER/LTE POSITIONS

County Administrator Cate Wylie requested guidance from the committee on Summer/LTE positions. The committee agreed by general consensus that if these positions are already in the 2023 budget Wylie can proceed with any hirings as requested by Department Heads.

ANNUAL REPORT

- County Administrator

Motion/second (Wendt/Krenz) to accept the 2022 annual report from the County Administrator. Motion carried with no negative vote.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – April 13, 2023 @ 4:00 PM

Future agenda items:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:34 PM.

Submitted by,

Liz Otto
County Clerk

ORDINANCE NO. -2023

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 16th day of May 2023, does ordain as follows:

- 1 **WHEREAS**, the Personnel Committee is charged with oversight of the County's
- 2 Personnel Policies and Procedures Manual as well as its Administrative Policy Manual;
- 3 and,

- 4 **WHEREAS**, as a matter of convenience, it would make sense for the Personnel Policies
- 5 and Procedures Manual to contain the policies listed within the Administrative Policy
- 6 Manual in its entirety.

Roll Call on Ordinance No. -2023

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 16th day of May, 2023

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

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

9 **Section 1.** Green Lake County Ordinance, No. 19-2022 and as periodically amended
10 from time to time, is hereby Amended as follows:

11
12 The Green Lake County Personnel Policies and Procedures Manual, Article I.
13 Administrative and Legal Policies is amended to include and incorporates by reference the
14 Green Lake County Administrative Policy Manual in its entirety.

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

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

19 **Section 4.** All ordinances and parts of ordinances in conflict herewith are hereby
20 repealed.

Exempt vs Non-Exempt Review

Exempt Status - No Change (Directors and Managers)	Exempt Status Change to Non-Exempt (Coordinators, Deputies, etc.)
County Administrator	CLTS/CC Coordinator
Corporation Counsel	Dual Diagnosis Clin. Therap.Mental Hlth/Substance Abuse
Finance Director	Deputy Public Health Officer
Health and Human Services Director	GIS Specialist
Highway Commissioner	Outpatient Psychiatric Clinic Nurse
Chief Deputy	Public Health Nurse RN
IT Technical Director	IT Support Specialist
Land Use Planning and Zoning Director	CSP Professional Crisis Worker
ADRC Director	Executive Administrative Assistant
Aging/LTC Manager	Clerk of Court Chief Deputy
Behavioral Health Manager	Real Property Lister/Deputy Treasurer
Lead Therapist/Program Manager	Deputy County Clerk
Children and Family Services Unit Manager	Deputy Register of Deeds
Health Officer/Unit Manager	Legal Assistant/Administrative Assistant
Economic Support Services/Child Support Manager	Legal Clerk
Fox River Industries Manager	Fair Coordinator
Corrections Administrator	Victim/Witness Coordinator
County Conservationist Director	HR Coordinator
Emergency Management Director	Deputy Veteran Service Officer
Highway Superintendent	Deputy County Clerk - PT
Highway Fleet & Warehouse Superintendent	Deputy Treasurer - PT
Maintenance Supervisor	C&F Unit Lead Worker
Veterans Service Officer	ESU Lead Worker
Financial/Business Manager	BHU Receptionist/Data Entry Specialist
Register in Probate	Production Supervisor
Paralegal/Office Manager	Adult Services Coordinator
	Meal Site Manager - Part Time