



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 05/09/2023

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee Meeting on May 11, 2023:

- 1) Amended Agenda
- 2) Minutes from 04/13/2023
- 3) Resolution to Address business Closures on the July 4th holiday in Green Lake County
- 4) Resolution to End All Emergency COVID-19 Declarations 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, May 11, 2023 Time: 4:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

Amended 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: 04/13/2023
5. Public Comment (3 minute limit)
6. Resolutions
 - *Resolution to Address business Closures on the July 4th Holiday in Green Lake County
 - *Resolution to End All Emergency COVID-19 Declarations Green Lake County
7. Update on Jailers as Protective Status
8. On Call Pay for Maintenance
9. HR Software Discussion
10. HR Monthly Update
11. Closed Session
 - Consider motion to convene into Closed Session per Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility—regarding Departmental reorganization; performance concerns
12. Reconvene into Open Session to take action if appropriate, on matters discussed in Closed Session
13. Committee Discussion
 - Future Meeting Dates: June 8, 2023 @ 4:00 PM
 - Future Agenda items for action & discussion
14. 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
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

DRAFT

RESOLUTION NUMBER -2023

Resolution to Address Business Closures on the July 4th Holiday in Green Lake County

1 The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly
2 assembled at its regular meeting on this 16th day of May, 2023, does resolve as follows:

3 **WHEREAS**, Green Lake County has previously closed the County Building to extend
4 the July 4th holiday, allowing employees to either utilize paid time off or go unpaid
5 without penalty; and

6 **WHEREAS**, Fair Labor Standards does not require payment for time not worked (such
7 as vacation, holidays and business closures) and employers can require employees to
8 use paid time off should the employer temporarily close a building/business; and

9 **WHEREAS**, Fair Labor Standards (FLS) requires employers to have a written policy in
10 place to inform employee of this requirement. FLS also requires said policy to be fair
11 and consistently applied to avoid potential discriminatory claims.

12 Fiscal note is not applicable.

13 Majority vote is needed to pass.

Roll Call on Resolution No. -2023

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

David Abendroth, Chair

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

Luke Dretske, Vice Chair

County Board Chairman

Nita Krenz

ATTEST: County Clerk
Approve as to Form:

Bob Schweder

Corporation Counsel

Sue Wendt

14 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of
15 Supervisors that the Personnel Policy includes the provision stating closures of any
16 County facility is at the pleasure of the County Board; and

17 **BE IT FURTHER RESOLVED:** The employee is required to utilize paid time off
18 (excluding sick leave) for said closures; and

19 **BE IT FURTHER RESOLVED:** If an employee does not have or has exhausted any
20 paid time off bank, may have time off without penalty or pay.

RESOLUTION NUMBER -2023

Resolution to End All Emergency COVID-19 Declarations Green Lake County

1 The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly
2 assembled at its regular meeting on this 16th day of May 2023, does resolve as follows:

3 **WHEREAS**, the World Health Organization declared the end of the Global COVID-19
4 Pandemic on May 5, 2023; and

5 **WHEREAS**, the Center for Disease Control (CDC) marks the end of the federal COVID-
6 19 Public Health Emergency on May 11, 2023.

7 **NOW THEREFORE BE IT RESOLVED:** by the Green Lake County Board of
8 Supervisors that any and all emergency declarations and policies regarding the COVID-
9 19 Pandemic are no longer valid Green Lake County policies; and

10 **LET IT BE FURTHER RESOLVED:** Green Lake County will return to established
11 policies for the health, safety and wellbeing of employees including following the CDC
12 guidelines for contagious diseases.

13 Fiscal note is not applicable.

14 Majority vote is needed to pass.

Roll Call on Resolution No. -2023

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

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

Dave Abendroth, Chair

Luke Dretske, Vice Chair

County Board Chairman

Nita Krenz

ATTEST: County Clerk
Approve as to Form:

Bob Schweder

Corporation Counsel

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