

PERSONNEL COMMITTEE MEETING
June 8, 2023

The regular meeting of the Personnel Committee was called to order by Vice Chair Luke Dretske at 4:00 PM on Thursday, June 8, 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 (4:11 – remote)
Luke Dretske
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; Ken Stephani, Finance Director

MINUTES OF 05/11/2023

Motion/second (Schweder/Wendt) to approve the minutes of the 05/11/2023 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

PERSONNEL POLICY UPDATES

County Administrator Cate Wylie informed the committee that she is currently re-writing the personnel policy manual. She will be submitting various revisions at each meeting. After the Personnel Committee has approved each individual submission the final full policy will go to County Board for approval. ***Motion/second (Schweder/Wendt)*** to approve the current revisions as submitted. Motion carried with no negative vote.

MODIFY FTE FROM ADMINISTRATIVE/HR TO FINANCE

County Administrator Cate Wylie is requesting that the HR Coordinator position be changed to Account Specialist and move to the Finance Department with no change in wage level. The current employee holding that position has moved to Fox River Industries into a new position. Wylie stated that there is not enough work to justify an HR Coordinator. Discussion held. ***Motion/second (Schweder/Krenz)*** to approve the change under the condition that the Corporation Counsel review the need for a resolution to go before Finance and the full County Board. Motion carried with no negative vote.

HR SOFTWARE UPDATE

No update at this time.

HR MONTHLY UPDATE

County Clerk Liz Otto provided updates to the committee regarding the Income Continuation Insurance (ICI) through ETF. The premium holiday will continue for both the employer and the employee through 2024. Otto also provided an update on employee terminations and new hires. Meetings with health insurance brokers have been set up for June 14 and 2 others have been contacted to begin the process of 2024 enrollment.

COMMITTEE DISCUSSION

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

Future agenda items:

ADJOURNMENT

Vice Chair Dretske adjourned the meeting at 4:15 PM.

Submitted by,

A handwritten signature in black ink, appearing to read "Liz Otto". The signature is fluid and cursive, with the first name "Liz" and last name "Otto" clearly distinguishable.

Liz Otto
County Clerk