



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/11/2023

***Amended Post Date: 12/12/2023**

The following documents are included in the packet for the Personnel Committee Meeting on December 14, 2023:

- 1) Agenda
- 2) Minutes: 9/14/2023 & 9/27/2023
- 3) Resolutions
 - Resolution to Formalize Highway Schedule of Four 10-Hour Days
 - Resolution to Restructure Register of Deeds Office
- 4) Personnel Policy Updates



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, December 14, 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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approve Minutes: 9/14/2023 & 9/27/2023
5. Public Comment (3 minute limit)
6. Resolutions
 - Resolution to Formalize Highway Schedule of Four 10-Hour Days
 - Resolution to Restructure Register of Deeds Office
7. *Personnel Policy Updates
8. HR Report
9. Committee Discussion
 - Future Meeting Dates: 01/11/2024 at 4:00 PM
 - Future Agenda items for action & discussion
10. 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: 281 992 155 771

Passcode: Ay95sa

[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
September 14, 2023

The regular meeting of the Personnel Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, September 14, 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 – left @ 4:10)
 Nita Krenz
 Bob Schweder
 Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, HHS Director (remote); Cate Wylie, County Administrator; Jeff Mann, Corporation Counsel; Ken Stephani, Finance Director; Derek Mashuda, Highway Commissioner; Bill Hutchison, IT Director

MINUTES OF 06/08/2023

Motion/second (Schweder/Wendt) to approve the minutes of the 06/08/2023 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

ADDITIONAL FTE GENERAL LABORER POSITION IN THE HIGHWAY DEPARTMENT

County Administrator Cate Wylie stated that the Town of Mackford is contracting with Green Lake County to provide maintenance and snowplowing services for year round work so they will be supplying \$40,000 to pay for roughly half of the cost of a new position. Highway Commissioner Derek Mashuda explained the additional revenue that will come in from another position. Discussion held. *Motion/second (Schweder/Wendt)* to approve the position. Motion carried with no negative vote.

HEALTH INSURANCE UPDATE FOR 2024

County Clerk Liz Otto explained the overall increase from ETF for 2024 is 14.6% and provided details on the current plan and HSA benefits. No bids were received from the insurance broker for our group for 2024 as of this date. Discussion held. The committee directed the County Administrator and Finance Director to come up with recommendations and bring back to the committee.

COST OF LIVING ADJUSTMENT (COLA) FOR 2024

County Administrator Cate Wylie stated she is looking at a 3% across the board cost of living increase for 2024. The wage scale, pay for performance, and longevity will be evaluated next year.

HRIS UPDATE: BAMBOO HR

County Administrator Cate Wylie stated that she is getting rid of Halogen and JazzHR and implementing BambooHR which will do the job of both programs and more at a cost of \$2,000 more annually. This will be implemented by the first of the year (2024).

HR MONTHLY UPDATE

County Clerk Liz Otto gave an update on new hires, employee exits, and dental/vision rates for 2024.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – October 12, 2023 @ 4:00 PM

Future agenda items:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:30 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

PERSONNEL/PROPERTY & INSURANCE JOINT COMMITTEE MEETING

September 27, 2023

The special joint meeting of the Personnel and Property & Insurance Committees was called to order by Chairman Dave Abendroth and Chair Chuck Buss at 1:00 PM on Wednesday, September 27, 2023 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth (1:04)
Chuck Buss
Luke Dretske
Nita Krenz
Dennis Mulder
Bob Schweder
Richard Trochinski (remote)

Absent: Nancy Hiestand
Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; County Administrator Cate Wylie; Ken Stephani, Finance Director

PUBLIC COMMENT (3 minute limit)

- Aaron Wagner, Highway Superintendent, spoke against removing the HSA option.
- Todd Morris, County Conservationist, asked the committee to consider the correlation between wage increases and health insurance increases.

DISCUSSION AND ACTION REGARDING 2024 HEALTH INSURANCE PLAN

County Administrator Cate Wylie explained the health insurance options and recommended the county choose the PO14 plan for 2024. Discussion held. County Clerk Liz Otto explained various aspects of the current options such as HSA, stipend, FSA, and deductibles.

Motion/second (Schweder/Krenz) to recommend the PO12 plan for 2024 with the county paying 85% of the Tier One premium. Discussion held. *Motion/second (Buss/Schweder)* to allow Finance Director Ken Stephani to speak. Motion carried with no negative vote. Stephani outlined the budget implications for the PO12 plan. *Motion/second (Krenz/Schweder)* to amend the original motion to recommend the PO12 plan for 2024 with the county paying 88% of the Tier One premium. Roll call vote on motion to amend original motion – Ayes – 5, Nays – 2 (Abendroth, Dretske). Motion carried. Roll call vote on original motion as amended to recommend the PO12 plan for 2024 with the county paying 88% of the Tier One premium – Ayes – 4, Nays – 3 (Abendroth, Buss, Dretske). Motion carried.

RESOLUTION

- **Resolution to Eliminate Contributions to Employee HSA and Premium Stipends**

County Clerk Liz Otto explained that this resolution would eliminate the HSA because the county would no longer qualify for a high deductible health plan on the PO12 and would also eliminate the stipend payments for higher priced networks and adjust the opt out incentive.

Motion/second (Buss/Krenz) to approve the resolution and forward to County Board for final approval. Roll call vote – Ayes - 6, Nays – 1 (Dretske)

ADJOURNMENT

Chair Abendroth and Chair Buss adjourned the meeting at 1:47 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2023

Resolution to Formalize Highway Schedule of Four 10-Hour Days

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

1 **WHEREAS**, In 2023, the Green Lake County Highway Department successfully piloted
2 working four 10-hour days year round; and

3 **WHEREAS**, the modified schedule proved to be beneficial to the Highway Department
4 workers without increase financial burdens on the department or the County; and

5 **WHEREAS**, the modified schedule proved to be an enticing benefit for the hiring and
6 retention of Highway Laborer positions.

7 Fiscal note is not applicable.

8 Majority vote is needed to pass.

9

10

Roll Call on Resolution No. -2023

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this day of
___ day of _____, 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

11 **NOW THEREFORE BE IT RESOLVED:** , The Green Lake County Board of Supervisors
12 approves the permanent implementation of four 10-hour days for the Highway
13 Department; and

14 **BE IT FURTHER RESOLVED:** The Green Lake County Board approve this change to
15 be appropriately reflected in Green Lake County policies.

RESOLUTION NUMBER -2023

Resolution to Restructure Register of Deeds Office

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

- 1 **WHEREAS**, Green Lake County has set a precedence to allow some constitutional
- 2 officers to appoint a Chief Deputy among office staff to reward performance and
- 3 longevity, as well as creating a structure of seniority; and

- 4 **WHEREAS**, the Register of Deeds (ROD) has determined that it is appropriate to
- 5 reduce one of its two fulltime (2080 hours annually) positions to a part-time (1500 hours
- 6 annually) without negatively impacting the level of service to the County; and

- 7 **WHEREAS**, the ROD would like to clarify seniority, as well as reward performance and
- 8 longevity within the office, by creating a position of Chief Deputy ROD; and

- 9 **WHEREAS**, the saving associated with the reduced position would allow the position of
- 10 Chief Deputy to receive a small wage increase.

- 11 Fiscal note is not applicable.

- 12 Majority vote is needed to pass.

- 13

Roll Call on Resolution No. -2023

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this day of
___ day of _____, 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

14 **NOW THEREFORE BE IT RESOLVED:** The Green Lake County Board of Supervisors
15 approves the appointment of a Chief Deputy in the Register of Deeds office; and

16 **BE IT FURTHER RESOLVED:** The Green Lake County Board of Supervisors approves
17 the reduction of one fulltime position to a part-time position; and

18 **BE IT FURTHER RESOLVED:** The savings in reducing one position will allow for a pay
19 increase for the Chief Deputy no more than 2.5%, while remaining in the same pay
20 grade on the operational wage scale.

Personnel Policy Additions:

Academic Internships (Unpaid): An academic intern is an unpaid student learner who is receiving instruction in an accredited post-secondary educational institution. Paid internships are considered LTE positions for employment purposes (see above). Academic Interns (or Interns) earn credits or clinical hours by completing on-site learning at Green Lake County on a limited term basis as part of a school's bona fide training program in lieu of compensation by Green Lake County. Departments may use interns with approval from the Administrator.

- Any internship contract is not a job promise.
- No pay/wages or employment benefits are provided to interns.
- The internship program can be terminated at any time at the discretion of the Administrator.
- Any required reviews or paperwork required by the school to obtain credit for participation is the responsibility of the intern in conjunction with the Department Head.
- Interns are expected to demonstrate strict confidentiality, high ethical standards and complete compliance with all Green Lake County policies as well as state and federal law.

Written Documentation Requirements: Department Heads must consult with the Administrator before proceeding with an internship. Each internship should be documented as follows:

- Satisfactory background check
- A copy of the school's internship policy and the requirements.
- A learning plan detailing the academic content of the proposed program approved by the school to be reviewed by the Department Head. This should clearly set forth the expectations of the County, the student and the educational institution.
- A letter (on the school's official letterhead) verifying the student's enrollment in the school, their field of study, the purpose of the internship, and the credits available for completion in the internship in lieu of monetary compensation.
- Proof of liability coverage carried by the school to protect the student while participating in this program at Green Lake County and to hold the County harmless in the event of injury or death.

Signed Green Lake County "Release and Waiver of Liability" prior to observing or participating in any volunteer work at Green Lake County.

Volunteers: Volunteers are scheduled, unpaid limited term employee. Departments may use volunteers with approval from the Administrator.

Departments shall conduct a background check of all volunteers and provide appropriate training and/or orientation to the volunteers.

Volunteer drivers will be required to provide certificates of insurance per the Green Lake County Employee Travel Policy and must sign waivers of liability if appropriate.

Organ Donation/Bone Marrow:

Green Lake County will provide eligible employees up to six weeks of unpaid, job-protected leave in a 12-month period for the purpose of serving as an organ or bone marrow donor. Leave may only be taken for the period necessary for the employee to undergo the donation procedure and to recover from the procedure. **Eligible employee** means an employee who has worked for the county for 52 consecutive weeks and has worked at least 1,000 hours during those weeks.

An employee who wishes to request donor leave must make a reasonable effort to schedule the bone marrow or organ donation so as to not unduly disrupt the employer's operations, subject to the approval of the donee's health care provider and must give the employer advance notice of the need for the leave in a reasonable and practicable manner. Notice should be provided to the employee's supervisor and the Administration Department.

As a condition of approving leave, Green Lake County may require medical certification that states all of the following:

- The donee has a serious health condition that necessitates a bone marrow or organ transplant.
- The employee is eligible and has agreed to be a bone marrow or organ donor for the donee.
- The expected amount of time necessary for the employee to recover from the donation procedure.

Green Lake County will maintain the employee's group health insurance during the approved leave if/to the extent the employee had coverage under the plan immediately prior to leave.

Upon return from leave an employee will be returned to his or her former position, or if that position is not vacant, the employee will be returned to a position with equivalent pay, benefits, and other terms and conditions of employment.

Employees who take donor leave are not entitled to any right, employment benefit, or position to which they would not otherwise have been entitled had leave not been taken. Employees are also not entitled to the accrual of any seniority or employment benefit during a donor leave.

The employer and employee may mutually agree that, during a period of recovery from a donation procedure, the employee will work in an alternative employment position.

Employees who have questions regarding this policy should contact the Administration Department.

Personnel Policy Changes

Job Shadowing (Unpaid): A job shadow is a worksite experience during which a student spends time one-on-one with an employee observing daily activities and asking questions about the job and public service.

Current policy: Requires a Job Shadow Application

Proposed Change:

- A student may not perform any work for the County and is only entitled to observe. S/he must maintain strict confidentiality and is subject to HIPAA, Green Lake County policies, state and federal law.
- A student assumes all risk of participation and holds Green Lake County harmless in the event of injury, death, or illness. The “Release and Waiver of Liability” must be completed prior to observing/shadowing a Green Lake County employee.
- A Green Lake County employee shall supervise the student at all times, using care not to expose the student to harmful or risky situations.

Sick Leave:

Current Policy: New employees shall not be permitted to take paid sick leave during the first six (6) months of their employment with the County.

Change Proposed: Employees are permitted to take paid sick leave as it is accumulated (accrual is prorated based on hours worked).

Use of Personal Days: Each employee is entitled to three (3) personal days per year.

Current Policy: Personal days shall be used in increments of no less than one-half (1/2) day.

Proposed Change: Personal days can be used in increments of no less than one (1) hour.