



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

---

**Post Date: 2/5/2024**

**The following documents are included in the packet for the  
Personnel Committee Meeting on February 8, 2024:**

- 1) Agenda
- 2) Minutes: 12/14/2023
- 3) Resolutions
  - Resolution to Increase Shift Differential for Corrections and Communications
  - Resolution to Combine Part Time Positions to Create Full Time Positions in the Sheriff's Department



# 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, February 8, 2024 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. Approve Minutes: 12/14/2023
5. Public Comment (3 minute limit)
6. Resolutions
  - Resolution to Increase Shift Differential for Corrections and Communications
  - Resolution to Combine Part Time Positions to Create Full Time Positions in the Sheriff's Department
7. Personnel Policy Updates
8. Discuss Wage Study for 2024
9. HR Update
10. Committee Discussion
  - Future Meeting Dates: March 14, 2024 @ 4:00PM
  - Future Agenda items for action & discussion
11. 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: 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: 795 715 071#

[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**  
**December 14, 2023**

The regular meeting of the Personnel Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, December 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 to start – in person at 4:06)  
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; Matt Vandekolk, Chief Deputy; Renee Thiem-Korth, Register of Deeds

**MINUTES OF 09/14/2023 and 09/27/2023**

*Motion/second (Wendt/Schweder)* to approve the minutes of the 09/14/2023 and 09/27/2023 meetings as presented with no corrections or changes. Motion carried with no negative vote.

**PUBLIC COMMENT**

Chief Deputy Matt Vandekolk spoke in regard to the ongoing hiring challenges in all units of the Sheriff's Office. He addressed the substantial amount of overtime required due to staffing shortages and stated that applicants are few and far between. Vandekolk urged the committee to develop strategies to retain current employees as well as attract new ones in this very competitive market. He cited the large increase in wages at state institutions as one thing to consider moving forward.

**RESOLUTIONS**

- **Resolution to Formalize Highway Schedule of Four 10-Hour Days**

*Motion/second (Schweder/Krenz)* to approve the resolution and forward to County Board for final approval. Supervisor Schweder stated that the pilot program has proven to be a positive situation at the Highway Department and saves money as well and recommends approval. Motion carried with no negative vote.

- **Resolution to Restructure Register of Deeds Office**

*Motion/second (Schweder/Krenz)* to approve the resolution and forward to County Board for final approval. Supervisor Dretske asked for clarification from Register of Deeds Renee Thiem-Korth. Thiem-Korth stated the reasons for the resolution. Motion carried with no negative vote.

**PERSONNEL POLICY UPDATES**

County Administrator Cate Wylie explained the following changes and/or updates to the Personnel policy:

- Addition of organ donation/bone marrow transplant policy
- Addition of internship program policy

- Changes and clarification on job shadow policy
- Changes to sick leave policy for new employees
- Changes to personal leave policy for all employees

Discussion held.

*Motion/second (Wendt/Krenz)* to approve organ donation/bone marrow policy as presented. Motion carried with no negative vote.

*Motion/second (Schweder/Krenz)* to approve policy in regard to internships and volunteers as presented. Motion carried with no negative vote.

*Motion/second (Schweder/Wendt)* to approve changes and clarification of Job Shadow policy. Motion carried with no negative vote.

*Motion/second (Schweder/Krenz)* to approve change to sick leave policy for new employees to an accrual basis at start of employment. Motion carried with no negative vote.

*Motion/second (Schweder/Dretske)* to approve change to personal leave to allow employees to use it in increments of no less than one hour at a time. Motion carried with no negative vote.

#### **HR MONTHLY UPDATE**

County Clerk Liz Otto provided an update on employee exits and new hires for 2023 as compared to 2022. Also gave an update on health, dental and vision insurance.

#### **COMMITTEE DISCUSSION**

**Future meeting date: January 11, 2024 @ 4:00 PM**

**Future agenda items:**

#### **ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:34 PM.

Submitted by,

Liz Otto  
County Clerk

**RESOLUTION NUMBER -2024**

**Resolution to Increase Shift Differentials for Corrections and Communications in the Sheriff's Department**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of February 2024, does resolve as follows:

- 1 **WHEREAS**, Green Lake County recognizes the challenges in recruitment and retention
- 2 among law enforcement candidates throughout the State, especially in corrections and
- 3 communication; and
- 4 **WHEREAS**, the State of Wisconsin has increased this challenge by elevating wages in
- 5 State correctional facilities to a disproportionate level that the County cannot match; and
- 6 **WHEREAS**, the County currently is seeking measures to address these wage concerns
- 7 and has identified inadequacies in night, weekend and holiday shift differentials.
- 8 Fiscal note is not applicable.
- 9 Majority vote is needed to pass.

Submitted by Personnel Committee

Roll Call on Resolution No. -2024

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this day of  
20th day of February, 2024.

\_\_\_\_\_  
David Abendroth, Chair

\_\_\_\_\_  
Luke Dretske, Vice Chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Nita Krenz

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Bob Schweder

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Sue Wendt

10 **NOW THEREFORE BE IT RESOLVED:** The Green Lake County Board of Supervisors  
11 approves the increase of shift differentials for Corrections and Communications Officers  
12 as follows:

- 13 • Weekday night shift differential will be increased to \$1.40 per hour.
  - 14 ○ Weekday night shift hours are Monday through Friday, 6:00pm to 6:00am
- 15 • Weekend and Holiday shift differentials will be increased to \$2.00 per hour.
  - 16 ○ Weekend is defined as Saturday 6:00am through Monday 6:00am
  - 17 ○ Holiday is defined as all recognized holidays listed in the Green Lake
  - 18 County Personnel Policy.

19 **BE IT FURTHER RESOLVED:** the Green Lake County Board of Supervisors approves  
20 the utilization of 2023 Sheriff's Department unspent wages to be carried over into the  
21 2024 budget for purpose of funding said shift differentials for Corrections and  
22 Communications.

23 **BE IT FURTHER RESOLVED:** The said shift differentials will be in effect starting  
24 February 26, 2024.

**RESOLUTION NUMBER -2024**

**Resolution to Approve Combination of Part Time Position in the Sheriff's Department**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of February 2024, does resolve as follows:

- 1 **WHEREAS**, Green Lake County recognizes the challenges of recruitment and retention
- 2 among law enforcement candidates throughout the State, especially in corrections and
- 3 communication; and
- 4 **WHEREAS**, the Sheriff's Department currently has eight (8) part time Master Control
- 5 positions in Communications that they continuously struggled to fill; and
- 6 **WHEREAS**, the Sheriff's Department struggles to secure candidates for Corrections
- 7 Officers, and generally has a greater need for Male Officers; and
- 8 Fiscal note is not applicable.
- 9 Majority vote is needed to pass.

Submitted by Personnel Committee

Roll Call on Resolution No. -2024

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this day of  
20th day of February, 2024.

\_\_\_\_\_  
David Abendroth, Chair

\_\_\_\_\_  
Luke Dretske, Vice Chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Nita Krenz

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Bob Schweder

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Sue Wendt

10 **WHEREAS**, Correction and Communication candidates have rejected employment  
11 offers due to a desire for full time employment opportunities.

12 **NOW THEREFORE BE IT RESOLVED:** The Green Lake County Board of Supervisors  
13 approves the combination of part time positions to create full time positions for the  
14 following:

- 15 • Combine eight (8) part time Master Control positions to create three (3) full time  
16 Master Control positions.
- 17 • Combining one (1) part time Male Corrections position and one (1) part time  
18 Female Corrections position to create one (1) Full time Male Corrections Officer  
19 Position.