

Chair Linda L. Thorpe called the Personnel Committee and Chair Charlie Rayala called the Highway Committee to order at 11:00 am on Tuesday, January 10 in the Courthouse Conference Rooms #2 and #3, 330 Court Street, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

**Personnel Committee Members Present:** Chair Linda L. Thorpe, Emil Bakka, Bob Egan, Jim Behling, and Sig Hjemvick.

**Highway Committee Members Present:** Chair Charlie Rayala, Raph Sitzberger, Maynard Bedish, Fred Radtke

**Highway Committee Members Absent:** Al Bauman

**Others Present:** Steve Favorite, Janna Kahl, Martha Milanowski, Chris Mayer, Jarred Maney, Louise Krus, Ken Anderson, Marcus Neseemann.

**Approve Agenda:** Motion by S. Hjemvick, seconded by E. Bakka, to approve the agenda to be discussed in any order of the Chair. All voting aye, carried.

**Approve Personnel Minutes:** Motion by E. Bakka, seconded by B. Egan, to approve the January 6, 2012 minutes. All voting aye, carried.

**Highway Commissioner:** The Highway Committee recommends that Vilas County combine the positions of Highway Commissioner and Patrol Superintendent and appoint the interim Commissioner, Jarred Maney, to the position. The State will reimburse the County 50-60% of the cost of this position, which is adjusted from the 65% reimbursement for the current Patrol Superintendent wages.

The Highway Committee stated that Iron Co. and Forest Co. have combined the two positions, and it is working out well for them. In addition, J. Maney has been formally fulfilling the positions for 7+ months and has been doing a good job. S. Hjemvick asked J. Maney how has it been working, and J. Maney stated that it is working out fine, and he is willing to do the job of the combined positions.

S. Favorite asked what the benefits were of a joint Commissioner/Patrol Superintendent or a joint Commissioner with a neighboring county. C. Rayala stated that the Highway Department is not against working with other counties to share the equipment, but it seems that other counties need the same equipment at the same time. It was further stated that it would make more sense to combine the Commissioner position with Oneida because the County seats are only 20 miles apart, but Oneida County responded that they are not interested in such an arrangement. In addition, Forest County has aging equipment. F. Radtke stated that we don't need to have a joint Commissioner with a neighboring county to share the equipment.

J. Behling confirmed that J. Maney has been employed with Vilas County for 18 years, under the direction of former Commissioner Fischer during that entire time. J. Behling asked J. Maney what changes he would recommend, if he became the Commissioner/Patrol Superintendent. J. Maney stated that one item would be to buy more equipment and the right equipment to fulfill our needs. He also stated that he would ensure we are using State/Federal funds properly and complete cost effectiveness studies to determine if it is cheaper for Vilas County to perform certain projects.

Motion by J. Behling, seconded by S. Favorite, that the Personnel Committee supports the combination of the Highway Commissioner and Patrol Superintendent positions and the joint position be forwarded to the full Board for final approval. All voting aye carried.

M. Milanowski stated that the previously identified candidates for the Highway Commissioner position were notified that the interviews were suspended indefinitely. Since this position description has changed, those candidates should be notified via letter that the position has changed and they are no longer considered active candidates. J. Kahl will distribute the letters to the identified candidates. M. Milanowski also stated that the existing ordinance regarding the Highway Commissioner term should be repealed, and a resolution should be forwarded identifying the established timeframe appointment of the position.

Salary was briefly discussed. The Highway Committee provided a sampling of market data to initiate the discussions. J. Kahl will work on establishing a pay range and ensure that is forwarded with a resolution to the full Board.

**Working Shop Foreman Job Description:** J. Kahl presented amendments to the proposed job description. In addition, under minimum qualifications, it will read "Experience in road construction and snow plowing" as a requirement, and not a recommendation. Also, J. Kahl will work with J. Maney to identify the ASE certificate designations that will be a requirement of the position.

Highway Motion by R. Sitzberger, seconded by F. Radtke to approve the job description as amended. All voting aye, carried.

Personnel Motion by S. Hjemvick, seconded by E. Bakka to approve the job description as amended. All voting aye, carried.

**Highway Committee Adjournment:** Motion by R. Sitzberger, seconded by M. Bedish to adjourn the meeting at 12:15 pm. All voting aye, carried.

S. Favorite, M. Milanowski, the Highway Committee, and the press left the meeting at this time.

**Social Services Finance Staffing/Duties:** Kate Gardner joined Personnel to discuss the situation regarding the financial management of her department.

Motion by J. Behling, seconded by S. Hjemvick to support the salary for the Account Technician II position as recommended by the Social Services Director and the HR Manager. All voting aye, carried.

Motion by J. Behling, seconded by E. Bakka, to establish an LTE position to temporarily fill the financial needs in the Social Services Department to close out the 2011 fiscal year, or work up to 600 hours, whichever is lesser. The motion was amended by J. Behling to include that the salary will be determined based upon the qualified applicants and at the discretion of the Social Services Director and the HR Manager. The motion was further amended by S. Hjemvick to approve the position based upon the Social Services Board determining how to fund the position. The amendments to the motion were accepted by J. Behling and E. Bakka. All voting aye, carried.

Motion by S. Hjemvick, seconded by B. Egan, to hire a Financial Assistant LTE based upon the Social Services Board identifying the funds to pay for the position. All voting aye, carried.

K. Gardner left the meeting at this time.

**Resolution: Layoff & Recall Policy:** J. Kahl presented a modified draft of the policy. In section 2, the policy will be modified to read: "This evaluation will be done by the Department Head in conjunction with the Human Resources Manager, whom will then forward the evaluation results to the applicable oversight committee. The final approval of the layoff decision will rest with the Personnel Committee."

Under the section regarding Severance, the policy will read, "Severance pay is available once the Release of Claims is received by the Human Resources Department, within the designated time period, and once all applicable waiting periods have lapsed."

J. Kahl will add that 1.5% is equivalent to .015.

An amended Release of Claims was also presented and discussed.

Motion by J. Behling, seconded by B. Egan, to sign the resolution and forward to the County Board for action. All voting aye, carried.

**Letters and Communication:** None

**Future Meeting Dates:** January 25 at 9 am

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**Adjournment:** L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 1:30 pm.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee.

Respectfully submitted by: Janna Kahl, Human Resources Manager