

Chair Jim Behling called to order the meeting of the Personnel Committee at 9:00 am on Wednesday, October 23, 2013 in the Courthouse Conference Room #2, 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 Jim Behling, Ed Bluthardt, Steve Favorite, Ron DeBruyne, Lorin Johnson

**Others Present:** Janna Kahl, Mike Biszak, Joe Fath, Mike Duening, Chris Kamps.

**Approve agenda:** Motion by S. Favorite, seconded by R. DeBruyne, to approve the agenda to be discussed in any order by the Chair. All voting aye, carries.

**Approve minutes:** Motion by S. Favorite, seconded by L. Johnson, to approve the September 26, 2013 meeting minutes. All voting aye, carries.

**Veteran's Service Administrative Secretary A:** Mike Biszak is requesting a title change of the current Administrative Secretary A position to Benefit Specialist to be more aligned with the position's duties. M. Biszak is also requesting that the Specialist be allowed to participate in the accreditation process and better serve the veterans of the County. As it is not changing the duties of the position, but rather re-defining the role, this request is not accompanied with a wage adjustment. Motion by R. DeBruyne, seconded by E. Bluthardt to approve the job description as presented with the identified changes. All voting aye, carried.

**Bailiff job description:** This is the first version of a Bailiff job description on file for the County. Motion by E. Bluthardt, seconded by L. Johnson, to approve the job description as presented. All voting aye, carried.

**IT Specialist job description and potential vacancy:** Motion by E. Bluthardt, seconded by R. DeBruyne to approve the job description as presented. All voting aye, carried.

Motion by S. Favorite, seconded by L. Johnson, to direct the HR Manager to continue her efforts on filling the vacancy by working with the two System Administrators and bringing forth a recommendation for staffing to the Personnel Committee. All voting aye, carried.

**Forestry Administrative Secretary A job description:** Motion by S. Favorite, seconded by E. Bluthardt to approve the job description as presented. All voting aye, carried.

**Social Services PTO carryover request:** Motion by R. DeBruyne, seconded by S. Favorite, to allow the one-time carryover of PTO into 2014 to the four requesting Social Services employees (Admin A 7 days, Admin B 9 days, Social Work Supervisor 14 days, Director 5 days). All voting aye, carried.

**Payroll, Benefits, and Accounts Payable Specialist:** Motion by S. Favorite, seconded by E. Bluthardt, to coordinate the Payroll, Benefits, and Accounts Payable Specialist position to report into the HR Manager

and further recommend that the Payroll, Benefits, and Accounts Payable Specialist and HR Manager be housed in the same office and to recommend to the Public Property Committee that the Finance Manager and the County Clerk be housed in the existing County Clerk office space. All voting aye, carried.

**County recruitment efforts:** Motion by S. Favorite, seconded by R. DeBruyne, that employee interviews shall be conducted by the HR Manager, the Department Head, and a member of the Personnel Committee. Further, the HR Manager shall extend an invitation of the interviewing session to one member of the oversight committee. All voting aye, carried.

**Employee Suggestion:** One suggestion was received, from an employee requesting the County allow for “blue jean day” in the Courthouse either every Friday, or every other Friday. The Committee deliberated the request and agreed that due to the employees’ interaction with the public, and the importance of a professional appearance, that the Courthouse employees would not be allowed to wear blue jeans, and rather shall adhere to the County’s existing dress code policy, throughout the week. Motion by S. Favorite, seconded by E. Bluthardt, to thank the employee for her suggestion, but to inform the employee that the County will maintain its existing dress code policy and deny the request. All voting aye, carried.

**Out of county travel:** Motion by S. Favorite, seconded by E. Bluthardt to allow J. Kahl to attend the WPELRA training in Kimberly, WI (The Tools Supervisors Need to Know and Use to Conduct Internal Investigations). All voting aye, carried.

**Letters and Communications:** None.

**Future meeting date:** November 13, 2013 at 9 am

**Closed Session:** Motion by L. Johnson, seconded by E. Bluthardt, to go into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (preliminary discussion regarding potential performance issue). Motion by S. Favorite, seconded by R. DeBruyne, to convene closed session pursuant to Wis. Stat §19.85(1)(c) and return to open session. All voting aye, carried.

**Committee may take action on any matters disclosed in closed session:** None.

**Adjournment:** J. Behling indicated there was nothing further on the agenda, and the meeting stands adjourned at 12:25 pm.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee. Respectfully submitted by: Janna Kahl, Human Resources Director