

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 a.m. on Wednesday, October 19 in the County Board Conference Room #2 at the Vilas County Courthouse, 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, Jim Behling, Emil Bakka, Bob Egan and Sig Hjemvick.

**Others Present:** Janna Kahl, Martha Milanowski, Steve Favorite, Andy Phillips, Kris Duening, Tim Evenson, and Joe Fath.

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

**Approve Minutes:** Motion by S. Hjemvick, second by E. Bakka to approve the October 10, 2011 minutes. All voting aye, carried. L. Thorpe asked that the minutes be printed using the backside of the paper.

**Approve bills:** Motion by E. Bakka, seconded by J. Behling, to approve payment of bills. All voting aye, carried.

**Vacation carryover requests:** None.

**Geographic Information System Analyst Position Description:** J. Kahl distributed the revised position description of Geographic Information System Analyst. J. Behling would like to see supply ordering become a centralized courthouse function. J. Behling asked if a BA in the listed fields would be appropriate, and S. Favorite agreed that it was. E. Bakka inquired if the results from the Schenck study be considered prior to approval. S. Hjemvick stated that he wanted a member from the oversight committee to confirm the reasoning for the job description revision, S. Favorite stated that was why he was present at this meeting. Motion by J. Behling, seconded by S. Hjemvick to approve the revised job description. All voting aye, carried.

**Registered Nurse - Public Health Position Description:** J. Kahl distributed the revised position description of Registered Nurse – Public Health. Motion by S. Hjemvick, seconded by J. Behling to approve the revised job description. All voting aye, carried.

**Closed Session:** Motion by S. Hjemvick, seconded by J. Behling, to convene in closed session, pursuant to Wis. Stat. §§19.82(1) and 19.85(1)(c) and (e), for the purpose of discussing the County's position in matters related to collective bargaining; for considering the employment and compensation of a public

employee over which the governing body has jurisdiction. A roll call vote found the following members voting yes: J. Behling, E. Bakka, B. Egan, S. Hjemvick and Chair L. Thorpe. Unanimous, motion carried.

Motion by J. Behling, second by E. Bakka to adjourn closed session pursuant to Wis. Stat. §§19.82(1) and 19.85(1)(c) and (e), return to open session. A roll call vote found the following members voting yes: J. Behling, E. Bakka, B. Egan, S. Hjemvick and Chair L. Thorpe. Unanimous, motion carried.

**Committee may take action on matters discussed in closed session:** Motion by S. Hjemvick, seconded E. Bakka to propose to the Health Insurance Board of Trustees a two-tier structure for health insurance design in consideration of the full employee contribution to the WRS. All voting aye, carried.

**HR Manager Report:** J. Kahl reported that she is in the process of scheduling individual meetings with the Department Heads in order to determine how HR can best serve their department and the County. J. Kahl also stated that she purchased a new book to assist with performance appraisals, and would be utilizing this resource in discussions with Department Heads, as appropriate. There are two upcoming seminars that J. Kahl requested her attendance at (WPELRA "Nothing Endures but Change, November 2, Kimberly, WI; and BRB Health Insurance Seminar, Date TBD, Stevens Point, WI); Motion by S. Hjemvick, seconded by J. Behling to allow out-of-county travel. All voting aye, carried.

**Employee Handbook/Work Rules:** This discussion will occur at the next Transition Committee meeting.

**Letters and communications:** Memo from S. Favorite, Re: Discuss Shared Highway Commissioner position and shared equipment between Oneida County and Vilas County.

**Future meeting dates:** November 23, 2011 at 9:00 a.m.

Chair Linda Thorpe announced there is no further business on the agenda therefore this meeting stands adjourned at 12:03 p.m.

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

Respectfully submitted by: Janna Kahl, Human Resources Manager