

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 10:05 am on Wednesday, October 24, 2012 in the Courthouse Conference Room #2, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

Personnel Committee Members Present: Chair Linda Thorpe, Jim Behling, Ed Bluthardt, Steve Favorite, and Sig Hjemvick.

Others Present: Janna Kahl, Martha Milanowski, Mike Duening, Gina Egan, Erv Teichmiller, Bill Weiss, Dale Soltow, Larry Stevens, Jim Jefferson, Dale Mayo, Joe Vandelaarschot.

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

Approve Minutes: Motion by S. Favorite, seconded by L. Thorpe, to approve the September 26, October 1, and October 2 meeting minutes. S. Hjemvick abstained from voting. All voting aye, carried.

J. Behling and S. Favorite joined the meeting at 10:08 am.

Public Health pro-ration of benefits: G. Egan came before the Committee to request that two of her full-time employees receive benefit credit for the years in which they worked at a part-time status. J. Kahl presented data that supported the two individuals had worked at least half-time for several years prior to transitioning to full-time. The benefits affected will be the accrual of vacation and longevity pay. Any future requests will be handled on a case-by-case basis. Motion by J. Behling, seconded by S. Favorite to grant the two Public Health employees ½ year seniority credit for years of service in which at least 1,040 hours were worked prior to the transition to full time. L. Thorpe, J. Behling, S. Hjemvick, S. Favorite voting aye; E. Bluthardt opposed; Motion carries.

G. Egan left the meeting. S. Favorite recused himself at 10:20 am.

Resolution: Civilian Staff Compensation in Sheriff's Department: S. Hjemvick stated that the County is not in the position to grant increases at this time. M. Milanowski stated that these individuals have not received an increase since January 2010. E. Bluthardt said he could not support the resolution, knowing that a number of employees' positions could be eliminated. S. Hjemvick said the employees had the opportunity to have a raise, and they turned it down. J. Behling is opposed to punishing a group of individuals for a collective thought. Motion by J. Behling, seconded by L. Thorpe, to forward the Civilian Staff Compensation in the Sheriff's Department, allowing for a 2% raise, effective September 30, 2012 to the County Board for approval. S. Hjemvick stated that he would agree, allowing the full Board to vote on it, but he did not know where the funds for the increase would come from. L. Thorpe, J. Behling, and S. Hjemvick voting aye; E. Bluthardt opposed; Motion carries.

S. Favorite returned to the meeting at 10:40 am. B. Weiss and D. Soltow left the meeting.

Recreation Coordinator job description and wage rate and Forestry Technician: S. Hjemvick stated that he, J. Kahl, L. Stevens, and D. Mayo have been working on revising the job description for D. Mayo to more accurately reflect the recreational duties performed by D. Mayo. The recreational activities for Vilas County have grown rapidly, and have now created the need to have a full-time individual focused on those activities. E. Bluthardt noted the job description for Recreation Administrator requires either a four or two year degree, and asked D. Mayo if he possessed those degrees; D. Mayo stated that he does not, but that was the language contained in the job description when he was originally hired by Vilas County. L. Stevens requested the job description maintain the language requiring a degree. S. Hjemvick indicated that, on a case by case basis the Personnel Committee allows a waiver for certain individuals of educational requirements. Motion by S. Hjemvick, seconded by J. Behling, to waive the education requirement of the Recreation Administrator job description for D. Mayo. All voting aye; carried.

L. Stevens presented a document, "Responsibilities to be maintained from the elimination of the Vilas County Snowmobile Coordinator/Parks & Recreation Technician," along with two job descriptions, for the residual duties that will be created in the Forestry Department should D. Mayo's position be converted to Recreation Administrator.

Motion by J. Behling, seconded by E. Bluthardt to approve the Recreation Administrator, Summer Parks/Conservation Lead Worker, and Summer Parks/Conservation Summer Intern job descriptions, as presented. All voting aye; carried.

J. Kahl presented internal Forestry Department compensation and survey results of other County/municipality Recreation/Parks Administrator pay rates. From the data, J. Kahl proposed that D. Mayo's position be converted to exempt, and at an annual salary of \$48,000. L. Stevens proposed an hourly rate of \$11.00 for the Summer Lead Worker position, and hourly rate of \$10.00 for the Summer Worker position. Motion by J. Behling, seconded by S. Hjemvick, to approve the wages as discussed. All voting aye; carried.

Motion by J. Behling, seconded by S. Favorite to allow the Chairperson of the Personnel Committee sign the resolution to affect these changes, and forward to the County Board as a single signature resolution. All voting aye, carried.

L. Stevens, D. Mayo, and J. Jefferson left the meeting.

Resolution: ADRC Specialist Compensation: Motion by E. Bluthardt, seconded by S. Hjemvick, to approve and forward the resolution, modifying the wage rate for ADRC Specialists to \$19-\$22/hour. All voting aye; carried.

At 11:15 am, Motion by S. Favorite, seconded by J. Behling to recess the Personnel agenda until the conclusion of the Finance Committee meeting, and reconvene at approximately 12:30 pm. J. Vandelaarschot objected to the motion for recess, as it did not appear on the agenda. M. Milanowski approved the recess, since a reconvention time was indicated in the motion. All voting aye; carried.

E. Teichmiller left the meeting.

At 12:30 pm, L. Thorpe reconvened the meeting.

Vacation carryover request: Motion by J. Behling, seconded by S. Hjemvick, to approve the Victim Witness employee vacation carryover request. All voting aye, carried.

Approve bills: J. Kahl presented a print-off of bills paid since the last meeting. The Committee had no questions, and the statement was passed around for signatures.

Civil Service Ordinance in VISO: E. Bluthardt and S. Hjemvick stated the Commission should be comprised of citizen members, and not elected County officials, to allow the Commission to be free from political bias. J. Kahl referenced other County's memberships, and conveyed: Washington and Kenosha Counties are comprised of non-elected members, Florence County is comprised of the Law Enforcement and Personnel Committees, and Walworth County is comprised of the Human Resources Committee. The Personnel Committee recommended changing the Commission to non-elected officials. Other changes discussed were to amend the residency requirement to coincide with the employee's probationary period, to allow the members' three year terms to be staggered, similar to the Vilas County Board of Adjustments, to amend the wording under Section II (B): "Compensation." J. Kahl mentioned after the Ordinance's review by Chief Deputy Fath, J. Fath questioned the requirement of being age 21; however, after discussion, the Committee agreed to leave the age restriction as it appeared in the ordinance. Motion by S. Hjemvick seconded by S. Favorite, to approve the Civil Service Ordinance, as amended. All voting aye; carried. Motion by S. Hjemvick, forwarded by S. Favorite, to forward the Civil Service Ordinance as amended to the Law Enforcement Committee's next meeting. All voting aye; carried.

Assistant Corporation Counsel vacancy: J. Kahl informed the Committee that Assistant Corporation Counsel, Christina Tenuta, resigned her position, effective November 2, 2012. M. Milanowski proposed not filling the vacancy at the current time in order to further discuss the vacancy with the Legislative and Judicial Committee.

Social Services Account Technician I vacancy: J. Kahl informed the Committee that Account Technician, Kelly Stebbeds, resigned her position. J. Kahl will work with the Social Services Director and Social Services Board on posting for the vacancy internally.

AFSCME intent to bargain and response letter: J. Kahl presented a September 21, 2012 from Mr. John Spiegelhoff, AFSCME Staff Representative, requesting to commence bargaining as a result of the recent Judge Colas decision. J. Kahl also presented a draft responses letter to respond to the request. The date of the response letter will be changed to October 24, 2012. Motion by S. Favorite, seconded by E. Bluthardt, to mail the recommended WCA letter to the AFSCME labor union, subject to approval by the Corporation Counsel. All voting aye; carried.

Resolution: WIPFLI Wage Survey: Motion by E. Bluthardt, seconded by S. Favorite, to approve the WIPFLI wage study resolution and forward to the County Board for approval. All voting aye; carried.

Paid time off implementation: The Committee directed J. Kahl to prepare a resolution for the November Personnel Committee meeting, to then be forwarded to the January County Board meeting. J. Kahl will plan to attend Committee meetings in November and December to educate County Board members of the PTO program prior to the County Board meeting.

Kronos project update: M. Duening appeared before the meeting to provide an update to the Kronos implementation. He stated that training and system testing is taking place. The system is "live" now; however, he anticipates a mid-December payroll date of solely utilizing Kronos for timekeeping. He anticipates enrolling employees and conducting focus group training for Department Heads the first week of November.

Kronos Replacement Fobs Memo: The Committee discussed a memo to be distributed to all employees upon the employees' receipt of the fobs to be used in conjunction with the Kronos system. Motion by S. Hjemvick, seconded by J. Behling to approve the memo for distribution once the fobs have been received by the employees. All voting aye; carried.

Employee suggestion box: Motion by S. Favorite, seconded by S. Hjemvick to approve the Employee Suggestion Form, and implement the program effective January 1, 2013. All voting aye; carried.

Closed session: Motion by J. Behling, seconded by S. Hjemvick, to convene in 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. A roll call vote found the following members voting yes: L. Thorpe, J. Behling, E. Bluthardt, S. Favorite, S. Hjemvick; Motion carries. E. Bluthardt left the meeting at 2:45 pm. Motion by S. Hjemvick, seconded by J. Behling, to adjourn closed session pursuant to Wis. Stat. § 19.85(1)(c), and return to open session. A roll call vote found the following members voting yes: L. Thorpe, J. Behling, S. Favorite, S. Hjemvick; Motion carries.

Committee may take action on matters discussed in closed session: None.

Letters and communication: The Vilas County Tribal Concerns Committee sent a letter, dated September 4, 2012 to the Personnel Committee, requesting the Committee's full support of the Dangerous Drug Investigator position. The Vilas County Forester, sent an email, dated September 17, 2012, informing the Committee that the grant position employee has resigned. J. Kahl further informed the Committee that a replacement employee has been identified and she and L. Stevens are working together on hiring the LTE. J. Kahl also informed the Committee that a Mapping employee has successfully completed his introductory period.

Future meeting date: October 30 at 9:00. J. Kahl will communicate this meeting date and time to E. Bluthardt. E. Bluthardt will not be available for the November 28, 2012 Personnel Committee meeting.

Adjournment: L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 2:50 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