

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 a.m. on Wednesday, August 22, 2012 in 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 Linda L. Thorpe, Jim Behling, Ed Bluthardt, Sig Hjemvick and Steve Favorite.

**Others present:** Janna Kahl, Martha Milanowski, Jarred Maney, Al Moustakis, Joe Fath, Mike Duening, Kris Duening, Dave Alleman, Dawn Schmidt, Carolyn Scholl, Ken Anderson, Stephanie Nesbitt, and Jason Hilger.

**Approve Agenda:** Motion by E. Bluthardt, second by S. Favorite 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. Bluthardt to approve the August 16, 2012 meeting minutes. All voting aye, carried. S. Favorite said he wanted to clarify one thing that happened at the meeting on August 16<sup>th</sup>. He said if there is an item on the agenda there is no need for a motion to discuss that item. He discussed this with Corporation Counsel and she concurred that at the Committee level, no motion is needed to discuss any item that is listed on the agenda. S. Hjemvick asked how that is different from a Committee meeting to a County Board meeting. M. Milanowski explained the difference is at the Committee level, items are listed on the agendas for discussion, as a way to notify the public what is being discussed and may or may not go to the full County Board. She said on the County Board agendas, the items are listed as resolutions, therefore a motion is needed to open discussion.

**Vacation carryover requests:** None.

**Statement of bills paid:** J. Kahl handed out the statement of bills paid to the Committee.

**District Attorney Full-time Receptionist/District Attorney Part-Time Legal Secretary/District Attorney LTE:** District Attorney Al Moustakis explained to the Committee that after last week's Personnel meeting, he contacted them individually to express his disappointment on their decision not to move forward the resolution to County Board for the fulltime receptionist position in his office. He stated that the information previously provided to the Committee reflected increased workloads of 20%, and the staff member ending his employment will put additional overtime hours on the legal secretary staff. He has informed the legal secretaries that they will be putting in more overtime to complete the necessary work. His legal secretaries informed him that the receptionist position is a viable option to increase efficiency and minimize overtime. L. Thorpe stated she met with the DA yesterday to discuss his immediate staffing needs, and they thought a LTE position may work and asked the HR Director if there

would possibly be another County employee that could come in to the DA's office and help out from time to time. J. Kahl said she has contacted Department Heads in the past for available labor in two different instances, but has not received a response. A. Moustakis said the half-time employee that is leaving soon is already working overtime so he feels a full-time receptionist position is needed. J. Behling stated last month a paperless system was discussed; wherein 2007, \$25,000 was approved in the DA's budget and carried over to the 2008 budget but the project was never implemented and asked the DA why that was. A. Moustakis the project was budgeted for, and carried over, but the project was tabled due to ongoing discussions on whether to remodel the Courthouse. L. Thorpe believed the Public Property tabled that project. A. Moustakis said that \$25,000 went back into the General Fund. J. Behling asked if filling the position by a LTE position moves the paperless system forward. A. Moustakis said one of his staff members researched the project and they believe it would take approximately 9 months to implement. He said they if move forward with the paperless project with all the scanning of the files current and past, would add an additional 200 to 300 hours of time and there is no way his current legal secretaries would have the time to implement. J. Behling said he understands the long term benefit and believes this could be accomplished with a part-time position rather than a full-time. L. Thorpe said the Personnel Committee needs to come up with a solution for his staffing now and that he could discuss the paperless project with the Public Property Committee at a later time. S. Hjemvick stated they need to address the immediate issue of additional staff and he believes HR Director, Finance Director and the DA should come up with a solution and bring it back to the Committee for consideration. J. Kahl said the Finance Director and the DA met on whether or not the DA's budget allows for another position and it does not. She said it would need to be pulled from the General Fund to pay for an additional position. She said they should also establish a guideline of the term of employment. S. Favorite stated if they approve the LTE receptionist for a period of 12 months and re-evaluate the position before the 12 month expires, that would solve the DA's immediate staffing needs.

Motion by S. Favorite, second by E. Bluthardt to hire a LTE 37.5 hour per week receptionist for the District Attorney's office for 12 months.

Discussion. S. Hjemvick said the Committee is setting a precedent that Personnel is creating positions by circumventing the County Board approval. A. Moustakis stated if he had the LTE receptionist position for 1 year, to be re-evaluated at the end of that time, would allow his current legal secretary staff the time they need to get their work done and that may work. J. Kahl stated that the according to the current policy that can be done. E. Bluthardt asked how the County cannot be obligated to pay benefits. J. Kahl explained the policy read regular employees receive benefits. There is still the guideline for WRS that would be required and believes the work hours are not to exceed 1200 hours.

Voting aye: Jim Behling, Ed Bluthardt, Steve Favorite and Linda Thorpe. Voting no: Sig Hjemvick, stated he is opposed because of the LTE designation. Motion carried.

J. Behling asked the DA to move forward on the paperless project and start working with the Public Property Committee.

At 9:55 a.m. L. Thorpe stated the Committee will take a short break and reconvene in 5 minutes. L. Thorpe reconvened the meeting at 10:00 a.m.

J. Kahl brought in a copy of the LTE Policy for the Committee to review. She stated we cannot proceed with the previous motion for the District Attorney's office. She asked the DA to come back to the meeting. She stated as the Policy reads the LTE position cannot exceed 1040 hours. She said in light of this policy clarification, the motion should be amended to a 6 month period with the opportunity to be revisited and re-evaluated and if they do so would have to make an exception to the policy.

Motion by J. Behling, second by S. Hjemvick to reconsider the previous motion. All voting aye, carried.

Motion by S. Favorite, second by J. Behling to hire the a LTE receptionist for the District Attorney's office for a 6 month period. All voting aye, carried.

**Highway Department Winter Expectations Memo.** J. Kahl stated that she and Jarred Maney had discussed this issue last winter and have worked together to draft this memo. She said Highway employees know that vacation is granted on a limited basis during the winter months, but the Committee should provide guidelines on failure to report for scheduled work and/or failure to answer the phone/report for work for unscheduled working hours. She would like the employees to get this now rather than once winter season begins. There was discussion on whether the wording should be minimized overtime or eliminated overtime. The Committee settled on reduced overtime. S. Favorite suggested a voluntary on call sign up for overtime. J. Maney said the State has specific requirements, so the overtime could and would occur then. E. Bluthardt stated the County gets reimbursed by the State for that type of overtime.

Motion S. Favorite, second by S. Hjemvick to approve the memo as drafted and to add wording reduce overtime. Voting aye: S. Hjemvick, S. Favorite, J. Behling and L. Thorpe. Voting no: E. Bluthardt.  
Motion carried.

**FLSA in Sheriff's Department:** J. Kahl stated that attorney Andy Phillips wants the County to research what it is currently paying the Deputies group, in comparison to the FLSA requirements. She said this will be considerable amount of time to research and wanted the Committee to be aware that she and Kris Duening will be working on this to understand the economic impact to become part of bargaining.

**Zoning Administrator job description:** J. Kahl advised the Committee that this job description draft had been worked on by Dawn Schmidt and Martha Milanowski last year and had recently added that the

solid waste program to be overseen by the Zoning Department. She said the Zoning Committee has reviewed and approved the same.

Motion by J. Behling, second by S. Hjemvick to approve the amended job description of the Zoning Administrator. All voting aye, carried.

**Lake Conservation Specialist job description:** J. Kahl said this proposed job description has been reviewed and approved of by the Land & Water Conservation Committee. E. Bluthardt asked Ms. Scholl to explain the changes. C. Scholl said the main change was changing the title from lake to land as more issues are arising on land that she would like this position to be able to work on as well as the lakes. S. Hjemvick stated the word permanent in the purpose of position should be eliminated.

Motion by J. Behling, second by S. Hjemvick to approve the job description as presented with a further amendment to eliminate the work permanent and replace it with full time regular employee in the purpose section of the job description. Voting aye: S. Hjemvick, S. Favorite, J. Behling and L. Thorpe. Voting no: E. Bluthardt. Motion carried.

**Kronos Project Update:** M. Duening told the Committee he attended Kronos Terminal training last week. He said everything is on schedule. He has heard that some Department Heads have concerns about the new system so he sent out an email to Department Heads that he has heard have concerns, telling them he is available if they'd like to meet with him with any questions or concerns; so far he has only heard from one that he is meeting with today. E. Bluthardt asked how the Kronos system will track the Deputies in the Sheriff's department and M. Duening explained the CAD system will be configured in the department. He said other departments may have special adjustments made as well.

**Kronos Project Decisions:** J. Kahl explained that Kris Duening has put together a list of circumstances that the Committee will need to take a look at and make some policy decisions regarding the new system. She distributed a packet of information prepared by K. Duening for the Committee to review. K. Duening explained that there are several different employee groups and pay groups. She said County Board members could also be included in the Kronos system to record meetings, mileage, etc. which would be much easier to track and would eliminate expense vouchers. J. Kahl requested, in an effort to expedite the configuration process, that she, Kris Duening, Mike Duening, Martha Milanowski, Dave Alleman and Jason Hilger work together to make the pay guideline decisions preliminarily, and inform the Personnel Committee of such at their meetings. If the Committee disagrees with the decisions made, those changes can be made accordingly. J. Kahl said she will include the Kronos project at the next department head meeting, scheduled in September. E. Bluthardt asked if Department heads will need to punch in and out with this new system. J. Kahl researched the FLSA and the County is only obligated to track the in and out time for exempt staff.

Motion by E. Bluthardt, second by S. Hjemvick to allow the HR Director, County Clerk, Corporation Counsel, Finance Director, Mike Duening and Kris Duening to work on decisions/policy and to bring that back to the Committee for discussions. All voting aye, carried.

S. Nesbitt left the meeting.

**Paid Time Off presentation and draft policy:** J. Kahl presented a presentation on PTO, benchmarking figures from other Counties utilizing PTO, a draft PTO policy, and the financial impact of PTO. J. Kahl stated that the financial impact will not be actual dollars, since the County is still paying the employee's wages, but the savings would come from fewer absences and increased productivity and efficiency.

J. Hilger joined the meeting at 12 pm.

**Administrative Team:** The Administrative Team, currently consisting of the Corporation Counsel, the Administrative Coordinator, HR Director, and Finance Director was discussed. Under direction of Board leadership, these individuals have been participating in discussions regarding the County re-organization. The Committee asked for further definition of these positions' additional duties as it pertains to inclusion of the Administrative Team, and the team was asked to bring forth a draft of those additional duties at a future meeting.

**Closed Session:** Motion by L. Thorpe, second by E. Bluthardt, 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 exercise responsibility. All voting aye, carried.

Motion by J. Behling, second by E. Bluthardt, to adjourn closed session pursuant to Wis. Stat. §19.85(1)(c) and return to open session. All voting aye, carried.

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

**Letters and Communications:** None.

**Future meeting date:** August 30 at 8:30 am. J. Behling stated he would not be present for the next regularly scheduled Personnel meeting, to be held on September 26.

**Adjournment:** L. Thorpe announced there is no further business to discuss and the meeting stands adjourned at 12:56 p.m.

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

Respectfully submitted by: Stephanie Nesbitt, Corporation Counsel Confidential Legal Secretary and Janna Kahl, Human Resources Director