

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 a.m. on Friday, July 29, 2011 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: Dave Alleman, Chris Kamps, Barb Gibson and Stephanie Nesbitt.

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

Approve Committee meeting minutes: Motion by S. Hjemvick, second by B. Egan to approve the July 20, 2011 minutes and July 26, 2011 minutes. All voting aye, carried.

Approve bills: None.

Resolution re: Personnel Confidential Secretary position vacancy and job description: J. Behling commented under the training and experience section, this position has higher education standards than the recent job description approved for the Highway Commissioner. S. Hjemvick made a suggestion that in the resolution line 7 should have language added to reflect the salary range includes benefits.

Motion by S. Hjemvick, second by B. Egan to approve the job description and resolution, adding language in line 7 of the resolution as follows "...for an annual total range including benefits of..." and forwarding the resolution to the full County Board.

Discussion: J. Behling felt this position could be filled by a current employee and could save on advertising. L. Thorpe said this position is non-union and would have to be advertised and the union members could apply the same as anyone from the public. J. Behling thought the Committee should hold off on this position until the Human Resource Manager is hired and the Schenk study is complete to see if there are current positions being under-utilized within the County. B. Egan felt the County is an equal opportunity employer and therefore should advertise to everyone, need to use the normal advertising method and union members may apply if they choose. S. Hjemvick said we don't even have the Schenk study so how do we know there are positions under-utilized. L. Thorpe said should they wait to fill this position for 6 months and let the Human Resource Manager be in place and then decide when to fill. E. Bakka doesn't believe we can afford to wait another 6 months to fill this position, the Corporation Counsel's office is far too busy handling all the personnel matters and another 6 months is

too long to continue to have that office handle. S. Hjemvick asked if they should include some language stating this position may fill other duties in other departments within the County as needed and as determined by the Human Resource Manager. J. Behling said he found another county in the state uses an administrative pool, their HR Manager assigns these employees to departments as needed. This could be another possibility to be looked at in the future. S. Nesbitt pointed out the asterick language on the bottom of most job descriptions that this job description is subject to change by the County without notice and it is not intended to be an exhaustive list of duties.

All voting aye, carried.

Resolution re: 2011 Wage Increase for Non-Represented/Management Employees: J. Behling said the first time the Committee discussed this they looked at matching the 2% wage increase as the union contracts, his understanding is we are looking at 3% for non-reps as some Committee members felt we should give management a little higher increase. L. Thorpe said she sees some hourly employees make more than some of the salaried department heads and that is disconcerting to her. B. Egan asked she felt we should reduce wages to some hourly employees. D. Alleman suggested they could convert all hourly non-rep employees to salaried. J. Behling said that if we do that conversion then all those hourly positions lose overtime. D. Alleman agreed that if some hourly employees have overtime they could be making more than the Department Head. J. Behling said the argument there is if there is so much overtime than they could say they need more workforce, doesn't think we should convert those hourly employees at this point. B. Egan said may always run into that situation with some departments when there is overtime. S. Hjemvick asked if they should wait on increase until the Schenk study is complete to determine if wages are fair. L. Thorpe reminded the Committee the wage increase given to the unions in contract negotiation was to help offset the mandatory WRS contribution and feels they should continue to help the employees with that offset and agrees with the 3% increase.

Motion by S. Hjemvick, second by B. Egan to approve the 3% wage increase for the remainder of 2011 to non-represented/management employees and forward the resolution to the full County Board as drafted. All voting aye, carried.

Resolution re: 2011 Wage Increase for Non-Represented/Non-Public Safety Supervisory Sheriff's Office Staff: S. Hjemvick stated again, these employees should be treated equally as the other non-represented/management employees and recommends the 3% across the board increase for the remainder of 2011 to help offset the WRS contribution.

Motion by S. Hjemvick, second by E. Bakka to approve the 3% wage increase for the remainder of 2011 to the non-represented/non-public safety supervisory sheriff's office staff and forward the resolution to the full County Board as drafted. All voting aye, carried.

Resolution re: Institute a Hiring Freeze: J. Behling is presenting this resolution. He feels there should be a hiring freeze until the Schenk study is completed and the Human Resource Manager is hired and has time to evaluate departments. He states that if this resolution is forwarded to County Board then the personnel secretary position request and the Highway Department request would fall under this hiring freeze and those positions would not be filled at this time. S. Hjemvick said some of the positions in the Highway Department are crucial and a hiring freeze may create some problems with the winter season. He feels it should be the committee of jurisdiction's responsibility to come to County Board and make those arguments as to why a position is critical to refill. He doesn't feel this is an appropriate time to institute a hiring freeze. J. Behling said they could add another parameter to the resolution that positions may be filled if found crucial to the specific department. S. Hjemvick feels that is already in place. J. Behling said it is not being done very effectively as almost every position that comes to the County Board to be refilled is approved. B. Egan feels the County and everyone else is still in the infancy of evolution with the BRB that this may be premature to look at this hiring freeze and he will not support it. J. Behling thinks this gives the Human Resource Manager more room to look at and evaluate positions and departments. B. Egan said the committee of jurisdiction should have to attach a letter or form that justifies any position to be refilled, put the burden of proof on that committee. He said they are trying to accomplish a lot before the end of the year, maybe they should amend this resolution or bring a different resolution forward requiring a higher threshold for filling a vacancy.

Motion by J. Behling, second by L. Thorpe to approve the resolution to institute a hiring freeze to County Board.

Discussion: D. Alleman thought most of the data from Schenk should be made available in time for budget discussions in September. He thought maybe a compromise for this resolution would be to change wording for a delay in hiring until such time as the HR Manager is hired so that person may assist in the hiring process and the Schenk study is completed and reported to the County Board Supervisors. J. Behling said the resolution as written is essentially a hiring delay for 6 months, after that they would have the Schenk data and the HR Manager position in place. S. Hjemvick said more retirements may come up and doesn't feel an absolute hiring freeze is favorable. J. Behling said the resolution could always be rescinded. S. Hjemvick said depending on timing of county board meetings we could be looking at a 2 month timeframe for that to be rescinded.

Voting aye: J. Behling and L. Thorpe. Voting no: E. Bakka, B. Egan, and S. Hjemvick. Motion failed.

Closed Session: Motion by B. Egan, second by S. Hjemvick, to convene in closed session at 10:35 a.m., pursuant to Wis. Stat. §19.85(1)(c), for reviewing applications for the Administrative Coordinator/Human Resources Manager. A roll call vote found the following members voting yes: Vice Chair J. Behling, E. Bakka, B. Egan, S. Hjemvick and Chair L. Thorpe. Unanimous, motion carried.

The Committee took a brief recess from 11:50 a.m. to 12:30 p.m.

Motion by B. Egan, second by S. Hjemvick to adjourn closed session pursuant to Wis. Stat. §19.85(1)(c) return to open session at 3:15 p.m. A roll call vote found the following members voting yes: Vice Chair 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 by B. Egan to interview the top candidates for the Administrative Coordinator/Human Resource Manager as discussed in closed session. All voting aye, carried.

Letters and communications: L. Thorpe said Phillips Borowski has submitted a second proposal to assist in the interviewing process for the HR position. L. Thorpe would like Corporation Counsel to contact Phillips Borowski for clarification on the wording for the onsite interviews.

Vacation carryover requests: Motion by J. Behling, second by E. Bakka to approve vacation carryover request for Lynn Bybee, Deputy County Clerk, two (2) days until October 31, 2011. All voting aye, carried.

Future meeting dates: Regular Personnel Committee meeting August 17, 2011 at 9:00 a.m., August 22, 2011 at 8:30 a.m. and August 23, 2011 at 9:00 a.m. for mediation with the Deputies unit.

Chair Thorpe announced there is no further business on the agenda. This meeting stands adjourned at 3:37 p.m.

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

Submitted by: Stephanie Nesbitt, Corporation Counsel Confidential Legal Secretary/Interim Personnel Assistant