

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 1:00 p.m. on Thursday, June 20, 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, Vice-Chair Jim Behling, Emil Bakka, Bob Egan and Sig Hjemvick.

Others Present: Al Bauman, Maynard Bedish, Corporation Counsel Martha Milanowski, Joe Fath, Kris Duening, Jerri Radtke, Dawn Schmidt and Stephanie Nesbitt.

Approve Agenda: Motion by S. Hjemvick, 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 B. Egan, second by S. Hjemvick to approve the June 2, 2011 minutes. All voting aye, carried.

Approve bills: Motion by J. Behling, second by B. Egan to approve the bills as presented. All voting aye, carried.

Vacation Carryover Requests: None.

Interim Highway Commissioner Appointment and Compensation: L. Thorpe advised the Committee that Jim Fischer has not formally notified the County as to his last official day before retiring so the Highway Committee at their last meeting made a motion to appoint Jarred Maney as the interim highway commissioner and forwarded this request to Personnel. M. Milanowski said at the May Highway Committee meeting, Jim Fischer told the Committee he was putting Jarred Maney in charge while he was on vacation and would advise everyone about his retirement date. Then there was the article in the newspaper announcing his retirement, again no specific date given. He is out of paid time off as of July 12th. S. Hjemvick stated the Highway Commissioner must give an official retirement date to the County or his Committee. A. Bauman said he did tell the Committee he will be on vacation and a letter with the official date would be forthcoming. S. Hjemvick agreed that after we know the official retirement date, the Highway Committee could come back with a recommendation for a compensation figure/amount for the interim appointment. A. Bauman said he would discuss with the Highway Committee Chair.

Motion S. Hjemvick and second by E. Bakka that Jarred Maney will be appointed the Interim Highway Commissioner effective July 13, 2011 until a new highway commissioner is appointed by the County Board. All voting aye, carried.

Highway Commissioner Vacancy, Position Description and Election Process: L. Thorpe said the job description in place is very outdated and needs to be revised. M. Milanowski said this was the only job description that was found to be in place. In the fall of 2010 we had requested job descriptions from other counties and have printed off two of those to review by the Committee. L. Thorpe asked that the current job description and two other counties' descriptions be sent on to the remainder of the Highway Committee. She discussed the procedure for electing a new commissioner. J. Behling said he felt this could be an appropriate time to think about the possibility of sharing a highway commissioner with another county. E. Bakka said the Highway Committee should evaluate that possibility. M. Bedish felt Vilas County should remain on its own. S. Hjemvick said the Highway Committee should talk with Jackson and Clark County and find out the pros and cons of the share position. A. Bauman said the Highway Committee would discuss this whole matter and look into the shared position, job description, and come back to the Personnel Committee once it has completed the same.

LTE wage request – Treasurer's office: J. Radtke is requesting the wage increase for the part-time position in her office to the rate the Committee set for another part-time position in the County as the two positions are essentially the same qualifications. The position in her office could basically run her office if needed. M. Milanowski asked if the Committee knows the history of wages for part-time positions. L. Thorpe said there has not been any real analysis and maybe the Committee should wait until the county-wide analysis is done this year. J. Behling said that analysis will have nothing to do with wages and reminded the Committee that they just set a part-time wage for the County Clerk's office and the Treasurer's part-time position is the same equivalent skill and that is what is being asked here that these positions are similar duties, similar knowledge and skills and he believes the Treasurer has a very solid case for them to consider. S. Hjemvick said we should be able to compensate now with the BRB coming in to effect. J. Behling said that's a possibility at some point but the County has no policy in place yet. He feels the other position rate for the County Clerk's part-time position was set too high. S. Hjemvick asked how many hours does the LTE employee work. J. Radtke explained that the way her budget is set it is based on a dollar amount and not hours work. She only has \$3,000 in her budget and once that is used up the part-time employee does not work any more hours. B. Egan asked if she could afford to cut those hours if this wage increase took effect. J. Radtke said if they approved the wage increase the extra hours would be taken on by herself that her office does not have any overtime, she simply puts in more hours herself and that is what she would do. She said she is simply asking the Committee to look at all part-time positions and qualifications and find equality for every department that has part-time employees.

Motion by S. Hjemvick, second by J. Behling to postpone this request until all part-time positions and wages are compared and analyzed. All voting aye, carried. L. Thorpe said this item will remain on the agenda.

AFLAC Benefit Adjustment requests: K. Duening said that approximately 8 employees have requested to drop the critical illness/accidental insurance plan they signed up for this year once the BRB took effect. This is an adjustment you sign up for one year and can opt out on an annual basis. She said the County allows an employee to change this adjustment only if there is a significant premium change. J. Behling thought if an employee wants out of something they signed up for, that should be included in the contract they signed. He felt this should also be left on the agenda for discussion after the AFLAC representative provides the ramifications of this opt-out in writing and attends the next meeting. K. Duening will contact him.

Administrative Coordinator/Human Resource Manager position: L. Thorpe said now that this position has been approved by the County Board the Committee needs to formalize some matters prior to posting. J. Behling asked what the practice was and which newspapers that we advertise in. M. Milanowski said normal practice is publishing in the Vilas County News Review and the Lakeland Times, posted on the County's website and on the State's JobNet website. L. Thorpe said the Committee needs to set a time frame for posting, reviewing applications and interviews. J. Behling told the Committee he would be meeting with Barbara Petkovsek to find out from her if she would submit a proposal for consulting from her to help with the screening of applicants but would like approval from the Committee before talking with her later this week. Ms. Petkovsek is a former County Clerk and former County Administrator who now is an employee of Phillips Borowski and may have suggestions/strategy on this process. B. Egan thought if the Committee needed to have a special meeting regarding any proposal from her as far as cost it should be a joint meeting with Finance as he is sure there is nothing in the Personnel Department budget to cover any consulting fee. M. Milanowski said the Committee should at least get the advertisement out and that she has some very good sources to get this started. B. Egan agreed that the posting should go like normal practice and then we could always add more advertising venues later. J. Behling will get a proposal from Barbara Petkovsek and bring it to the Committee.

Motion by S. Hjemvick, second by B. Egan to advertise for the Administrator Coordinator/Human Resource Manager position in the Vilas County News Review, the Lakeland Times, the county's website, the State's Job Net and the WPELRA list serve.

Discussion: Deadline for applications will be July 27, 2011; Personnel Committee meeting to review applications will be July 29, 2011; and tentative interview dates will be August 22, 2011 and August 23, 2011.

All voting aye, carried.

Office space for the HR Department was discussed. S. Hjemvick would like to talk with the Judge again as he had mentioned that there may be space available on the 3rd floor to be looked at. J. Behling thought the ideal space for the HR Department would be across the hall from the County Clerk's office and down from the Corporation Counsel's office. He thought the UW Extension staff currently in that space could be consolidated with the UW Extension staff in the lower level. B. Egan said there was an open office/conference room in the lower level UW Extension space by the Land & Water Department that may be able to free up the space by the County Clerk's office for the HR Department.

Motion J. Behling, second E. Bakka to send a request to the Public Property Committee that they consider using the office space presently used by the UW Extension Family Living Agent Department for the HR Department, in conjunction with placing all extension offices together on the ground level of the Courthouse. All voting aye, carried.

Personnel Confidential Assistant position: The Committee recognized that there is a strong need for this position to be filled and taken out of the Corporation Counsel's office. L. Thorpe said the Committee should look at the current job description at the next meeting and revise and update the description now that the HR position has been created. M. Milanowski said her office would send out the current job description to the Committee for their review prior to the next meeting. L. Thorpe said if the Committee wanted to get this matter to County Board for the special July meeting, another meeting could be scheduled to do the same. L. Thorpe said this matter will be placed on the Committee's next agenda to review and revise the job description and resolution to County Board for approval to have the position filled.

Land & Water Conservation Department LTE hours worked request: L. Thorpe said this matter was discussed at the June 2, 2011 meeting however no formal action was taken.

Motion by S. Hjemvick, second by E. Bakka, to approve the Land & Water Conservation Department LTE hours worked request as set by the Land & Water Department Head. B. Egan said the Land and Water Department and the Sheriff's Department have set up a plan for the employees to check in and check out as needed and it is working very well. All voting aye, carried.

Position Description for Hybrid/Maintenance Technician: J. Behling said this job description as drafted by the Maintenance Director is essentially what the Personnel Committee originally looked at already. This was approved by the Public Property Committee. M. Milanowski said a salary will need to be negotiated with the Union. This is a new position and will require County Board approval.

Motion by J. Behling, second E. Bakka to proceed to side letter with the Courthouse Union and forward to County Board for approval. M. Milanowski will forward the same to Attorney Andy Phillips to schedule a meeting with the Courthouse Union to negotiate the wage. All voting aye, carried.

Letters and communications: L. Thorpe said the Committee received a letter from the Assistant Zoning Administrator Mary (Greenman) Anderson advising Dawn Schmidt, Zoning Administrator of her two week notice of resignation. Dawn Schmidt said she is looking at consolidating and reorganizing the duties under the Assistant Zoning Administrator position rather than refilling the position and she will be discussing the same with the Zoning Committee. The Committee thanks her for this consideration.

S. Nesbitt handed out an exit interview form from a Public Health Department employee.

M. Milanowski said there is a need to get a memo out to employees with regard to all the updates in Madison. L. Thorpe said they will be having a Department Head meeting on June 30, 2011.

Future Meeting Dates: Next regular meeting is scheduled for July 20, 2011 at 9:00 a.m.

Chair Thorpe announced there is no further business on the agenda. This meeting stands adjourned at 3:35 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