

PERSONNEL COMMITTEE MEETING
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February 23, 2011

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 a.m., Wednesday, February 23, 2011, in Conference Room, at the Vilas County Justice Center, Eagle River, Wisconsin.

Public meeting notice was given to the public more than twenty-four hours prior to the meeting.

Personnel Committee Members Present: Chair Linda L. Thorpe, Vice-Chair Jim Behling, Emil Bakka and Sig Hjemvick. **Absent:** Bob Egan.

Others Present: Corporation Counsel Martha Milanowski, Legal Counsel Daniel Borowski, County Supervisor Kathleen Rushlow, County Board Chairman Charles Rayala, Sheriff Frank Tomlanovich, Chief Joe Fath, Jail Administrator Tim Evenson, Social Services Director Kate Gardner, Local 474 Representative Dennis O'Brien, Margaret Garsow and Donna Carlson.

Approve Agenda: Motion by J. Behling, seconded by E. Bakka to approve the agenda discussed in any order of the Chair. All voting aye, carried.

Approve January 19, 2011, minutes: Motion by J. Behling, seconded by S. Hjemvick to approve the January 19th, 2011, minutes. Discussion. Motion by J. Behling, seconded by S. Hjemvick to amend the January 19, 2011, minutes by correcting the following language: **Others Present:** Randy Schneider, Pete Heller, ~~County Board Supervisor~~ Commission on Aging Director Joe Fortmann, County Board Supervisor Erv Teichmiller and WERL Radio John Helgeson. All voting aye to approve the January 19, 2011, minutes as amended, carried.

Approve Bills: None.

Vacation Carryover Requests: None.

Training and Seminars: None.

Forestry Summer Help Positions: Received a letter from the Forests, Parks & Land Administrator Larry Stevens, dated February 3, 2011, informing the committee that the Forestry Committee approved the process of hiring the three (3) part time summer help positions at their February 2nd meeting. Funding for these positions is included in the 2011 Forestry Budget. Discussion. Motion by S. Hjemvick, seconded by E. Bakka to approve. All voting aye, carried.

Human Resources Director Position: Supervisor Behling discussed the following issues for managing the impacts of Governor Walker's budget Repair Bill with the committee. The role of the proposed Human Resource Manager expands with some new urgent and important unforeseen duties. A county wide standardized Human Resource manual is needed. Currently, our procedures and

policies are contractual and there is variation between bargaining units. If the new law passes it is to the County's advantage as well as to our employee's advantage to have the policies consistent. A thorough analysis of staffing needs to be undertaken. The role of the Human Resource Director becomes both more important and certainly more urgent than previously discussed. Supervisor Behling believes this would be a positive investment for the County. Corporation Counsel Martha Milanowski passed out a *Human Resources Manager* position description for the Committee review. The Human Resources Manager Position Description will be on next month's Personnel Committee's agenda.

Resolution Re: Creation of Full-Time Correctional Officer Assigned to Jail Records: Sheriff Frank Tomlanovich, Chief Joe Fath and Jail Administrator Tim Evenson appeared for discussion. Mr. Evenson explained that part-time Jail Records Specialist started in 2006. The intention at that time was to make it a full time position. This position would be assigned to Jail Records Specialist duties in the Vilas County Sheriff's Department for the purpose of accurately maintaining jail records and accounts. The Department has experienced an increase in fees and revenues processed, specifically within the jail division. Mr. Evenson further stated that it's time to re-evaluate this position that began part-time in 2006. After completing a financial assessment within the Jail Division for 2010, a total of \$1,213,034.00 has been processed through the Jail Division. There is approximately \$374,693.05 in uncollected inmate debt from 2004 to end of 2010. The County has a 12 month period to obtain a judgment on these expenses according to statutes. There is \$61,000.00 of potential revenue that is currently outstanding for the last 12 months due to various fees owed to Vilas County by former inmates of the jail. By adding a full-time Corrections Officer assigned to the Jail Records Specialist duties will allow for more consistent maintenance of the jail records and accounts as well as the time necessary to commence a civil collection process. Supervisor Behling indicated that there are many unanswered questions regarding Walker's Budget Repair Bill. Flexibility of what could occur at this time is based on that Budget Repair Bill. The County could potentially have a thorough analysis of staffing throughout the county departments. Mr. Behling asked Tomlanovich, Fath and Evenson if it would be possible to transfer an employee from another office to the Jail Records position. Chief Fath indicated to the committee that the Sheriff's Department would not oppose the idea but reminded the committee that this position is a Correctional Officer position assigned to Jail Records duties which means the individual selected would have to meet Sheriff's Department's criteria and be jail certified. Motion by S. Hjemvick, seconded by E. Bakka to approve the Resolution Re: Creation of Full-Time Correctional Officer Assigned to Jail Records and that the Personnel Committee further recommends that the Law Enforcement Committee also consider a Resolution Re: Hire One (1) Part-Time Correctional Officer Assigned to Jail Records due to a Vacancy for the County Board to consider in case the full-time position resolution fails. All voting aye, carried.

Letters and Communications: Received memos from Kate Gardner on their most recent hires:

1. 1/19/2011 Susan Vogel – Social Services Aid
2. 1/31/2011 Renee Ryan – Economic Support Specialist
3. 2/11/2011 Patricia Unseth – Adult Social Worker
4. 2/14/2011 Susan Corrieri – Economic Support Specialist
5. 2/21/2011 Catherine Higley – Administrative Secretary B

Received a letter from Geraldine Van Haverbeke, dated February 14, 2011, informing the County that she will be retiring April 29, 2011.

Closed Session: Motion by J. Behling seconded by S. Hjemvick to go into closed session at 10:02 am pursuant to Wis. Stat., § 19.85(1)(c)(e) & (g), for the purposes of considering compensation of a public employee over which the governmental body has jurisdiction or exercises responsibility; to discuss matters relating to collective bargaining; to discuss Local 474 Grievance 2010-2; for purposes of conferring with legal counsel with respect to litigation in which it is or is likely to become involved.

Motion by S. Hjemvick, seconded by E. Bakka for adjournment of the closed session pursuant to Wis. Stat., § 19.85(1)(c)(e) & (g), and return to open session 12:44 pm.

Committee may Consider Ratifying any Action Taken in Closed Session: Motion by S. Hjemvick, seconded by E. Bakka to direct counsel to pursue a resolution on the matter as discussed in closed session. All voting aye, carried.

Motion by J. Behling, seconded by S. Hjemvick that Sheriff's Department Confidential Secretary be given approval to receive an additional .50¢ per hour for training purposes until March 31, 2011. All voting aye, carried.

Future Meeting Dates: Joint meeting with the Finance committee on March 14, 2011, beginning at 9:00 am, March 30, 2011, monthly meeting.

Chair Thorpe announced there is no further business on the agenda. This meeting stands adjourned at 12:59 pm.

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

Submitted by: Beth Carter
Personnel Confidential Assistant