

## PERSONNEL COMMITTEE MEETING

January 20, 2010

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee immediately following the joint meeting of the Personnel Committee and the Land & Water Conservation Committee at 10:20 a.m., Wednesday, January 20, 2010, 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.

**Present:** Committee Members: Chair Kathleen Rushlow, Vice-Chair Linda L. Thorpe, James Behling and Bob Egan. Excused absence: Sig Hjemvick. Others present: Corporation Counsel Martha Milanowski, Health Insurance Consultant Jack Damos, Donna M. Herschleb and Wendy Harings of WPS Health Insurance and Personnel Confidential Assistant Beth Carter.

**Approval of Agenda:** Motion by L. Thorpe, seconded by J. Behling to approve the agenda to be discussed in any order of the Chair. All voting aye, carried.

**Approval of Previous Minutes:** Motion by B. Egan, seconded by L. Thorpe to approve the December 16, 2010, minutes. All voting aye, carried.

**Vacation Carryover Requests:** Motion by B. Egan, seconded by L. Thorpe to approve a five (5) day vacation carryover request for Linda Small and a two (2) Holiday carryover request for Kelly Schoepke. All voting aye, carried.

**Approval of Bills:** Motion by L. Thorpe, seconded by J. Behling to approve the bill from Centofanti and Phillips in the amount of \$1,771.91, as presented. All voting aye, carried.

**Closed Session:** Motion by L. Thorpe, seconded by J. Behling to go into closed session at 10:24 a.m., pursuant to Wis. Stat., § 19.85(1)(c)(e)(f) & (g), for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; conducting other specified public business, whenever competitive or bargaining reasons require a closed session; considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems; for purposes of conferring with legal counsel with respect to litigation in which it is or is likely to become involved. A roll call vote found the following members voting yes: Chair K. Rushlow, Vice-Chair L. Thorpe, J. Behling and B. Egan. Unanimous, motion carried.

**Adjournment of the closed session and return to open session:** Motion by L. Thorpe, seconded by J. Behling for adjournment of the closed session and return to open session at 12:01 p.m. A roll call vote found the following members voting yes: Chair K. Rushlow, Vice-Chair L. Thorpe, J. Behling and B. Egan. Unanimous, motion carried.

**Committee may consider ratifying any action taken in closed session:** No action taken.

**Memorandum of Understanding between Vilas County and Vilas County Courthouse Employees, Local 474a, AFSCME, AFL-CIO: Safe and Stable Families and IVE Incentive Funds:**

Motion by J. Behling, seconded by B. Egan to sign the memorandum of understanding between Vilas County and Local 474a, AFSCME, AFL-CIO: Safe and Stable Families and IVE Incentive Funds. All voting aye, carried.

**Clerk of Court part-time Staff:** The state has given the Clerk of Court a scanner to copy records so that the original files can be destroyed. Clerk of Court has funds in their budget for part-time help and would like to hire Samantha Hoffman two (2) days a week for the months of January through April. Ms. Hoffman will work under the direction of deputy Courtney Szuta during the course of her employment. Discussion. Motion by J. Behling, seconded by B. Egan to approve. All voting aye, carried.

**Community Health improvement Plan for 2010:** On September 23, 2009, the committee approved to hire Erica Brewster for the remainder of 2009 to complete the Community Health Improvement Plan pursuant to Corporation Counsel's review and approval. Ms. Egan informed Beth Carter that the grant dollars to pay Ms. Brewster is for 2010. Discussion. Motion by B. Egan, seconded by K. Rushlow to approve hiring Erica Brewster for 2010 to complete the Community Health Improvement Plan. All voting aye, carried.

**Community Health Position Descriptions:** Motion by B. Egan, seconded by L. Thorpe to approve the following position descriptions pursuant to Corporation Counsel's approval: Community Health Improvement Position Description, Northwoods Dental Project Support Staff Position Description, Dental Hygienist LTE Position Description, Public Health Preparedness Coordinator Position Description, Public Health Grant Support Staff Position Description. All voting aye, carried.

**Letters and Communications:** None.

**Future meeting dates.** Special Meeting February 5, 2010.

**Adjournment:** Motion by L. Thorpe, seconded by B. Egan to adjourn at 12:20 p.m.

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

Submitted by: Beth Carter  
Personnel Confidential Assistant