

PERSONNEL COMMITTEE MEETING

February 5, 2010

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 9:06 a.m., Friday, February 5, 2010, in Conference Rooms 1 & 2, at the Vilas County Courthouse, 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 Hjenvick. Others present: Supervisor Erv Teichmiller, Corporation Counsel Martha Milanowski, Public Health Director Gina Egan, Juvenile Intake Supervisor Bob Rickard, County Conservationist Carolyn Scholl and Personnel Confidential Assistant Beth Carter.

Approval of Agenda: Motion by J. Behling, seconded by L. Thorpe 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 minutes of joint meeting between Personnel and Land & Water Conservation Committee and the minutes of the Personnel Committee both held January 20, 2010. All voting aye, carried.

Approval of Bills: None.

Vacation Carryover Requests: None.

Northwoods Dental Project: Public Health Director Gina Egan informed the Personnel Committee that the Health Board voted to change the Northwoods Dental Project Support Staff grant position from LTE status to part-time at their December 9, 2009 meeting. The Health Board will consider a resolution at their next meeting to forward on to the full County Board of Supervisors for final approval.

Release of Information Authorization Agreement: Corporation Counsel Martha Milanowski explained to the Committee that Labor Attorney Andy Phillips is recommending the County use the *Release of Information Authorization Agreement* in addition to the application process already in place. Discussion. Motion by B. Egan, seconded by L. Thorpe to include the *Release of Information Authorization Agreement* in the County's hiring procedure. All voting aye, carried.

Juvenile Intake Administrative Secretary A Position Description: Juvenile Intake Bob Rickard appeared for discussion. A few minor changes were made to the position description with Corporation Counsel's approval. Motion by L. Thorpe, seconded by B. Egan to approve position description as presented. All voting aye, carried.

Closed Session: Motion by L. Thorpe, seconded by J. Behling to go into closed session at 9:22 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; review Local 474a applications for Juvenile Intake Administrative Secretary A position; 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.

Open Session: Motion by L. Thorpe, seconded by J. Behling for adjournment of the closed session and return to open session at 10:22 a.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 any action taken in closed session:

- Motion by L. Thorpe, seconded by B. Egan to offer the Juvenile Intake Administrative Secretary A position to Carol Bowman, effective March 23, 2010, pending County Board approval. All voting aye, carried.
- Motion by B. Egan, seconded by J. Behling to authorize Juvenile Intake Supervisor Bob Rickard and Social Services Director Greg Schiek to coordinate the transition of employee between the two departments. All voting aye, carried.
- Motion by L. Thorpe, seconded by B. Egan to follow through with the discipline action as discussed in closed session. All voting aye, carried.

Letters and Communications: Amy Franzen resigned as Register in Probate for Vilas County. Judge Nielsen appointed Dawn R. Halverson as the Vilas County Register in Probate, effective February 1, 2010.

Received a letter from Larry Stevens dated February 3, 2010, informing the Personnel Committee that the Forestry, Recreation & Land Committee moved to hire Mr. Arthur Naas, Mr. Kurtis Punzel, and Mr. William Kruse to fill the Department's budgeted "Summer Help" positions. All three men worked in the positions last summer (2009) and are residents of Vilas County. They will begin work in May.

Future meeting dates: February 17, 2010.

Motion by L. Thorpe, seconded by B. Egan to adjourn at 10:50 a.m. All voting aye, carried.

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

Submitted by: Beth Carter
Personnel Confidential Assistant