

PERSONNEL COMMITTEE MEETING

June 23, 2010

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 a.m., Wednesday, June 23, 2010, in Conference Room #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 Linda L. Thorpe, Vice-Chair James Behling, Emil Bakka, Bob Egan and Sig Hjemvick. Others present: Corporation Counsel Martha Milanowski, County Supervisor Ralph Sitzberger, Veteran Service Officer Scott Jensen and Personnel Confidential Assistant Beth Carter.

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

Approve May 13th and 19th, minutes: Motion by S. Hjemvick, seconded by Emil Bakka to approve the May 13th and May 19th, 2010 minutes. All voting aye, carried.

Vacation Carryover requests: Motion by J. Behling, seconded by S. Hjemvick to approve a three (3) day vacation carryover request, until August 25, 2010, for Helga Low. All voting aye, carried.

Invasive Species Coordinator Position Description: Ralph Sitzberger appeared for discussion. The Vilas County Land and Water Conservation Department is considering including herbicide application to the Invasive Species Coordinator position description. R. Sitzberger explains that the services will be limited to land within the boundaries of Vilas County on less than ¼ acres and will be offered to either private or public land with written consent of the landowner. Discussion. Motion by B. Egan, seconded by E. Baaka to postpone until next meeting due to lack of information. Further discussion. J. Behling not in favor of approving. All voting aye, except J. Behling, motion carried.

Approval of Bills: Motion by J. Behling, seconded by S. Hjemvick to approve as presented. All voting aye, carried.

Work Study Student for Veteran Service Office: Veteran Service Officer Scott Jensen appeared for discussion. Whitley C. Barolak who is attending Viterbo University in LaCrosse, WI, studying Social Work. Ms. Barolak would like to volunteer her services to the Vilas County Veteran Service office. The work would mainly be focused on scanning and archiving Veteran Service records and job shadowing. This temporary position does not include any compensation or County Benefits. Personnel Confidential Assistance will do a criminal background check. Pending a successful background check, Corporation Counsel Martha Milanowski will draft and Memorandum of Understanding for Ms. Barolak to sign. A Confidentiality Agreement must be also signed by Ms. Barolak. Motion by E. Baaka, seconded by J. Behling to approve a volunteer to assist in the Veteran Service Office, pending a successful background check. All voting aye, carried.

Child Support Director Position Description: Motion by S. Hjemvick, seconded by J. Behling to approve as presented including Corporation Counsel's recommendations. All voting aye, carried.

Closed Session: Motion by J. Behling, seconded by B. Egan to go into closed session at 9:00 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: L. Thorpe, J. Behling, E. Bakka, B. Egan and S. Hjemvick. Unanimous, motion carried.

Open Session: Motion by B. Egan, seconded by S. Hjemvick for adjournment of the closed session and return to open session at 11:57 a.m., pursuant to Wis. Stat., § 19.85(1)(c)(e)(f) & (g). A roll call vote found the following members voting yes: L. Thorpe, J. Behling, E. Bakka, B. Egan and S. Hjemvick. Unanimous, motion carried.

Committee may consider ratifying any action taken in closed session: None.

Office Manager – Law Enforcement Records Position Description: Discussion. Motion by S. Hjemvick, seconded by B. Egan to approve as presented including Corporation Counsel's recommendations. All voting aye, carried.

Letters and Communications: None.

Future Meeting Date: July 27 & 28, August 24 & 25, 2010.

Adjournment: Motion by S. Hjemvick, seconded by B. Egan to adjourn at 12:00 noon. 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