

## PERSONNEL COMMITTEE MEETING

September 17, 2010

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 a.m., Friday, September 17, 2010, in the Justice Center Training Room, 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: Personnel Committee Members: Chair Linda L. Thorpe, Vice-Chair Jim Behling, Emil Bakka, Bob Egan and Sig Hjemvick. Others present: Corporation Counsel Martha Milanowski, Vilas County Clerk Dave Alleman, Information Technology Director Chris Kamps, Lieutenant Gary Peske, County Supervisor Kathleen Rushlow and Personnel Confidential Assistant Beth Carter.

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

**Approve August 24, 2010 & August 25, 2010 Minutes:** Motion by E. Bakka, seconded by S. Hjemvick to approve the August 24, 2010, minutes. All voting aye, carried.

Motion by E. Bakka, seconded by S. Hjemvick to amend the August 25, 2010, minutes as follows (See correction: Appointment):

**'Ordinance: Highway Commissioner Appointment Procedure:** Committee reviewed Highway Commissioner Appointment Procedure. Discussion. Motion by S. Hjemvick, seconded by B. Egan to approve and forward to the full County Board for approval. All voting aye, carried.'

All voting aye on the amendment, motion carried. Motion by E. Bakka, seconded by S. Hjemvick to approve the August 25, 2010, minutes as amended, motion carried.

**Approve Bills:** None.

**Vacation Carryover Requests:** None.

**Payroll, Benefits & Accounts Payable Coordinator Position Description:** Vilas County Clerk Dave Alleman appeared for discussion. He explained to the Committee the operations of County Clerk's Office. Dave Alleman reviewed the position with Marjorie Hiller and indicated that the duties of the position, as outlined in the position description, are accurate. Discussion. Motion by J. Behling, seconded by L. Thorpe to approve the job description as written, pursuant to the advice of the County Clerk. All voting aye except S. Hjemvick and B. Egan, motion carried.

Supervisor Egan stated that the motion regarding the Payroll, Benefits & Accounts Payable Coordinator Position Description is not necessary at this time.

**Employee Performance Evaluation Policy:** Corporation Counsel Martha Milanowski passed out in 'draft form' the *Vilas County Employee Performance Evaluation Policy*. Corporation Counsel M. Milanowski will

forward to Labor Counsel Andy Phillips and bring back to committee for further review on September 23, 2010.

**Closed Session:** Motion by S. Hjemvick, seconded by J. Behling to go into closed session at 10:10 a.m., pursuant to Wis. Stat., ' 19.85(1)(c)(e)(f) & (g), for the purpose of considering compensation or performance evaluation data of any public employee; consideration of specific personnel problems; reviewing applications for the Child Support director; to discuss matters relating to collective bargaining and 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: Vice Chair J. Behling, E. Bakka, B. Egan, S. Hjemvick and Chair L. Thorpe. Unanimous, motion carried.

Supervisor Sig Hjemvick did not participate in reviewing applications for Child Support Director and left the meeting at 12:08 p.m.

Supervisor Sig Hjemvick returned to the meeting at 12:40 p.m.

**Open Session:** Motion by B. Egan, seconded by S. Hjemvick for adjournment of the closed session pursuant to Wis. Stat., ' 19.85(1)(c) & (e) and return to open session at 1:19 p.m. A roll call vote found the following members voting yes: Vice Chair J. Behling, E. Bakka, B. Egan, S. Hjemvick and Chair L. Thorpe. Unanimous, motion carried.

Supervisor B. Egan left meeting at 1:20 p.m. and did not return.

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

The Personnel Committee will interview five (5) applicants for Child Support Director Position on, Thursday, September 23, 2010, beginning at 9:00 a.m.

**2011 Personnel Committee Budget:** Committee reviewed current 2010 budget. Discussion. Motion by J. Behling, seconded by E. Bakka to approve \$29,850.00 for the 2011 Personnel Committee budget, (an 11% decrease from the 2010 Personnel Committee budget). All voting aye, carried.

**Future meeting dates:** September 22<sup>nd</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>, 2010 and October 1<sup>st</sup>, 7<sup>th</sup>, 12<sup>th</sup> and 20<sup>th</sup>, 2010.

**Adjournment:** Chair Thorpe announced there is no further business. This meeting stands adjourned at 1:24 p.m.

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

Submitted by: Beth Carter  
Personnel Confidential Assistant