

Chair Jim Behling called to order the meeting of the Personnel Committee at 9:00 am on Wednesday, January 23, 2013 in the Courthouse Human Resources Conference Area, 330 Court Street, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

Personnel Committee Members Present: Chair Jim Behling, Ron DeBruyne, Lorin Johnson, Ed Bluthardt

Personnel Committee Members Absent: Steve Favorite

Others Present: Janna Kahl, Dennis Nielsen, Jarred Maney, Al Moustakis, Pat Nielsen, Sheriff Tomlanovich, Chief Deputy Fath, Lt. Soltow, Lt. Kane, Jail Administrator Weiss, Captain Kennedy, Mike Duening, Nancy Anne Miller, Ken Anderson.

Approve Agenda: Motion by E. Bluthardt, seconded by L. Johnson, to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

Approve Minutes: Motion by L. Johnson, seconded by E. Bluthardt, to approve the January 23 meeting minutes. All voting aye, carried.

Statement of bills paid: Motion by E. Bluthardt, seconded by L. Johnson, to approve the statement of bills paid. All voting aye, carried.

RIF Vacancies, Highway Road Foreman and Highway General Worker: J. Maney requested the Committee to allow him to internally backfill these two positions. He does not anticipate needing to back fill the two resulting vacancies at this time. The Committee commended Jarred for his leadership and creativity, and his department's adaptability, to the reduced Highway staffing level. J. Maney will determine the employee to be assigned for the State highway plow assignment.

R. DeBruyne, A. Moustakis, and P. Nielsen, arrived at 9:08 am.

District Attorney LTE position: A. Moustakis stated that his office is not able to go paperless until a Spillman upgrade is completed, which is scheduled to take place at the end of August 2013. J. Behling stated he read an article in which other counties have earned revenue by scanning other jurisdiction's material at a cost. Motion by L. Johnson, seconded by R. DeBruyne, to extend the District Attorney LTE position for another six months. All voting aye, carried. J. Kahl informed the DA office that this would still need to go to the County Board, via resolution. A. Moustakis and P. Nielsen left the meeting. Sheriff's Department personnel, J. Maney, and K. Anderson left the meeting.

Closed session: Motion by E. Bluthardt, seconded by L. Johnson, to convene into closed session, pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (evaluate performance of certain county employees for

the possibility of lateral transfer or promotion, allowing full-time employees to work part-time, rehiring former Correctional Officer, VSO Secretary interim wage, County Clerk Secretary B interviews). All voting aye, carried. Motion by E. Bluthardt, seconded by R. DeBruyne, to convene closed session pursuant to Wis. Stat. § 19.85(1)(c) and return to open session. All voting aye, carried.

Committee may take action on matters discussed in closed session: Motion by L. Johnson, seconded by E. Bluthardt to appoint Cherie Klopp to the County Clerk Secretary B position. All voting aye, carried.

Motion by R. DeBruyne, seconded by L. Johnson, to accept Rebecca Gleason's offer to work part-time in the jail in addition to her full time schedule in the Commission on Aging. Further details, such as number of hours per week, and duration of this schedule, will be discussed at a later date. R. DeBruyne, L. Johnson, J. Behling voting aye; E. Bluthardt voting no, carried.

J. Maney returned to the meeting.

Overtime in Highway: J. Maney stated that due to the higher revenue than expenses of state highway plowing, the Highway Department made money on the overtime it worked for the months of December and January. This revenue is deposited into the Highway General Fund, and is not necessarily used to offset the cost of the wages incurred. No action was taken.

Highway unpaid leave of absence: J. Maney indicated that he approves of his employee's request for unpaid leave of absence from a Department Head standpoint. Motion by E. Bluthardt, seconded by R. DeBruyne, to approve the employee's request for a five day unpaid leave of absence. All voting aye, carried.

Sheriff's Department personnel returned to the meeting.

Sheriff's Department supervisory staff wages and benefits: Lt. Kane and Lt. Soltow requested the Committee to not require the supervisory staff to pay the WRS employee contribution, and not be covered under Tier 1 of the health insurance, until January 1, 2014. J. Kahl will draft a resolution for the next meeting.

Dangerous Drug Investigator Side Letter: Motion by R. DeBruyne, seconded by L. Johnson, to approve the Chair's signature on the side letter as presented. All voting aye, carried.

Memorial Day for Veterans: This law was discussed with the Sheriff's Department staff and Personnel Committee. No action was taken.

Sheriff's Department IT System Administrator job description: This item was discussed and will be revisited at a future meeting. No action was taken.

Vacation Carryover Request: Motion by R. DeBruyne, seconded by L. Johnson to approve the Veterans Service vacation carryover request. All voting aye, carried.

RIF vacancies, Law Enforcement Clerk and Maintenance & Custodial workers: No action was taken.

RIF Vacancies, Veterans Service Officer: J. Kahl indicated several applications have been received. The Committee established their next meeting of Friday, March 8 at 9 am to hold the interviews.

Extension Committee request to fill Secretary A position: D. Nielsen and N. Miller appeared before the committee to request filling the Secretary A position, who also assisted Economic Development and Land and Water. N. Miller presented the contract the County has with Extension, stating that clerical support was required as a part of the contract, but no level of clerical support was identified. No action was taken.

Kronos timekeeping update: M. Duening appeared before the Committee and stated that we are scheduled to go live on March 17. He and J. Kahl have been training the employees and managers on the system basics.

Forestry Summer help and Forestry LTE grant position: L. Stevens is in the recruitment process for these positions. No action was taken.

Letters and communications: None.

Future meeting date: March 8 at 9:00 am.

Adjournment: J. Behling announced there is no further business on the agenda and the meeting stands adjourned at 12:55 pm.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee. Respectfully submitted by: Janna Kahl, Human Resources Director