

Chair Jim Behling called to order the meeting of the Personnel Committee at 9:00 am on Wednesday, March 20, 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, Ed Bluthardt, Steve Favorite, Lorin Johnson

Others Present: Janna Kahl, Dennis Nielsen, Chris Stark, Tom Schmitz (UW-Extension Regional Director), Joe Fath, Dale Soltow, Dave Alleman.

Approve Agenda: Motion by R. DeBruyne, seconded by S. Favorite, to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

Highway Road Foreman internal recruitment: Motion by R. DeBruyne, seconded by L. Johnson, to authorize the Highway Committee Chair, Highway Commissioner, Personnel Committee Chair, and HR Manager to act as the interviewing panel for this position. All voting aye, carried.

Check History Report: Motion by R. DeBruyne, seconded by S. Favorite, to approve the check history report. All voting aye, carried.

Extension Secretary A – Request from Education and Extension Committee: D. Nielsen, C. Stark, T. Schmitz approached the Committee to refill the position that had been transferred to another department earlier this year. They stated that the salary and benefits for the position remain in their budget and that the position is a part of the contract signed by the UW Extension Committee. This position also supported Economic Development and Land & Water. The current contract expires on June 30, 2013. R. DeBruyne referenced the County Standing Rules, and stated that all contracts over \$10,000 must be approved by the County Board, which had not happened to his recollection. S. Favorite asked if the Corporation Counsel had approved this contract, another County requirement, and he noted that her initials were not on the contract, indicating her review had not taken place.

Motion by E. Bluthardt for the UW-Extension Committee to provide justification for the Secretary position by the Personnel Committee's next meeting. Motion failed due to lack of a second.

Motion by R. DeBruyne, seconded by L. Johnson for our HR Manager to poll County Department Heads for staff availability, to potentially fill a portion of the Secretary position. J. Behling, S. Favorite, R. DeBruyne, L. Johnson voting aye, E. Bluthardt voting no; Motion carries.

Motion by E. Bluthardt, seconded by R. DeBruyne, to request the UW-Extension to provide a justification of the position, including actual duties required by the position. All voting aye, carried.

D. Nielsen, T. Schmitz, and C. Stark left the meeting.

Assistant Maintenance Technician duties: Motion by R. DeBruyne, seconded by S. Favorite, to increase the hours through AP Staffing (or forward recommendation to Public Property if needed) to increase the hours of the contract employee until a maintenance/janitorial solution is confirmed through the Public Property Committee. Discussion: The increase in labor should allow for an increased focus on snow/ice control, and cleaning of offices. All voting aye, carried.

Letters and communications: J. Kahl informed the Committee that the Social Workers Association has voted to recertify their union.

D. Soltow and J. Fath arrived at the meeting.

Paid Time Off – proposed modifications: J. Kahl provided a marked-up version of the PTO policy to the Committee, indicating: employees will not accrue PTO for unpaid time off, an employee's termination bank may exceed 60 days, but may not exceed 80 days (employees must still be employed for at least 15 years to be eligible for up to 60 days of termination bank days to be paid out), determining termination bank days is derived by dividing an employee's scheduled number of hours per pay period by ten, after 20 years of service, employees with grandfathered 90 days of sick leave will be able to retain their 90 day grandfathered cap (if achieved at initial conversion), employees will be granted with pro-rated vacation since their last vacation accrual date.

Motion by R. DeBruyne, seconded by L. Johnson, to authorize HR to distribute a memo to the individuals with sick leave above 80hours that they will retain the value of their sick days, under the current guidelines, in consideration of the upcoming termination bank. All voting aye, carried.

Motion by S. Favorite, seconded by R. DeBruyne, to authorize employees (who are otherwise eligible), to receive a sick day for the month of June, as is consistent with current accrual policies. All voting aye, carried.

Motion by S. Favorite, seconded by E. Bluthardt, to allow employees to use PTO or ESL (according to current PTO guidelines in consideration of FMLA) for the three day waiting period for Worker's Comp., and to bridge the difference between 100% of their salary and the benefit received through the Workers Comp. carrier. All voting aye, carried.

The Committee decided that employees would not be allowed to use PTO/ESL while the employee is on Short- and/or Long-Term Disability insurance to cover the employee's insurance premiums.

Motion by E. Bluthardt, seconded by S. Favorite, to approve the PTO program as amended. All voting aye, carried.

D. Soltow, J. Fath, and J. Kahl left the meeting. D. Alleman joined the meeting.

Closed Session: Motion by S. Favorite, 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 (Human Resources Manager performance evaluation, and compensation of County department heads based upon overall performance data). All voting aye, carried. J. Kahl re-joined the meeting. Motion by S. Favorite, seconded by E. Bluthardt, to adjourn closed session and return to open session. All voting aye, carried.

Committee may take action on any matters disclosed in closed session: Motion by S. Favorite, seconded by L. Johnson to increase the allotted PTO time of the HR Manager by five days. All voting aye, carried.

Motion by R. DeBruyne, seconded by S. Favorite, to approve the performance evaluation that was discussed in closed session. All voting aye, carried.

Letters and communications: None.

Future meeting date: April 17 at 9 am.

Adjournment: J. Behling announced there is no further business on the agenda and the meeting stands adjourned at 12:20 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