

PERSONNEL COMMITTEE MEETING

September 25, 2014

Chair Ed Bluthardt called to order the meeting of the Personnel Committee at 9:04.m. on Thursday, September 25, 2014 in Conference Room #2, 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 Ed Bluthardt, Vice Chair Chuck Hayes, Ken Anderson, and Art Kunde **Absence:** Walt Maciag and Jerry Burkett (excused).

Others Present: Debbie Bohn, Mark Collins, Dave Gardner, Gerard Ritter, Dawn Schmidt, Rocky Caffarella and Kris Duening

Approve Agenda: Motion by Chuck Hayes, seconded by Ken Anderson to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

Approve Minutes: Motion by Chuck Hayes, seconded by Art Kunde to approve the minutes from August 28, 2014 meeting. All voting aye, except Ken Anderson, who abstained, carried.

Ms. Bohn asked Mr. Anderson which item he was attending the meeting for and Mr. Anderson informed the Committee that he was asked to fill in for Jerry Burkett.

Resolution – Create new Position of Deputy Sheriff-Recreation Patrol Officer FY2015 – The idea of a Recreation Officer was recommended by the Forestry and Snowmobile Safety Committee and presented to the Sheriff's Department. It was explained that these duties are new services for Vilas County. The County does not have the staff to provide services, to provide them, it would be at overtime rates. It was explained that this position would report to the Sheriff. Mr. Caffarella, representing the Snowmobile Alliance, supported the new position and services. The assigned duties would consist of snowmobile, boat, and ATV patrol, along with county forest ordinance violations and any other duties as assigned by the Sheriff. The Committee discussed the possible reimbursements that would cover the cost of hiring a full-time position. The Forestry Committee thought they could provide funds from timber sale revenues to help offset the cost. Also, the County would receive revenues from the State for performing these duties. The Committee then discussed all other costs associated with a patrol deputy, such as a squad car and equipment. Motion by Art Kunde, second by Ken Anderson to approve the creation of the Recreation Officer and forward the resolution to the County Board for their approval. Voting aye – Ken Anderson and Art Kunde. Voting nay – Chuck Hayes and Ed Bluthardt. Motion failed due to a tie.

Zoning – Administrative Secretary A- Additional Information – Ms. Bohn explained that she had asked Ms. Schmidt to provide more information regarding why this position was needed. Ms. Bohn has reviewed the information and still recommends the creation of this position. Motion by Chuck Hayes, second by Ken Anderson to approve the resolution and forward to the County Board for their approval. All voting aye, carried.

Update – Department Head meeting – Educational Section –FMLA – Ms. Bohn told the Committee that she held the second Department Head meeting and presented the revised FMLA policy. Ms. Bohn explained that the policy did not change, just updated federal language. Department Head meetings will be on a monthly basis and one the future meetings will be reviewing contracts with the Corporation Counsel. Ms. Bohn told the Committee that Mark Rogacki was present at the last meeting and spoke to Department Heads.

Employee Newsletter – Ms. Bohn presented the newsletter and stated this will be done on a quarterly basis. It will provide employees information on wellness, benefits, good to know, it will profile a department and will recognize employees. Ms. Bohn would like to have employee committees formed to compile the newsletters and for a wellness program.

Deputy Contract expires 12-31-2014 – Ms. Bohn reported that the Deputy’s contract will expire this year and negotiations should begin shortly.

Vilas County – Compensation – Legal Report – Wisconsin Counties September – An article was shared with the members from the WCA newsletter regarding fairness for compensation.

Staffing Updates –

Judicial Assistant – Kim McCallum started on September 24.

Assistant Forest Administrator – Justin Meier will be starting on October 13.

Correctional Officers – Interviews were conducted and 1 full-time and 1 part-time will be starting in October.

Telecommunicator – Interviews were conducted and background checks will be done.

LTE – Transport Deputies – Ads were placed and the Sheriff’s Department is looking at hiring 2 – 4 deputies to replace Lock and Load.

Benefits/Insurance Updates –

The Health and Wellness Fair will be held on October 23, in the conference rooms. The biometrics portion of the wellness program will be held at the same time and employees will also be able to receive flu shots.

Employee Benefit Meetings will be conducted on October 29 & 30.

Insurance Rates Review will be conducted on October 14 with our Health Insurance Consultant, Steve Kolling.

Wellness Committee – 2015 Budget – Ms. Bohn reported that \$3,000 was placed in the budget and hoping to have a committee put together for 2015.

Denim for Charity Committee has meet twice and will resume in January.

Letters and Communications – Mr. Anderson requested the Resolution for the Recreation Patrol Officer be placed back on the agenda for the next meeting. Mr. Bluthardt commented on a remark that the County Board Chairman’s made regarding the importance of attending meetings.

Next Meeting Dates: October 20, 2014 at 9:30 a.m.

Adjournment: Chair Ed Bluthardt indicated there was nothing further on the agenda, and the meeting stands adjourned at 10:28 a.m.

Minutes reflect the recorder's notation and are subject to approval by the appropriate board or committee.

Submitted by: Kris Duening, Payroll, Benefits & Accounts Payable Coordinator

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