

Chair Jim Behling called to order the meeting of the Personnel Committee at 1:00 pm on Tuesday, March 18, 2014 in the Courthouse HR 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, Lorin Johnson, Ed Bluthardt

**Personnel Committee members absent:** Chuck Hayes, Ron DeBruyne, Steve Favorite

**Others Present:** Janna Kahl, Martha Milanowski, Joe Fath, Mark Collins, Eric Swanson, Barb Gibson

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

**Approve minutes:** Motion by E. Bluthardt, seconded by L. Johnson, to approve the March 10, 2014 meeting minutes. All voting aye, carried.

**Resolution: Part-time Juvenile Intake Worker:** Motion by L. Johnson, seconded by E. Bluthardt, to approve the resolution and forward to County Board for adoption. All voting aye, carried. E. Swanson left the meeting.

**Side letter: Deputy Sheriff Assigned to Court Services:** J. Fath informed the Committee that Deputy George Crabtree has been assigned to this position. No action was taken by the Committee.

**Side letter: Deputy Sheriff Assigned to Investigations:** Motion by L. Johnson, seconded by J. Behling, to approve the side letter as presented. J. Behling and L. Johnson voting aye, E. Bluthardt voting no, motion carries.

**GISP Training Request:** B. Gibson appeared before the Committee regarding her and an employee's attendance at certification program. This is not a required training for their positions, but would be beneficial for the department and the County. The cost of the training is \$250. Motion by L. Johnson, seconded by E. Bluthardt, to approve the certification costs for the two employees contingent upon approval of the oversight committee. All voting aye, carried.

**HR Manager vacancy:** J. Kahl indicated that her last day will be Friday. The position has been posted in the local papers and two websites, and several resumes have been received. J. Kahl thanked the Committee for this experience and made herself available to answer questions subsequent to her exit, if needed. K. Duening appeared before the Committee and indicated that she would be able to assist the Committee and the HR Department with necessary items, during the interim of the replacement.

**PTO policy clarification:** Motion by L. Johnson, seconded by E. Bluthardt, to clarify the policy that an employee's January 1 effective date for PTO accrual purposes will also be the effective date for the Termination Bank payout. All voting aye, carried.

**Employee suggestions:** None

**Out of County Travel:** None

**Letters and Communication:** J. Fath informed the Committee that a dispatcher has resigned his position and the creation of an eligibility list will appear on the April 3, 2014 agenda.

**Future meeting date:** April 3, 2014

**Closed Session:** Motion by L. Johnson, seconded by E. Bluthardt, to go into closed session pursuant to Wis. Stat. § 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Department Head performance evaluation and compensation, employee request, forestry summer help compensation). All voting aye, carried. Motion by E. Bluthardt, seconded by L. Johnson, 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 any matters disclosed in closed session:** Motion by L. Johnson, seconded by E. Bluthardt, to approve the payment for the returning forestry help employee at \$12.00/hour. All voting aye, carried.

Motion by E. Bluthardt, seconded by L. Johnson, to that one Department Head's rating is amended to Outstanding, based upon the closed session discussion. All voting aye, carried.

Motion by E. Bluthardt, seconded by L. Johnson, to approve the performance based pay increases based upon 2013 performance evaluation data and policy guidelines, effective March 16, 2014. All voting aye, carried.

**Adjournment:** J. Behling indicated there was nothing further on the agenda, and the meeting stands adjourned at 2:35 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