

Chair Jim Behling called to order the meeting of the Personnel Committee at 11:30 am on Thursday, April 10, 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, Ron De Bruyne, Chuck Hayes, Ed Bluthardt

Personnel Committee members absent: Lorin Johnson

Others Present: Martha Milanowski, Kris Duening

Discussion regarding calling of the meeting.

Approve agenda: Motion by Chuck Hayes, seconded by Ron De Bruyne to approve the agenda to be discussed in any order by the Chair. All voting aye except Jim Behling, carried.

Approve minutes: Motion by Ron De Bruyne, seconded by Ed Bluthardt to amend the previous minutes by listing Steve Favorite as an ex-officio member of the committee. Discussion. Mr. Hayes replaced Mr. Favorite on the committee in October, 2013. All voting aye, as amended. Chuck Hayes abstained. Carried.

HR Updates – Ms. Milanowski stated that she and Ms. Duening have been assisting with the Human Resources duties in the interim of hiring another Director. Ms. Duening reported that four new employees started, five employees were leaving, the ad for LTE Highway summer employees was published and interviews for the LTE Zoning will be handled by Ms. Schmidt and Ms. Milanowski. Coordinating the biometrics wellness program for the new employees hired since January, has been ongoing.

Employee suggestions: None

Out of County Travel: None

Letters and Communication: The committee received two thank you letters from the Legal Secretary position. Also, a thank you letter Regarding the Department Head performance evaluation increase. Ms. Duening reported that she received the Tax Listing Department Organizational Succession Plan and this will be discussed at the next meeting. A letter was received regarding a wage adjustment a forestry summer intern. This will be discussed at the next meeting.

Closed Session: Motion by Chuck Hayes, seconded by Ron De Bruyne to go 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 (Follow-up on Department Head evaluation results including discussion with employee regarding results) at 11:49 a.m. Discussion. It was determined that the Grievance procedure would not apply to this situation. A roll call vote found that all members voted aye, except Jim Behling. Carried.

Motion by Ed Bluthardt, seconded by Ron De Bruyne, to adjourn closed session pursuant to Wis. Stat §19.85(1)(c) and return to open session at 12:44 pm. All voting aye, carried.

Committee may take action on any matters disclosed in closed session: Motion by Ed Bluthardt seconded by Ron De Bruyne that a letter of discipline be removed from the personnel file and take corrective action on the salary adjustment according to the Performance Evaluation Policy. Discussion. Members voting aye: Ed Bluthardt and Ron De Bruyne. Members voting no: Chuck Hayes and Jim Behling. Motion defeated.

Motion by Chuck Hayes, seconded by Ron De Bruyne to modify the written warning to a verbal warning for the employee discussed in closed session and take corrective action on the salary adjustment according to the Performance Evaluation Policy. All voting aye, except Jim Behling. Carried.

Future meeting date: undetermined

Adjournment: Jim Behling indicated there was nothing further on the agenda, and the meeting stands adjourned at 1:05 pm.

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

Respectfully submitted by: Kris Duening, Payroll, Benefits & Accounts Payable Coordinator.