

PERSONNEL COMMITTEE MEETING

June 11, 2014

Chair Ed Bluthardt called to order the meeting of the Personnel Committee at 1:00 pm on Wednesday, June 11, 2014 in the HR Conference Room, 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, Jerry Burkett, Walt Maciag, Art Kunde

Others Present: Steve Doyen, Martha Milanowski, Kris Duening, John Gagnon, Judge Neal A. Nielsen III

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

Approve Minutes: Motion by Art Kunde, seconded by Walt Maciag to approve the minutes from May 28, June 5 and 10, 2014 meetings. All voting aye, carried.

Judicial Assistant Compensation: Jerry Burkett excused himself for this agenda item. Judge Nielsen appeared before the Committee and discussed the classification of the Judicial Assistant (JA) position, as it relates to the job duties and compensation. He feels that the JA should be categorized along with the legal secretary and confidential secretary positions in grade level 14 rather than 15 due to similarity in job duties and requirements. Vilas County is the 5th busiest court in the State of Wisconsin. Job duties discussed. Motion by Walt Maciag, second by Art Kunde to change the classification of Judicial Assistant from class 15 to class 14 and title the position Judicial Assistant/Legal Secretary, based on duties and requirements. All voting aye, carried.

Closed Session: Mr. Burkett remained out of the meeting for the beginning of this agenda item. Motion by Chuck Hayes, seconded by Art Kunde at 1:15 p.m. 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 (Review Interviews for the Human Resources Manager, employee evaluation and compensation, Forest Administrator position – Forestry Committee recommendation). A roll call vote found all members voting aye, carried. Motion by Chuck Hayes, second by Art Kunde to adjourn closed session pursuant to Wis. Stat §19.85(1)(g), and return to open session at 2:46 p.m. All voting aye, carried.

Committee may take action on any matters discussed in closed session: Motion by Jerry Burkett, second by Chuck Hayes, to offer Debra Bohn the position of Vilas County Human Resources Manager offer subject to satisfactory references and background check, at \$66,500.00 per year starting salary, with the standard 95% probationary rate for 6 months. All voting aye, carried. Motion by Jerry Burkett, second by Walt Maciag, that in the event that Ms. Bohn declines offer, to offer the Human Resources Manager position to the second ranking candidate at same salary. All voting aye, carried. Motion by Chuck Hayes, second by Jerry Burkett to promote John Gagnon to Vilas County Forest Administrator at a salary of \$53,226, effective 6/8/2014. All voting aye, carried. Jerry Burkett left the meeting at 2:55 p.m. Motion by Walt Maciag, second by Art Kunde, to increase the Judicial Assistant/Legal Secretary wages by \$2.00 per hour, effective the next pay period 6/22/2014. All voting aye, carried.

Letters and Communications: None.

Next Meeting Dates: June 26, 2014

Adjournment: Ed Bluthardt indicated there was nothing further on the agenda, and the meeting stands adjourned at 3:05 p.m.

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

Submitted by: Martha J. Milanowski, Corporation Counsel

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