

## PERSONNEL COMMITTEE MEETING

July 24, 2014

Vice Chair Chuck Hayes called to order the meeting of the Personnel Committee at 9:00 am on Thursday, July 24, 2014 in the 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:** Vice Chair Chuck Hayes, Jerry Burkett, Walt Maciag, Art Kunde. **Excused absence:** Chair Ed Bluthardt

**Others Present:** Debbie Bohn, Jeff Biertzer, David Schuenemann, Jerri Radtke, Joan Hansen, Carol Krebs, John Gagnon, Ken Anderson and Kris Duening

**Approve agenda:** Motion by Walt Maciag, seconded by Jerry Burkett to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

**Approve Minutes:** Motion by Jerry Burkett, seconded by Walt Maciag to approve the minutes from June 26, 2014 meeting. All voting aye, carried.

**Motion to Reconsider Request for Extension of Wellness Program Deadlines** - Dave Schuenemann and Jeff Biertzer appeared for the Committee to discuss this issue. They explained that their wives failed to call in for the first coaching session by the deadline of March 31, but did in fact complete the requirement. They did complete the second session by the deadline of June 30 and have been in compliance. Debbie Bohn had reviewed all notices sent to employees regarding the timelines for each task of the Wellness program Motion by Walt Maciag, seconded by Jerry Burkett to repay the employees except for the penalty when not in compliance. Motion by Jerry Burkett, seconded by Art Kunde to amend the motion to repay the employees except for the \$50 (2 months) when not in compliance. A roll call vote found all members voting aye on the amendment, carried. All voting aye as amended, carried. Mr. Schuenemann and Mr. Biertzer will be reimbursed on the next payroll.

**Assistant Forest Administrator - Fill Vacancy** – John Gagnon and Ken Anderson appeared before the Committee to recommend the hiring of an Assistant Forest Administrator. The Forestry Committee recommended advertising internally for 1 week. The Committee discussed why that would be necessary, if only one qualified applicant is currently working for Vilas County. The Committee felt that if a qualified applicant applies from within, then they could possibly be interviewed with external candidates. If no qualified current applicants apply, then the Forestry Department has now lost a week for more. Motion by Jerry Burkett, seconded by Walt Maciag to post internally and externally simultaneously for the Assistant Forestry Administrator. All voting aye, carried.

**LTE Extension for Forestry** – John Gagnon explained that they currently have a graduate working this summer. It was explained that he was budgeted at \$10.02/ hr for 70 days. The Personnel Committee approved to pay this individual \$13 for this summer. The extra money was to come from the State Forest Aid Fund. Mr. Gagnon is now asking to allow this individual to work until the end of September, 102 days, due to the shortage of employees within the Forestry Department. Motion by Art Kunde, seconded by Jerry Burkett to extend the LTE position the maximum hours without benefits and have the

money come from the Assistant Forest Administrator salary line or the Timber Stand Improvement line. All voting aye, carried.

**Hours of Operation – Public Health** – Ms. Bohn explained that she has not had an opportunity to meet with Ms. Egan and it will be addressed at the next meeting. The Committee felt that timesheets need to reflect actual hours worked. It was also explained that the Grant Nurses are exempt employees.

**Judicial Assistant Position – Posting/Compensation** – Ms. Bohn explained that 4 internal applications were received. It was decided that these candidates are still in the running, but we will be advertising externally until August 6.

**Employee Compensation Plan/Policy** – Mr. Hayes explained why the compensation plan was done. It was the County intent that HR analyze data on a yearly basis with other markets. Ms. Bohn looked though the data and is preparing to have a policy for August. The policy will consist of a consistent and fair plan, salaries for new hires, promotions, lateral transfers, merit increases and based on performance evaluations.

**Posting Policy** – Ms. Bohn explained that her intent is to create an internal posting policy for the next meeting.

**HR Office Update** – Ms. Bohn reported that the Human Resource Office will be tracking open positions (i.e. Department/Committee present to HR, staffing report, date published, when filled) to see how long it takes to fill positions. This will be reported to the Personnel Committee. The current open positions are the Judicial Assistant, Assistant Forest Administrator and Economic Benefit Specialist. Other positions that are currently being discussed are Recreational Officer, Part-time to Full-time Law Enforcement Clerk, Public Health contract for a Humane Officer, a Lean Officer, Maintenance – contract with custodial/maintenance and an eligibility list for correctional officers and deputies.

**Employee suggestions** – None

**Out of County Travel** - None

**Letters and Communications:** None

**Next Meeting Dates:** August 28, 2014 at 1:00 p.m.

**Adjournment:** Vice Chair Chuck Hayes indicated there was nothing further on the agenda, and the meeting stands adjourned at 10:25 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