

PERSONNEL COMMITTEE MEETING MINUTES

February 11, 2019

8:57 A.M.

County Board Room

*Present: Jim Koca, Mike Kelley, Ray Zipperer, Ed Wafle, Jerry Niles, Tim Cottingham, Roy Granger, Lynn Willard, Terry Kleifgen, (jointly with Finance).*

1. The Joint meeting between Finance and Personnel was called to order by Personnel Chair Koca and Finance Chair Cottingham at 8:57 a.m.
2. Motion to go into closed session by Kelley second by Granger  
Roll Call Vote – Niles Yes, Cottingham Yes, Koca Yes, Kelly Yes, Wafle Yes, Zipperer yes, Granger Yes. Closed  
Motion to go into open session by Granger second by Wafle  
Roll Call Vote – Niles Yes, Cottingham Yes, Koca Yes, Kelly Yes, Wafle Yes, Zipperer yes, Granger Yes. Open,  
Discussion regarding years of service in open session: Others have previously retired from employment and at that time their previous years of experience were not taken into consideration. When the employees have resigned the first time upon separation they received a payout based on their years of experience at that time, upon rehire they started over fresh with regards to sick/vacation time and step increases. Motion by Kelley, second by Granger Past practice has been continuous years of service therefore the request to consider prior years of service is denied. Motion by Finance and Personnel Carried
3. Assistant Finance Director after attending a seminar with regards to Wisconsin Retirement learned that compensatory time earned in previous years when paid out and not taken was to be considered earnings in the year that it was earned. With the recent retirements compensatory balances earnings for prior years had to be adjusted as far back as 2012 and penalties/interest were required to adjust the employee's prior year earnings, therefore the request to have compensatory time language changed in the Personnel Policy is necessary to prevent this from happening in the future. Motion by Koca, second by Niles to approve taking to County Board language changes to the Personnel Policy deleting compensatory language everywhere in the policy except for Chapter 5 section 5.3 and it shall read as follows: *Compensatory time must be taken in the calendar year in which it is earned. Any compensatory time cannot be earned or taken in the month of December, and on the last paycheck of the year the entire balance of compensatory time will be paid out to the employee.* Motion by Finance and Personnel Carried
4. Highway Committee Chair requested that Longevity pay and interstate pay for Highway Maintenance Workers be discussed. Motion by Granger, second by Kelley that the Longevity change request should be brought to the Employee Ad-hoc Committee for discussion to determine if it should be addressed with the Negotiating Committee. Motion by Finance and Personnel Carried  
Premium pay for Highway Maintenance Workers while working on the interstate was discussed, the Personnel Policy currently states that Bonus pay for interstate maintenance shall be \$.75/hour; they would like to see it increased to \$1.50/hour. Motion by Koca, second by Wafle to update the Personnel Policy Chapter 6, section 6.4a second paragraph to read *Bonus pay for interstate maintenance shall be \$1.50/hour.* Motion by Finance and Personnel Carried.
5. With the resignation of the Medical Examiner Finance and Personnel Committee's reviewed the gross wages for that department for 2017 and 2018 Motion by Niles, second by Granger take to County Board a resolution eliminating the position of part time Clerk and part time Medical Examiner and creating the position of a full time Medical Examiner. Motion by Finance and Personnel Carried

**Finance and Personnel Committee's went on to their individual meetings at this time. Present for Personnel: Mike Kelley, Jim Koca, Ray Zipperer, Ed Wafle, Terry Kleifgen, Shaun Goyette, Chelsey Haaseth, Patty Schluter**

6. Motion by Wafle, second by Zipperer to approve January 14, 2019 minutes as written. Motion Carried.
7. The Personnel Committee discussed refilling the position of DHS Director due to Scott Ethun retiring as well as the position of Psychiatric Nurse due to a resignation. Motion by Kelley, second by Zipperer to approve taking both the request for Director and Psychiatric Nurse to County Board for approval. Motion Carried.
8. P. Schluter met with the Personnel Committee to request refilling the position of Municipal/County Traffic Clerk due to retirement. Motion by Zipperer, second by Wafle to approve taking the request to County Board for approval. Motion Carried.
9. Jay Greeno is requesting an extension of his vacation above the normal 40 hours to be taken within the next couple of months (currently 24.5). Motion by Wafle, second by Zipperer to approve the one time extension. Motion Carried.
10. Shaun Goyette met with Personnel to discuss extending his an additional 64 hours of vacation above the normal 40 hours in the past Shaun has lost a great deal of time so this time would like to request the extension and indicates that by in anniversary in 2020 he will within the normal 40 hour carryover that is automatically approved. Motion by Wafle, second by Kelley to approve the one time extension. Motion Carried.
11. Chelsey Haaseth met with Personnel to request an extension of an additional 8.5 hours above the normal 40 hour carryover. Motion by Kelley, second by Zipperer to approve the one time extension. Motion Carried.
12. David Lasker met with Personnel to request an extension for Peg Waterman of 20 additional hours over the normal carryover indicating that she plans to use the time in March of this year. Motion by Wafle, second by Zipperer to approve the one time extension. Motion Carried.
13. Motion by Zipperer, second by Wafle to approve the vouchers presented. Motion Carried
14. Lyn Willard inquired of the Personnel Committee if they participate in the interview process when Department Heads are hired; currently they do not unless they are part of another committee that governs that Department. Lynn indicated that perhaps this should be changed.
15. Next meeting will be March 11, 2019 immediately following the Executive Committee approximately 9 a.m.
16. Motion to adjourn by Kelley, second by Zipperer. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director