

PERSONNEL COMMITTEE MEETING MINUTES

April 8, 2019

9:34 A.M.

County Board Room

*Present: Jim Koca, Mike Kelley, Ray Zipperer, Ed Wafle, Jerry Niles, Tim Cottingham, Roy Granger, Joe Lally, Alan Peterson, Brian Loyd, Lori Chipman, Katie Steinke and Terry Kleifgen, (jointly with Finance, Computer and Land, Forestry, Parks and Zoning Committee).*

1. The Joint meeting between Finance, Forestry/Parks and Personnel was called to order by Parks Chair Wafle, Personnel Chair Koca and Finance Chair Cottingham at 9:34 a.m.
2. Motion by Granger, second by Cottingham to go into closed session pursuant to Wisconsin Stat 19.85(1),(c) Koca-Yes, Kelley-Yes, Wafle-Yes, Zipperer-Yes, Granger-Yes, Niles-Yes, Cottingham-Yes and Lally-Yes. Carried.  
Motion by Koca, second by Wafle to go into open session Koca-Yes, Kelley-Yes, Wafle-Yes, Zipperer-Yes, Granger-Yes, Niles-Yes, Cottingham-Yes and Lally-Yes. Carried.
3. Motion by Wafle, second by Koca to approve a resolution to County Board eliminating the Parks/Forestry Clerk, Grade 4 position and creating a Parks/Forestry Administrative Assistant, Grade 7 in Parks/Forestry. Motion Carried
4. Motion by Granger, second by Cottingham to approve a resolution to County Board to change a sixty (60) percent Account Data Entry Clerk to one hundred (100) percent which will enable this position to assist at Land, Forestry and Parks as agreed upon by the Finance Director and the Forestry Administrator. Motion 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, Brent Oleson, Lori Chipman and Dennis Weiss.**

5. Motion by Wafle, second by Kelley to approve March 11, 2019 minutes as written. Motion Carried.
6. L. Chipman met with the Personnel Committee to request refilling a position within her department. Upon transfer of the Account Technician she would like to internally promote Amber Jerdee since she currently is qualified and does a great job for the Department, she would like to therefore request to fill the position of Account Data Entry Clerk which will be vacant. Motion by Kelley, second by Wafle to approve taking the request to County Board for approval. Motion Carried.
7. D. Weiss met with Personnel to discuss refilling a mechanic position do to transfer. Motion by Wafle, second by Zipperer to approve taking the request to County Board for approval. Motion Carried.
8. B. Oleson met with Personnel to discuss filling deputy positions indicating that with the trouble recruiting it may be necessary to hire people that have the 60 required credits but would have to be sent to the 720 hour Academy. Since this may have to be an option he would like to have a 5 year pre-employment agreement specifically for those individuals in order to recoup the money spent in training and hiring costs. Motion by Zipperer, second by Wafle to approve taking the request to County Board for approval. Motion Carried.
9. Motion by Wafle, second by Zipperer to approve the Medical Examiner hiring one additional Deputy. Motion Carried
10. The Personnel Committee discussed adding Compensatory time to the Donation program. Motion by Kelley, second by Wafle to approve taking a resolution to County Board adding Compensatory time earned to the Donation program for employee seriously ill needs time off. Motion Carried.

11. The Personnel Committee also reviewed the language in the Personnel Policy in Chapter 4.5 Resignations/Retirements and determined that it needs to be clarified that any payout of sick or vacation time that is \$2,500.00 or more whether is sent to Prime Trust. Motion by Wafle, second by Kelley to approve adding language to the first paragraph If vacation and or sick time is \$2,500.00 or more funds shall go to Prime Trust and in the 3<sup>rd</sup> paragraph indicate retirement/resignation. Motion Carried.
12. Motion by Zipperer, seconded by Wafle to approve the voucher presented. Motion Carried
13. Next meeting will be May 7, 2019 9 a.m.
14. Motion to adjourn by Zipperer, second by Wafle. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director