

PERSONNEL COMMITTEE MEETING MINUTES

July 8, 2019

9:20 A.M.

County Board Room

Present: Jim Koca, Mike Kelley, Ed Wafle, Jerry Niles, Tim Cottingham, Roy Granger, Alan Peterson, John Wenum, Jim Parrett, Lori Chipman, Katie Steinke and Terry Kleifgen, (jointly with Negotiating, Finance & Computer Committees). Also present Colin Moten, Becky Dahl and Char Norberg. Zipperer absent

1. The Joint meeting between Negotiating, Finance/Computer and Personnel was called to order by Negotiating Chair Peterson, Personnel Chair Koca and Finance Chair Cottingham at 9:20 a.m.
2. Motion by Granger, second by Cottingham to go into closed session pursuant to Wisconsin Stat 19.85(1),(c) Wenum – Yes, Peterson – Yes, Parrett – Yes, Koca-Yes, Kelley-Yes, Wafle-Yes, Granger-Yes, Niles-Yes, Cottingham-Yes. Zipperer absent. Carried.
Motion by Kelley, second by Granger to go into open session Wenum – Yes, Peterson – Yes, Parrett – Yes, Koca-Yes, Kelley-Yes, Wafle-Yes, Granger-Yes, Niles-Yes, Cottingham-Yes. Zipperer absent. Carried.
3. Motion by Kelley, second by Niles to approve taking a resolution to County Board to approve eliminating the position of Secretary III Grade 6 in the Regional ADRC and creating the position of Regional Quality Coordinator Grade 9 the cost would be an additional \$875 for 2019 (grant funded). Roll call vote 9 ayes, Zipperer absent. Motion Carried.
4. Motion by Granger, second by Parrett to approve taking a resolution to County Board approving a three percent (3%) increase in 2020 and a two percent (2%) increase in 2021 for all regular full and part-time employees, excluding elected officials. Roll call vote 9 ayes, Zipperer absent. Motion Carried.
5. Motion by Granger, second by Wafle to approve a three percent (3%) increase in 2020 for Limited Term Employees excluding Bailiff's, Reserves and Hazmat Technicians. Roll call vote 9 ayes, Zipperer absent. Motion Carried.
6. Motion by Granger, second by Parrett to approve taking a resolution to County Board approving a change in the years of vacation to: All employees must work a full six (6) months of continuous employment before they can use vacation time. Employees shall have the following paid vacation time: upon completion of six months of service; (6) six days of vacation . . . upon completion of one year of service; an additional (6), six days of vacation for a total of (12) twelve days a year. . . upon completion of five years of service; (15) fifteen days of vacation; . . . upon completion of ten years of service; (18) eighteen days of vacation; . . . upon completion of fifteen years of service; (21) twenty-one days of vacation; . . . upon completion of twenty years of service; (23) twenty-three days of vacation. Effective January 1, 2014 all newly hired employees shall only be able to accumulate vacation accrual to twenty years of service, (23) twenty-three days of vacation. Employees hired previous to January 1, 2014 will receive (25) twenty five days after twenty-three years. Roll call vote 9 ayes, Zipperer absent. Motion Carried.
Negotiating concluded, Finance/Computer and Personnel Committee's went on to their individual meetings at this time. Present for Personnel: Mike Kelley, Jim Koca, Ed Wafle, John Wenum, Jim Parrett. Ray Zipperer – absent. Also present Terry Kleifgen and Dawn Buchholz.
7. Motion by Koca, second by Wafle to approve June 10, 2019 minutes as handed out. Motion Carried.
8. D. Buchholz met with the Personnel Committee to request refilling Behavioral Health Manager, Economic Support Lead and Economic Support Worker due to promotions.

- Motion by Kelley, second by Wafle to approve taking the request to County Board for approval. Motion Carried.
9. C. Levendoski met with Personnel Committee to request and extension of her vacation carryover. Motion by Kelley, second by Wafle to approve the extension an additional six months. Motion Carried
 10. G. Pedersen met with Personnel Committee to request and extension of his vacation carryover. Motion by Kelley, second by Koca to approve the extension to the end of 2019. Motion Carried
 11. Request in absents of K. Murphy for her to have an extension of her vacation carryover. Motion by Kelley, second by Wafle to approve the extension as was indicated. Motion Carried.
 12. Public Works Chair Kelley requested the Personnel Committee approve eliminating Shop Foreman and create a Lead Mechanic. Motion by Wafle, second by Koca to approve taking a resolution to County Board eliminating the position of Shop Foreman and creating a Lead Mechanic position with the same grade. Motion Carried.
 13. The posting process at Public Works was discussed with regards to waiting the 240 hours to change employee pay to the position that they posted into. Motion by Koca, second by Wafle that when a person changes positions into a different grade higher or lower the change in pay takes effect immediately if during the 240 hours of trying the position the individual or manager decides it's not working out and they wish to go back to the old position the pay would change back again at that time. Motion Carried.
 14. No vouchers to approve at this time.
 15. Next meeting will be August 12, 2019 after Executive Committee.
 16. Motion to adjourn by Kelley, second by Koca. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director