

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 11:00 am on Friday, April 13 in the Courthouse 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:** Chair Linda L. Thorpe, Emil Bakka, Jim Behling, Bob Egan and Sig Hjemvick.

**Others Present:** Janna Kahl, Steve Favorite, Barb Gibson, Erv Teichmiller, Pam Parkilla, Larry Stevens.

**Approve Agenda:** Motion by E. Bakka, seconded by S. Hjemvick to approve the agenda to be discussed in any order of the Chair. All voting aye, carried.

**Approve Minutes:** Motion by S. Hjemvick, seconded by E. Bakka, to approve the March 21, 2012 minutes. All voting aye, carried.

**Closed Session:** Motion by L. Thorpe, seconded by S. Hjemvick, to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. A roll call vote found the following members voting yes: L. Thorpe, E. Bakka, J. Behling, B. Egan, S. Hjemvick; Motion carries.

S. Favorite joined the meeting at 12:15 pm. B. Gibson left the meeting at 12:35 pm. E. Teichmiller and P. Parikilla joined the meeting at 12:45 pm.

Motion by J. Behling, seconded by B. Egan, to adjourn closed session pursuant to Wis. Stat. § 19.85(1)(c), return to open session. A roll call vote found the following members voting yes: L. Thorpe, E. Bakka, J. Behling, B. Egan, S. Hjemvick, S. Favorite; Motion carries.

**Committee may take action on matters discussed in closed session:** Motion by J. Behling, seconded by B. Egan to extend an offer of employment for the Parcel Mapping/Survey Specialist position in the Mapping Department to Tony Jones. L. Thorpe, E. Bakka, J. Behling, B. Egan, S. Hjemvick voting aye, carried.

The Committee directed the HR Manager to accept the resignation due to retirement of Juvenile Intake Director, Bob Rickard.

Motion by J. Behling, seconded by S. Hjemvick to name Sue Richmond as the Interim Lead Worker for Commission on Aging effective April 20, 2012, until such time the Director position is resolved. All voting aye, carried. J. Kahl, Joe Fortmann, and E. Teichmiller will work to create an interim job description and any associated wage adjustments for the Interim period, to be approved by the Personnel Committee.

**ADRC Specialist Recruitment:** Motion by S. Hjemvick, seconded by E. Bakka to allow J. Kahl, P. Parkilla, J. Fortmann, and L. Thorpe to conduct interviews for these positions on April 19, 2012 at 9 am and bring a recommendation of selected candidates to hire to the Personnel Committee. Motion amended by S. Hjemvick, seconded by E. Bakka to allow an offer of employment be made to the candidates contingent upon approval from the Personnel Committee on April 25, 2012. All voting aye, carried.

S. Favorite, E. Teichmiller, and P. Parkilla left the meeting at 1:35 pm. L. Stevens joined the meeting at 1:35 pm.

**Forestry Department Temporary Summer Help:** L. Stevens addressed the Committee, requesting approval to assign one of the pre-determined summer temporary help employees to a project that could qualify for state funding via a Sustainable Forestry Grant. L. Stevens stated that the money for this position comes directly from the state forestry mill tax, administered by the DNR. L. Stevens said the identified individual will graduate in May 2012 with a Bachelor's Degree in Forest Management, making him an ideal candidate to complete this project. In addition, the grant funding from the state would allow him to work 130 days, as opposed 70 days, which is what he would be allowed otherwise. After some discussion regarding wage, motion by B. Egan, seconded by S. Hjemvick to pay this temporary grant employee \$16/hour to perform the tasks associated with this project, contingent upon funding from the state. All voting aye, carried. Motion by S. Hjemvick, seconded by E. Bakka, to accept the Temporary Project Forester job description, for this particular grant position. All voting aye, carried.

**Approve Bills:** Motion by B. Egan, seconded by E. Bakka to approve the payment of bills. All voting aye, carried.

**Vacation Carryover Requests:** None

**Updating Job Descriptions – Minor Changes:** Motion by B. Egan, seconded by S. Hjemvick, to allow the HR Director to make minor changes to job descriptions without Committee approval. All voting aye, carried.

**Employee Performance Notice:** Motion by B. Egan, seconded by S. Hjemvick, to approve the new performance notice form. All voting aye, carried.

**Nutrition Transportation Supervisor Job Description:** No action at this time; will be discussed at the April 25 Committee meeting.

**Letters and Communication:** J. Kahl informed the Committee that Kelly Stebbeds has accepted the position of Account Tech I in the Social Services Department, beginning April 23, 2012. J. Kahl informed the Committee that Deputy Clerk, Lynn Bybee has submitted her resignation of employment; Lynn's replacement, Kim Olkowski, will begin on April 30, 2012. J. Kahl informed the Committee that Commission on Aging Director, Joe Fortmann, has submitted his resignation. J. Kahl communicated that the Highway and Forestry union has recertified their bargaining unit. J. Kahl said there were several internal individuals whom submitted Internal Transfer Requests for the Working Shop Foreman

**Page 3 of 3**

Position in the Highway Department. L. Thorpe, J. Kahl, Jarred Maney, and a member of the Highway Committee will conduct the interviews, anticipated for April 19, 2012 at 1 pm.

**Future Meeting Date:** April 25 at 9 am

**Adjournment:** L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 1:55 pm.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee. Respectfully submitted by: Janna Kahl, Human Resources Manager