

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 am on Wednesday, April 25, 2012 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, Jim Behling, Ed Bluthardt, Sig Hjemvick, and Mark Rogacki.

**Others Present:** Janna Kahl, Martha Milanowski, and Erv Teichmiller.

**Approve Agenda:** Motion by E. Bluthardt, seconded by J. Behling 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 J. Behling, to approve the April 13, 2012 minutes. All voting aye, carried.

**Approve Bills:** Motion by J. Behling, seconded by E. Bluthardt for the payment of bills. All voting aye, carried.

**Vacation Carryover Requests:** None.

**HR Manager Update:** J. Kahl briefed the new Committee members of the projects she is currently overseeing and/or involved in.

**ADRC Specialist Recruitment:** E. Teichmiller, J. Kahl, and L. Thorpe described the process that was used to interview and select the top candidates for the ADRC Specialist positions. E. Teichmiller stated that one of the candidates would need to be granted a waiver from the State in order to be employed as a Specialist without a four year degree; the waiver has been submitted. Motion by S. Hjemvick, seconded by J. Behling to extend offers of employment for the ADRC Specialist positions to Julie Livingston and Kathleen Holtorp (assuming the waiver is granted by the State). L. Thorpe, J. Behling, E. Bluthardt, and S. Hjemvick voting aye; M. Rogacki voting no; Motion carried.

E. Teichmiller addressed the Committee and identified that these two positions' counterparts in other counties would not be subject to the 85% of pay for the six month introductory period. E. Teichmiller requested that the introductory pay requirement be waived for these positions to maintain the equality amongst these employees. Motion by E. Bluthardt, seconded by J. Behling to waive the introductory pay for these two positions. Discussion: The introductory period shall still exist, but the pay will not be adjusted. S. Hjemvick stated that the introductory period is used to offset a percentage of the compensation correlating to the training period. E. Teichmiller stated that these positions in other counties are not new employees, but rather employees who are in another department and are trained in a similar field to the ADRC. J. Behling stated that these wages are reimbursable by the State; and such

wage differences could create a lack of harmony amongst this group of employees whom need to work well together. J. Behling is inclined to see all of the ADRC Specialist positions hired at a consistent rate, whatever that might be. J. Kahl stated that the wages were advertised at the 85% rate for six months. L. Thorpe and E. Bluthardt voting yes; J. Behling, S. Hjemvick, and M. Rogacki voting no; Motion fails.

Motion by J. Behling, seconded by E. Bluthardt to bring these two employees' wages to full pay after one month of employment in order to allow for the employees to become trained. Discussion: M. Rogacki said that would change the agreement with the employees after they have applied for the position. E. Teichmiller stated that there have been reasons why this Committee has approved waiving the introductory period in the past, and while he may not know what those reasons are, the Committee has elected to do so. E. Bluthardt voting aye; L. Thorpe, J. Behling, S. Hjemvick, and M. Rogacki voting no; Motion fails.

**Nutrition and Transportation Supervisor Job Description:** Motion by S. Hjemvick, seconded by E. Bluthardt to approve the Nutrition and Transportation job description, as presented. Discussion: E. Teichmiller stated that the approval of this job description will not require the COA to hire a Secretary A, rather the current employee will continue to handle the secretarial duties. When she is required to be out of the office, volunteers are able to perform the office duties. All voting aye, carried.

**Interim Commission on Aging Lead Worker:** S. Hjemvick stated that the current job description does not indicate the position is truly interim or temporary. J. Kahl will modify the job description to reflect: "In the absence of the Director, the position is responsible for fulfilling the following duties," and a bullet point which reads "This position is temporary until such time the Director position vacancy is filled." Motion by S. Hjemvick, seconded by J. Behling to change the title of the position to Commission on Aging Interim Supervisor. L. Thorpe, J. Behling, S. Hjemvick, M. Rogacki voting aye; E. Bluthardt voting no; Motion carries.

Motion by J. Behling, seconded by S. Hjemvick, to approve the job description as written, with clarification that the position is identified as temporary. All voting aye, carries.

**Closed Session:** Motion by J. Behling, seconded by S. Hjemvick, to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c) and (g) 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 and conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. A roll call vote found the following members voting yes: L. Thorpe, J. Behling, E. Bluthardt, S. Hjemvick, M. Rogacki; Motion carries.

E. Teichmiller left the meeting at approximately 11:00 am.

Motion by M. Rogacki, seconded by S. Hjemvick, 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, J. Behling, E. Bluthardt, S. Hjemvick, M. Rogacki; Motion carries.

**Committee may take action on matters discussed in closed session:** Motion by J. Behling, seconded by E. Bluthardt, to adjust the hourly rate for the Nutrition and Transportation Program Supervisor by \$.27/hour, for a total hourly rate of \$16.35. L. Thorpe, J. Behling, E. Bluthardt, M. Rogacki voting aye; S. Hjemvick voting no; Motion carries.

Motion by E. Bluthardt, seconded by S. Hjemvick to compensate the Commission on Aging Interim Supervisor at a wage of 85% of the Commission on Aging Director, for an hourly rate of \$18.15. This wage will become payable effective April 20, 2012 until such time the Director position is filled. All voting aye, carries.

**Juvenile Intake Supervisor:** The existing Juvenile Intake Supervisor job description will be amended to include: Adjusting the term "Sheriff's Department," to "law enforcement agencies," and include restorative justice as an outside agency of which this position works with. Motion by S. Hjemvick, seconded by E. Bluthardt, to approve the job description with amendments. All voting aye, carried.

The discussion to replace the vacant Juvenile Intake Supervisor position, effective May 31, 2012, will be held at a future meeting in closed session.

**Finance Manager Recruitment:** J. Kahl reported that phone interviews will be held through this week. Next week, selected candidates will be invited in for interviews. Discussion on whom will be present for the interviews was held, and it was determined that the Personnel Committee will conduct the interviews, in addition to the HR Manager, County Clerk, and Corporation Counsel.

**CPS Worker Vacancy:** Motion by E. Bluthardt, seconded by S. Hjemvick to approve filling the vacant CPS worker, contingent upon request of the Social Services Board. L. Thorpe, J. Behling, E. Bluthardt, S. Hjemvick voting aye; M. Rogacki voting no; Motion carries.

**Highway Summer Workers:** This item will be addressed at the next scheduled Personnel meeting, where the Highway Commissioner will be invited to discuss the need for, and options for, his labor needs during the summer months.

**Letters and Communication:** J. Kahl informed the Committee the vacancy for Highway Working Shop Foreman has been filled internally, by Lance Bruhl.

**Future Meeting Date:** May 1 at 8:00 am

**Adjournment:** L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 12:30 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