

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 am on Wednesday, October 30, 2012 in the Courthouse Conference Room #2, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

Personnel Committee Members Present: Chair Linda Thorpe, Jim Behling, Steve Favorite, and Sig Hjemvick. **Personnel Committee Member Absent:** Ed Bluthardt

Others Present: Janna Kahl, Martha Milanowski, Erv Teichmiller, Eric Swanson.

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

Vacation carryover request: None

Juvenile Intake Director position: There was discussion on whether or not the Juvenile Intake Department would be included with potential future department and/or committee consolidations. The consensus gained was to move forward with appointing a full-time Director, and remove the “interim” designation from the supervisory responsibilities. If the department is included in future consolidations, any necessary adjustments to staffing/job titles could be made at that time. There was discussion on how the financial duties of the department are currently handled, and E. Swanson indicated that as interim Supervisor, he oversees the department’s budget, with the exception of out of home placements, which are overseen by the Social Services Board.

J. Kahl will amend the Director job description to include: “Oversee secure placement of juveniles as appropriate” and “Oversee the department fiscal responsibilities and work with the County Fiscal Manager as appropriate.”

Motion by S. Favorite, seconded by S. Hjemvick, to approve the amended job description and post the Director position internally, according to County guidelines; all voting aye, carried.

E. Swanson questioned why the Committee would post the job internally, when he has been performing the duties for the past several months. The Committee responded that for fairness and consistency purposes, positions should be posted internally when possible.

Employee Handbook revision – progressive discipline: J. Kahl presented a modified excerpt from the Employee Handbook, regarding progressive discipline. The following statement was added to the section: “All disciplinary suspensions and discharges must be approved by the Human Resources Director and the Personnel Committee before taking effect.” The following statement was deleted from the section: “Members of the Social Workers Association bargaining unit are exempt from the provisions

of the above progressive disciplinary scheme.” Motion by S. Favorite, seconded by J. Behling, to approve the handbook revisions as presented; all voting aye, carried.

COA Director position: E. Teichmiller presented two documents, page 5 of the 1991 Senate Bill 563 and the GWAAR Information Bulletin #1, dated June 14, 2011. Mr. Teichmiller indicated that the Commission on Aging has been cited for not having a formal Director, and the Commission has made a motion to appoint the current Interim Supervisor as the Commission Director. S. Favorite suggested posting the position both internally and externally, due to the educational requirements of the position not held by the Interim Supervisor. Motion by S. Hjemvick, seconded by J. Behling to post the COA Director position internally, according to County guidelines; L. Thorpe, J. Behling, and S. Hjemvick voting aye, S. Favorite voting no; motion carries.

COA Secretary: Postponed to the November 28 Personnel Committee meeting.

Social Services Account Tech I vacancy: J. Kahl will work with the Social Services Board in regards to posting this position for internal recruitment.

ADRC Specialist Vacancy: Motion by L. Thorpe, seconded by S. Hjemvick, to post the ADRC Specialist position internally, according to County guidelines. J. Kahl will include in the internal posting the current approved rate of pay for the position, as well as the proposed wage range that will be discussed at the County Board meeting on November 13. All voting aye, carried.

Closed Session: No motion.

Letters and Communications: J. Kahl discussed an email from the Treasurer indicating the re-assignment of duties amongst the Mapping and Tax Listing Departments if the Treasurer and Tax Listing Secretarial positions are eliminated at the November 26 County Board meeting. The Committee was appreciative of these departments’ efforts and applauds them for their work.

Future meeting date: November 28 at 9:00. E. Bluthardt previously indicated he will not be available for the next Personnel meeting.

Adjournment: L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 10:00 am.

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