

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 8:15 am on Friday, November 16, 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, Ed Bluthardt, and Sig Hjemvick. **Personnel Committee Member Absent:** Steve Favorite

**Others Present:** Janna Kahl, Erv Teichmiller

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

**Approve October 17, October 24, and October 30 meeting minutes:** Motion by S. Hjemvick, seconded by J. Behling, to approve the meeting minutes. All voting aye, carried.

**AFSCME response letter:** Motion by J. Behling, seconded by S. Hjemvick, to forward the AFSCME response letter dated November 16, 2012. All voting aye, carried.

**Closed session:** Motion by J. Behling, 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 (Commission on Aging, ADRC, and Juvenile Intake Departments). A roll call vote found the following members voting yes: L. Thorpe, J. Behling, E. Bluthardt, S. Hjemvick; Motion carries. Motion by J. Behling, seconded by E. Bluthardt, to adjourn closed session pursuant to Wis. Stat. § 19.85(1)(c), and return to open session. A roll call vote found the following members voting yes: L. Thorpe, J. Behling, E. Bluthardt, S. Hjemvick; Motion carries.

**Committee may take action on matters discussed in closed session:** Motion by J. Behling, seconded by E. Bluthardt, to appoint Mr. Eric Swanson to the Juvenile Intake Supervisor position at 100% of the position salary, effective the beginning of the next pay period. All voting aye, carried.

**COA Director recruitment process:** Motion by S. Hjemvick, seconded by J. Behling, to hold interviews for the internal candidates for the Commission on Aging Director position on November 28, 2012 beginning at 9:30 am. The Personnel Committee, COA Chairperson, and HR Director will be included in the interviews. All voting aye, carried.

**ADRC Specialist recruitment process:** Motion by J. Behling, seconded by S. Hjemvick, to proceed with the interview process for the ADRC Specialist position, upon determination of the COA Director. The Personnel Committee Chair, ADRC Regional Manager, COA Director, and HR Director will be included in the interviews. All voting aye, carried.

**Juvenile Intake Director recruitment process:** None.

**Voluntary reduction in force employee notification:** Motion by S. Hjemvick, seconded by J. Behling, to forward the notification materials to the employees. All voting aye, carried.

**Establish dates to commence bargaining with WPPA:** December 18 at 10:30 am, and December 19 at 9:00 am.

**Letters and Communications:** E. Teichmiller spoke to the Committee and stated that, as previously discussed, the ADRC Specialist positions will not be overseen by the State. The employees will continue to be considered Vilas County employees, with full grant funding continued to be received from the State. Mr. Teichmiller received notification from the State that in order for the employees to be considered ADRC employees, all of the employees in the region must either be overseen by a Lead County (as is the case in Marathon County), or there must be a separate not-for-profit organization formed for the ADRC to contract with (which is not presently available for Vilas County/ADRC of the Northwoods). Making any changes to the reporting structure could jeopardize the income stream for the COA Economic Benefit Specialist positions.

**Future meeting date:** November 28 at 9:30.

**Adjournment:** L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 8:55 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