

Chair Jim Behling called to order the meeting of the Personnel Committee at 9:00 am on Wednesday, May 22, 2013 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 Jim Behling, Ron DeBruyne, Ed Bluthardt, Steve Favorite, Lorin Johnson

Others Present: Janna Kahl, Jarred Maney, Dawn Schmidt, Sheriff Tomlanovich, Ken Anderson.

Approve agenda: Motion by E. Bluthardt, seconded by L. Johnson, to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

Approve minutes: Motion by R. DeBruyne, seconded by L. Johnson, to approve the April 17, 2013 meeting minutes. All voting aye, carried.

Vacation carryover request: Motion by R. DeBruyne, seconded by L. Johnson, to approve the Highway Employee request for vacation carryover. All voting aye, carried.

Highway Shop Foreman vacancy: Motion by E. Bluthardt, seconded by L. Johnson, to accept the resignation of Lance Bruhl. All voting aye, carried.

Motion by R. DeBruyne, seconded by E. Bluthardt, to post internally for the Highway Shop Foreman vacancy. All voting aye, carried.

Highway General Worker vacancy: J. Maney stated that he, Dale Mayo, and J. Kahl are working on a joint Highway/Forestry/Recreation position. The concept will go in front of the two respective oversight committees, and will appear on the next Personnel agenda.

PTO carryover request: Motion by J. Behling, seconded by R. DeBruyne, to approve the full carryover of PTO days into 2014 for the Veterans Service employee. All voting aye, carried.

Vacation carryover request: Motion by E. Bluthardt, seconded by R. DeBruyne, to approve the COA employee request for vacation carryover. All voting aye, carried.

Extension Secretary job description: J. Kahl noted that on the presented job description, the Extension Committee struck the language, "when otherwise available" for assisting the Land and Water and Economic Development Corporation. L. Johnson stated that contradicts the language in the Purpose section, where it states "as time permits." Motion by E. Bluthardt, seconded by R. DeBruyne, to accept the job description as originally presented, without removing the language of "When otherwise available." All voting aye, carried.

Conservationist job description: Motion by E. Bluthardt, seconded by S. Favorite, to approve the job description as presented. All voting aye, carried.

GIS Coordinator job description: Motion by S. Favorite, seconded by L. Johnson, to approve the job description as presented. All voting aye, carried.

Zoning staffing: D. Schmidt presented information to the Committee regarding the differences in prior/current staffing levels. J. Behling applauded D. Schmidt for her efforts in aligning her department's resources with the County goals for budget conservation. D. Schmidt confirmed that the zoning deputies no longer have office hours in the towns. D. Schmidt is requesting a Zoning Secretary for the period of mid/late April to Thanksgiving. Motion by E. Bluthardt, seconded by S. Favorite, to approve the hiring of an additional Secretary A that would allow for seasonal sharing with another department. The Committee members were concerned with the need to hire an individual. E. Bluthardt withdrew his motion. Motion by S. Favorite, seconded by R. DeBruyne for the HR Director and Zoning Administrator to work together on providing options for this seasonal need. All voting aye, carried.

IT System Administrator job description: Motion by J. Behling, seconded by L. Johnson to add the responsibility of ensuring system operability with the Eagle River Police Department, Lac du Flambeau Police Department, and related local agencies to the job description. All voting aye, carried.

L. Johnson confirmed that the funds for this position could come from the vacated Law Enforcement Clerk position and would be housed in the Sheriff's Department budget.

Motion by E. Bluthardt, seconded by L. Johnson, to approve the job description as amended. All voting aye, carried.

Floating Secretary: Motion by J. Johnson, seconded by S. Favorite, to approve the job description as presented. All voting aye, carried.

Human Resources Specialist job description: No action was taken, and this item will appear on a future agenda.

Employee Suggestion Program: J. Kahl indicated that a suggestion had been received to allow the jail trustees to shovel snow and provide other potential Courthouse labor. Sheriff Tomlanovich stated that if the trustees are available, they could be used for this type of work. He stated that their availability in the jail fluctuates, and that the Jail Sergeants conduct the inmate classification, based upon well-defined state and federal criteria. Motion by E. Bluthardt, seconded by R. DeBruyne, to forward this suggestion to the Law Enforcement Committee for further consideration. All voting aye, carried.

Forestry and Recreation Department summer working hours policy: No action was taken as no recommendations were received from the oversight committee.

Employment application modifications: J. Kahl proposed a change to the current Employment Application form, which would allow for candidates to indicate their allowance of Vilas County to share their application information with other Counties in the region for similar positions. She also proposed several other changes to the application and will bring a draft updated form to the Committee when its complete. Motion by R. DeBruyne, seconded by E. Bluthardt, to implement the application changes as discussed. All voting aye, carried.

Maintenance Interim Lead Worker lunch period: The Maintenance Interim Lead Worker requested his schedule to be modified from 7 am – 4 pm with an hour lunch to 7 am – 3:30 pm with a 30 minute lunch. Motion by S. Favorite, seconded by R. DeBruyne to maintain a 7 am – 4 pm work schedule, but allow the Lead Worker to take two 30-minute unpaid breaks during the day. All voting aye, carried.

Exempt employee initial PTO accrual: J. Kahl presented a proposed PTO schedule that would credit newly hired exempt staff with ten days off upon their hire. Motion by S. Favorite, seconded by R. DeBruyne, to accept the HR Director's recommendation and include ten days off for the first year of service of exempt staff. All voting aye, carried.

PTO and grandfathered new hires: J. Kahl indicated that there have been new hires who have been allowed to use sick leave and personal time, but under the current policy would not be able to use PTO until having been here six months. She proposed grandfathering in those employees who were hired under the traditional leave program, and allow them to use PTO at the onset of the transition to the new PTO program. Motion by S. Favorite, seconded by L. Johnson, to approve the grandfathering of new hires for PTO use. All voting aye, carried.

J. Behling called for a break from 10:50 am – 10:55 am.

Floating Secretary: Motion by E. Bluthardt, seconded by L. Johnson, to authorize the internal posting of the Floating Secretary position. All voting aye, carried.

Letters and Communications: J. Behling indicated that he received a letter from the Zoning and Planning Committee requesting a joint meeting with Personnel to discuss their staffing levels. J. Behling said he confirmed with Chris Mayer (Chairman of Zoning) that the Personnel Committee could hold the discussion with the Zoning Administrator and L. Johnson (who serves on both Personnel and Zoning), without the need for calling a formal joint meeting.

R. DeBruyne discussed that the Sheriff's Department would be applying for a COPS grant that would cover the costs of hiring a School Resource Officer. These costs would be funded by the school district and grant dollars.

Closed Session: Motion by J. Behling, seconded by R. DeBruyne, to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c)(e) 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 where competitive or bargaining reasons require closed session (compensation of County department heads based upon overall performance data and evaluate performance of certain county employees for the possibility of lateral transfer or promotion, bargaining agreements between Vilas County and the Highway and Social Workers Associations, competing disability carriers). All voting aye, carried. Motion by J. Behling, seconded by L. Johnson, to adjourn closed session and return to open session. All voting aye, carried.

Committee may take action on any matters disclosed in closed session: Motion by S. Favorite, seconded by E. Bluthardt, to proceed with Cigna's Short and Long Term Disability proposals, for a period of two years. All voting aye, carried.

Motion by S. Favorite, seconded by J. Behling to counteroffer the Social Worker and Highway Associations with a two-year proposed agreement of salary increases to reflect a 2% increase effective January 1, 2013 and 1.5% increase or the maximum allowable under CPI, whichever is less, effective January 1, 2014. All voting aye, carried.

Motion by S. Favorite, seconded by R. DeBruyne for the HR Director to send a memo to the COA Director for the items discussed in closed session. All voting aye, carried.

Future meeting date: June 19 at 9 am

Adjournment: J. Behling announced there is no further business on the agenda and the meeting stands adjourned at 2:05 pm.

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