

Ed Bluthardt called to order the meeting of the Personnel Committee at 1:00 pm on Tuesday, May 13, 2014 in the Courthouse HR Conference Area, 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: Ed Bluthardt, Chuck Hayes, Walt Maciag, Art Kunde, Jerry Burkett, Chair Ron De Bruyne in his ex-officio capacity.

Others Present: Martha Milanowski, Kris Duening, Supervisor Ken Anderson, Sheriff Joe Fath, Chief Deputy Mark Collins, Lt. Dale Soltow, Tom and Jean Nitz, Bill Weiss, Dawn Schmidt, Larry Stevens

Elect Chair and Vice Chair of Committee – Election of Chair: R. De Bruyne nominates Jerry Burkett; Ed Bluthardt nominates himself. No other nominations. Each nominee speaks to their qualifications. Each nominee receives 3 votes (Voting for J.B.: Walt Maciag, Art Kunde and Jerry Burkett; Voting for E. Bluthardt: R. De Bruyne, C. Hayes and E. Bluthardt). J. Burkett declines his nomination. E. Bluthardt receives 6 votes and is elected Chair of Committee. Vice-chair: E. Bluthardt nominates Jerry Burkett as vice chair; R. De Bruyne nominates Chuck Hayes. Committee hears from Chuck Hayes as to qualifications. J. Burkett receives 3 votes (W. Maciag, J. Burkett, A. Kunde); C. Hayes receives 3 votes (R. De Bruyne, E. Bluthardt and C. Hayes). Nominees agree to abide by the results of a coin toss. Both nominees agree that C. Hayes will call when coin is tossed. C. Hayes calls tails, tails it is. C. Hayes is elected Vice-Chair of Committee.

Motion by J. Burkett, second by W. Maciag at 1:15 p.m. to recess to reconvene to County Board Conference Room #2, a setting more accommodating to the public (standing room only in HR Conference area). All voting aye, carried.

Chair Bluthardt reconvenes the meeting at 1:18 in County Board Conference Room 2, said location noticed and posted at HR Conference Room. Brief introductions of committee members and staff.

Approve agenda to be discussed in any order by the Chair – Motion by J. Burkett, second by C. Hayes to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

Approve April 10, 2014 Meeting Minutes – Motion by C. Hayes, second by R. De Bruyne to approve the April 10, 2014 Meeting Minutes. All voting aye, carried.

Telecommunicator Eligibility List and Hiring Process – Update provided by Sheriff Fath; County has advertised for open position and is moving forward with written test. Discussion regarding hiring process. J. Burkett suggests selecting a representative to work with the Sheriff and bring back the top 3-5 candidates for interviews with the Personnel Committee. There is one full-time and one part-time position vacant. Motion by J. Burkett, second by A. Kunde, to appoint Walt Maciag to work with the Sheriff in the hiring process and select three individuals to be interviewed by the Committee. All voting aye, carried.

Wellness Program Requirements – Employee Requests for Extending Deadlines –Kris Duening explains Wellness Program to the Committee and associated penalties in the event of noncompliance. Certain employees have not met deadlines, and there were extensions granted by the former Chair of this Committee, without Committee action, to achieve compliance and avoid penalties. Now there are additional requests related to employees who have not met the deadlines. We are past the third deadline. Motion by J. Burkett, second by S. Hayes to adhere to the established deadlines. Discussion. All voting aye, carried.

Tax Listing Department Succession Plan – Chair Bluthardt explains that the previous committee had requested this plan from the Tax Lister, due to the fact that this office is a one-person office, with a part-time employee. Discussion on the plan. No action taken.

Highway Department Summer LTEs – Hiring Process – HR manager has facilitated these interviews in the past, along with a representative from the Personnel Committee. Chair De Bruyne informs the Committee that he approved the hiring of the LTEs by our Highway Commissioner. Motion by J. Burkett, second by W. Maciag, to allow Highway Commissioner and Supervisor Rayala to hire the five LTEs for summer work, in conjunction with Corporation Counsel. All voting aye, carried.

Part-time Juvenile Intake Worker – Hiring Process – Ms. Duening explains that this position has been approved by the full Board but is has not yet been advertised. Motion by J. Burkett, second by C. Hayes to authorize this position to be advertised within a wage starting at \$16.88/hour. Discussion. Discussion: Mr. Swanson can address this with the Committee at a later date if necessary. The introductory rate does not apply to part-time employees. All voting aye, carried.

Forestry Department LTE Hourly Rate – Forest Administrator Larry Stevens appears in front of the Committee. LTE position is an intern position, normally at \$10.02/hour. Committee set the position at \$12.00 per hour at their March 2014 meeting for a specific candidate. The intern position requires advanced education. Candidate chose another position. New candidate is a college graduate in Forestry and Stevens feels that this candidate should be paid at the same rate as was established by the Committee at the March meeting. Position will be covered by the State Forest Aids account so there will be no impact on the 2014 budget. Motion by W. Maciag, second by R. De Bruyne that Stevens be allowed to offer the position between \$12 – \$13/hour, at his discretion, retroactive to 5/7/14. All voting aye, carried.

Zoning Office LTE Hourly Rate – Zoning Administrator Dawn Schmidt appears before the Committee. This is a 6-month position that begins May 19, 2014. We need to establish a wage rate, Ms. Schmidt is requesting \$13.00 per hour. No benefits are available for this position. There is a floating pay scale set by the full Board, \$12.50 - \$15.00/hour. Motion by W. Maciag, second by R. De Bruyne to offer the position at \$12.50 – \$13 / hour at the Zoning Administrator’s discretion, based on qualifications. All voting aye, carried.

Clerk of Court Administrative Secretary A Vacancy – Motion by W. Maciag, second by A. Kunde to authorize advertising of this vacant position both internally and externally. Motion is withdrawn in order to hear from Clerk of Court Jean Numrich. Numrich appears and discusses the need for the position. Motion by W. Maciag, second by A. Kunde to authorize advertising of this vacant position both internally and externally. Discussion. All voting aye, carried.

HR Manager Vacancy and Hiring Process - Ms. Milanowski provides HR Manager position description and updates the Committee on the recruitment process for this vacancy. Chair De Bruyne provides history on the creation of the position and the need for consistency. Discussion. W. Maciag: In his experience, any organization with greater than 250-275 employees carries about two people in HR; he feels this position needs to be filled. Chair Bluthardt provides additional history on administration in Vilas County government and stresses the value of the HR Manager position. Further discussion. Supervisor Anderson is recognized and wonders if there has ever been a discussion of combining Civil Service Commission (CCC) with HR. Chair explains that the CCC is statutorily driven. W. Maciag indicates that he would assist with the screening of the applications, along with K. Duening and M. Milanowski, and bring recommendations back to the Committee. Motion by J. Burkett, second by R. De Bruyne to appoint Walt Maciag and Chuck Hayes to screen applications with M. Milanowski and K. Duening and bring recommendations back to the Committee at the next meeting. All voting aye, carried. J. Burkett requests "compensation for extra duties" to be placed on the next Personnel Committee agenda.

Motion by C. Hayes, second by A. Kunde, to go into 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 (Follow-up on employee request regarding seniority date). Roll call vote finds all Committee members, including R. De Bruyne, voting aye. All voting in favor, unanimous vote.

At 3:30 p.m.: Motion by J. Burkett, second by C. Hayes to adjourn closed session pursuant to Wis. Stat §19.85(1)(c), and return to open session.

Committee may take action on any matters disclosed in closed session. Motion by J. Burkett second by C. Hayes to deny the employee request regarding seniority adjustment. All voting aye, carried.

Motion by C. Hayes, second by J. Burkett to deny employee request for unpaid leave. All voting aye, carried.

Motion by J. Burkett, second by R. De Bruyne to authorize Corporation Counsel to take all necessary steps to address employee issues as addressed in closed session. All voting aye, carried.

Employee suggestions – None.

Out of County Travel – None.

Letters and Communications – Letter from Hwy employee will be placed on the next Agenda.

Next Meeting Date: June 26, 2014 at 9:00 a.m. 4th Thursday of the month will be regularly scheduled Personnel Committee meeting.

Adjournment – Motion by J. Burkett, second by R. De Bruyne to adjourn. All voting aye, carried. Meeting ended at approximately 3:40 p.m.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee.

Respectfully submitted by: M. Milanowski, Corporation Counsel.

DRAFT