

PERSONNEL COMMITTEE MEETING

August 20, 2008

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 8:32 a.m., on Wednesday, August 20, 2008, at the Vilas County Courthouse, Eagle River, Wisconsin.

Public meeting notice was given to the public more than twenty-four hours prior to the meeting.

Present: Committee Members: Chair Kathleen Rushlow, Vice-Chair Linda L. Thorpe, Bob Egan and James Behling. Others present: Corporation Counsel Martha Milanowski, Public Health Director Gina Egan, Staff Nurse Laurel Dreger, GIS Addressing Coordinator Becky Nordine and Personnel Confidential Assistant Beth Carter.

Approval of Agenda: Motion by L. Thorpe, seconded by B. Egan to approve the agenda to be discussed in any order at the discretion of the Chair. All voting aye, carried.

Approve July 23 & 29, 2008 and August 8, 2008, minutes: Motion by L. Thorpe, seconded by B. Egan to approve the July 23 & 29, 2008 and August 8, 2008, minutes. All voting aye, carried.

Approval of Bills: None.

Vacation Carryover Requests: Motion by L. Thorpe, seconded by B. Egan to approve a one (1) day vacation carryover request for Louis Dreger as presented. All voting aye, carried.

Carolyn Scholl is requesting a vacation carryover of two (2) unused days past her anniversary date of May 20th. Discussion. Motion by L. Thorpe, seconded by B. Egan to approve this untimely vacation carryover until September 30, 2008, and to direct B. Carter to contact Ms. Scholl in writing informing her that future vacation carryover requests must be handled in a timely manner, according to the Vilas County Handbook or they will not be considered. All voting aye, carried.

Public Health Department Hours of Work – 10 Hour Work Days: Public Health Director Gina Egan and Staff Nurse Laurel Dreger appeared requesting to change their work schedule to four (4) ten (10) hours days per week. The Health Department will continue to operate Monday through Friday with expanded hours. Both employees will always be available to cover the office operations five (5) days per week. Discussion. Motion by L. Thorpe, seconded by J. Behling that Public Health Director Gina Egan and Staff Nurse Laurel Dreger be authorized to work four (4) ten (10) hour work days, on a rotating schedule, Monday thru Friday, on a trial basis for the remainder of 2008, and to re-address this subject at the January monthly Personnel meeting. All voting aye, carried.

Dental Assistant Northwoods Dental Project: Gina Egan appeared for discussion. Committee reviewed a position description for the *Dental Assistant Northwoods Dental Project*. Motion by L. Thorpe, seconded by B. Egan to approve position description, as presented. All voting aye, carried.

Land Information and Mapping Department Hours of Work – 10 Hours Work Days: GIS Addressing Coordinator Becky Nordine appeared requesting to change their work schedule to four (4) ten (10) hours days per week. Discussion. Motion by L. Thorpe, seconded by B. Egan to table until GIS Coordinator/Land Information Officer Barb Gibson is available to discuss this matter with the committee. All voting aye, carried.

Closed Session: Motion by L. Thorpe, seconded by J. Behling to convene into closed session at 9:06 a.m., pursuant to Wis. Stat., §19.85(1)(c)(e) & (g) for the purposes of reviewing applications and test results for the Treasurer's Office Administrative Secretary A Local 474a posting, to interview potential applicants for the Zoning Office Administrative Secretary A position, Side Letter between Vilas County and Local 389 (Highway/Forestry) Re: Temporary Highway Patrol Superintendent and for purposes of conferring with legal counsel 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, B. Egan, J. Behling and Chair K. Rushlow. Unanimous, motion carried.

Open Session: Motion by L. Thorpe, seconded by B. Egan for adjournment of the closed session and return to open session at 12:13 p.m., pursuant to Wis. Stat., §19.85(1)(c)(e) & (g). A roll call vote found the following members voting yes: L. Thorpe, B. Egan, J. Behling and Chair K. Rushlow. Unanimous, motion carried.

Actions taken in Closed Session:

- Seven (7) candidates were interviewed for the *Zoning Office Administrative Secretary A* position. Motion by L. Thorpe, seconded by B. Egan to approve the following rank order of the top candidates as follows: (1) David Sadenwasser, (2) Sandra LeBiedz, and offer position to David Sadenwasser pursuant to a successful background check and pre-employment drug test. All voting aye, carried.
- Motion by B. Egan, seconded by J. Behling to approve the Side Letter between Vilas County and Local 389 (Highway/Forestry) Re: Temporary Highway Patrol Superintendent as amended. All voting aye, carried.
- Motion by L. Thorpe, seconded by B. Egan to offer *Treasurer's Office Administrative Secretary A* position (Local 474a posting) to Gail Kukanich, effective Wednesday, August 27, 2008. All voting aye, carried.
- Motion by L. Thorpe, seconded by B. Egan to approve the Teymer written decision. All voting aye, carried.

Starting Date for Clerk of Circuit Court Administrative Secretary A Position: Motion by L. Thorpe, seconded by J. Behling that Marcia Farness (Treasurer's office), transfers to the Clerk of Circuit Court office, effective Wednesday, August 27, 2008, as an *Administrative Secretary A*. All voting aye, carried.

Assistant Corporation Counsel Position Description: Motion by J. Behling, seconded by L. Thorpe to approve position description, as amended. All voting aye, carried.

Resolution Re: Assistant Corporation Counsel Position: Discussion. Motion by J. Behling, seconded by L. Thorpe to approve and support a joint resolution (Personnel and Legislative and Judicial Committees) and that the salary for this position is set at \$55,000.00, plus benefits. All voting aye, carried.

Corporation Counsel Martha Milanowksi will forward the Resolution to the Legislative and Judicial Committee for signatures.

Letters and Communications: B. Carter received a reclassification requests from Connie Gengle (Local 474a). Beth Carter will contact John Prentice and Local 474a to schedule a time to meet in September.

B. Carter informed the committee that the Professional Licenses and Certifications that are required for certain county employees are current and up-to-date for 2008.

Future Meeting Dates: September 17, 2008.

Adjournment: Motion by J. Behling seconded by L. Thorpe to adjourn the meeting at 12:55 p.m. All voting aye, carried.

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

Submitted by: Beth Carter
Personnel Confidential Assistant