

PERSONNEL COMMITTEE MEETING

March 10, 2009

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 1:00 p.m., on Tuesday, March 10, 2009, 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, James Behling, Bob Egan and Sig Hjemvick. Others present: Corporation Counsel Martha Milanowski and Personnel Confidential Assistant Beth Carter.

Others Present: Social Services Director Greg Schiek, Clerk of Circuit Court Jean Numrich, Forest, Parks and Land Administrator Larry Stevens, Administrative Secretary A Constance Valkenaar, County Conservationist Carolyn Scholl, Invasive Species Coordinator Ted Ritter and Lake Specialist Matt Wagner.

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

Approval of February 18, 2009, Minutes: Motion by B. Egan, seconded by L. Thorpe to approve the February 18, 2009, minutes. All voting aye, carried.

Approval of Bills: Received a bill from the Wisconsin County Mutual Insurance Corporation for 2007 Legal Expense Deductible in the amount of \$8,753.80. Discussion. Motion by L. Thorpe, seconded by J. Behling to approve the bills as presented and to contact the County Mutual requesting future billings reflect current charges. All voting aye, carried.

Vacation Carryover Requests: Motion by S. Hjemvick, seconded by L. Thorpe to approve five (5) day vacation carryover request for Buddy Slizewski, dated February 23, 2009, until April 30, 2009. All voting aye, carried.

Leave without Pay Forestry Department: Larry Stevens and Constance Valkenaar appeared before the committee requesting two (2) days without pay for Constance Valkenaar. Motion by L. Thorpe, seconded by S. Hjemvick to approve the two (2) day request without pay for Constance Valkenaar while she is in Europe vacationing. All voting aye, carried.

Clerk of Circuit Court & Economic Support Specialist Vacancies: Jean Numrich and Greg Schiek appeared for discussion. Greg Schiek informed the committee that Carol Bowman and Marcia Farness, employees of the Clerk of Circuit Court office, both submitted an application for an *Economic Support Specialist* position within the Social Services Department and successfully passed a written test. Resolutions are being submitted to the full County Board from Finance and the Social Services Board for approval to fill these vacancies. Once all approvals have been met, Ms. Numrich would like to stagger the starting times for the transfer of Ms. Farness and Ms. Bowman to the Social Services Department in order to avoid undue disruption of the operations of her office. Ms. Numrich has agreed to Ms. Farness transferring first and Ms. Bowman transferring second. That way Ms. Bowman can assist in training replacements in the Clerk of Circuit Court,

therefore making a smoother transition. Discussion. Motion by B. Egan, seconded by S. Hjemvick to authorize Greg Schiek to post to Local 474a potential Economic Support Specialist position, pending County Board approval. All voting aye, carried.

Motion by L. Thorpe, seconded by J. Behling to approve using two (2) potential part-time employees to assist the Clerk of Circuit Court office during this transfer/hiring process, effective March 25, 2009. All voting aye, carried.

Motion by S. Hjemvick, seconded by B. Egan to authorize the transfer of Marcia Farness to the Department of Social Services as Economic Support Specialist, at \$15.55 per hour, effective March 25, 2009. All voting aye, carried.

Motion by S. Hjemvick, seconded by B. Egan to authorize the actual transfer of Carol Bowman to the Department of Social Services as Economic Support Specialist, no later than May 11, 2009, and that Carol Bowman's rate of pay reflects an increase in pay to \$15.55 per hour, effective March 25, 2009. All voting aye, carried.

Commission on Aging Senior Dining Site Manager Vacancy and Position Description:

Motion by L. Thorpe, seconded by J. Behling to approve position description, as presented. All voting aye, carried.

Family Medical Leave Updates: Corporation Counsel Martha Milanowski updated the *Family and Medical Leave Act Policy* to include new regulations and reviewed the changes with the Committee. Discussion. Motion by S. Hjemvick, seconded by J. Behling to approve as presented. All voting aye, carried.

Copies will be distributed to all Department Heads for final distributions to all employees.

Closed Session: Motion by L. Thorpe, seconded by S. Hjemvick to go into closed session at 1:55 p.m., pursuant to Wis. Stat., § 19.85(1)(c)(e)(f) & (g), for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; review any applications for the Clerk of Circuit Court Administrative Secretary A Local 474a posting (two positions); considering medical data of a county employee 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: Chair K. Rushlow, Vice-Chair L. Thorpe, J. Behling, B. Egan, and S. Hjemvick, unanimous, motion carried.

Adjournment of Closed Session and Return to Open Session: Motion by B. Egan, seconded by S. Hjemvick for adjournment of the closed session and return to open session at 3:10 p.m. A roll call vote found the following members voting yes: A roll call vote found the following members voting yes: Chair K. Rushlow, Vice-Chair L. Thorpe, J. Behling, B. Egan, and S. Hjemvick, unanimous, motion carried.

Committee may consider ratifying any action taken in closed session:

- **Conservation Department:** Motion by S. Hjemvick, seconded by J. Behling to end Lake Specialist Matt Wagner's probation period, effective, March 10, 2009. All voting aye, carried.
- **Clerk of Circuit Court Administrative Secretary A Applications (Local 474a posting):** No applications received. Advertised to the public.

Letters and Communications: Received a letter from Forest, Parks and Land Administrator Larry Stevens informing the committee that the Forestry Committee had concluded the hiring process for their budgeted limited term summer help positions, three (3) individuals: Arthur Naas, William Kruse and Mr. Brian VandenBergh.

Victim/Witness Coordinator informed the committee that Angie Carlson will be filling in during Ms. Davis's leave at \$11.55 per hour, as approved on February 18, 2009. Ms. Carlson is a recent college graduate who worked as an intern for Victim Witness last summer, 2008.

Future Meeting Dates: March 25th, 31st and April 3rd, 2009.

Adjournment: Motion by S. Hjemvick, seconded by B. Egan to adjourn the meeting at 3:22 pm. 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