

PERSONNEL COMMITTEE MEETING

March 25, 2009

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 9 a.m., on Wednesday, March 25, 2009, in conference room #3 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: Payroll, Benefits and Accounts Payable Coordinator Marjorie Hiller, and Clerk of Circuit Court Jean Numrich.

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

Closed Session: Motion by L. Thorpe, seconded by S. Hjemvick to go into closed session at 9:01 a.m., pursuant to Wis. Stat., § 19.85(1)(c), for the purposes of reviewing applications for the Clerk of Circuit Court Administrative Secretary A positions. 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 L. Thorpe, seconded by S. Hjemvick for adjournment of the closed session and return to open session at 11:36 a.m. 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:

- Received 137 applications for the *Clerk of Court Administrative Secretary A* position (two (2) vacancies to fill). Motion by L. Thorpe, seconded by B. Egan that nine (9) candidates advance to the next step by completing a basic skills test and that all candidates who receive a passing score of 70% on the basic skills test be interviewed on April 3, 2009. All voting aye. Carried.

Letters and Communications: None.

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

Adjournment: Motion by L. Thorpe, seconded by B. Egan to adjourn the meeting at 11:38 a.m. All voting aye, carried.

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

Submitted by:

Marjorie Hiller
Payroll, Benefits and Accounts Payable Coordinator