

PERSONNEL COMMITTEE MEETING
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October 22, 2008

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 8:34 a.m., on Wednesday, October 22, 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, Jim Behling, Bob Egan and Jim Hjemvick.

Others Present: Corporation Counsel Martha Milanowski, Commission on Aging Director Joe Fortmann and Public Health Director Gina Egan.

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

Approval of September 10th and 17th, 2008 minutes: Motion by B. Egan, seconded by L. Thorpe to approve the September 10th and 17th, 2008, minutes. All voting aye, carried.

Approval of Bills: None.

Vacation Carryover Requests: None.

Half-time Commission on Aging Benefit Specialist Hours: Joe Fortmann appeared to discuss additional hours for the part-time Benefits Specialist for a limited time period in 2008 and for a limited period of time in 2009.

2008 Request: To increase the half-time Benefit Specialist hours by 18 $\frac{3}{4}$ hours per week for the period of November 17, 2008 through December 31, 2008. The time would be used for re-enrollment of Medicare Part D. Mr. Fortmann indicated that the Commission on Aging 2008 Budget has available monies to cover expenses for the additional hours requested, including benefits.

2009 Request: To increase the half-time Benefit Specialist hours by 18 $\frac{3}{4}$ hours per week for the period of January 1, 2009 through March 31, 2009. Joe Fortmann explained to the committee that the State of Wisconsin Department of Health Services has received funds in the form of a Performance Award. The available grant funds in the amount of \$4,700.00 would increase the hours of Benefits Specialists. Commission on Aging is submitting a Resolution to County Board Re: Application for SHIP Performance Grant Funds and the director has made application for such funds contingent on the following

approvals: Corporation Counsel, Personnel Committee and finally the County Board of Supervisors. Mr. Fortmann is here today requesting approval for the additional hours of the half-time Benefit Specialists. Discussion.

Motion by L. Thorpe, seconded by S. Hjemvick that the Personnel Committee supports the Commission on Aging Resolution Re: Application for SHIP Performance Grant Funds and that the resolution needs to include the following points and made clear: that the half-time Benefits Specialist hours be increased by 18 $\frac{3}{4}$ hours per week for a limited three month period (January 1, 2009 through March 31, 2009); if the grant award is less than the request, the hours will be adjusted accordingly in order for the funding to cover expenses for the additional hours, including benefits; and that when the grant funds are used up, the half-time Benefit Specialist position continues to remain a half-time position. All voting aye, carried.

Motion by S. Hjemvick, seconded by L. Thorpe to approve the 2008 additional hours request for the half-time Benefit Specialist and that the funding to cover these additional hours, including benefits, come from the Commission on Aging 2008 budget. All voting aye, carried.

Public Health Grant Support Staff Position Description: Gina Egan appeared for discussion. Corporation Counsel Martha Milanowski will update the position description into the County's format. Motion by L. Thorpe, seconded by S. Hjemvick to approve the Public Health Grant Support Staff Position Description. All voting aye, carried.

Ms. Egan would like to appear before this committee to discuss an increase in wage for the Public Health Grant Support Staff position. She will discuss this with the Public Health Committee and forward their recommendation back to this committee.

Tobacco Free Coalition Coordinator Position Description: Gina Egan appeared for discussion. Motion by L. Thorpe, seconded by S. Hjemvick to approve the Tobacco Free Coalition Coordinator Position Description as presented. All voting aye, carried.

Emergency Management Position Description: Committee reviewed the proposed additional Safety Manager Duties for the Emergency Management Director. Discussion. Motion by B. Egan, seconded by L. Thorpe to approve and include safety manager duties to the present Emergency Management Director Position Description as presented. All voting aye, carried.

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Performance Evaluations: Corporation Counsel Martha Milanowski discussed Performance Evaluations with the committee. Chair Rushlow would like to discuss this at a Department Head meeting to gather their input and ideas for this committee to consider.

Department Head Trainings: Corporation Counsel Martha Milanowski suggests the following topics for training with the County's Department Heads: ADA, Progressive Discipline, Vilas County Employee Handbook and Performance Evaluations. Next Department Head meeting is scheduled for November 20, 2008.

Closed Session: Motion by L. Thorpe, seconded by S. Doyen to go into closed session at 9:55 a.m., pursuant to *Section 19.85(1)(e) & (g)* for purposes of discussing Local 474a Grievance 08-01 regarding Vilas County Dress Code 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: Vice-Chair Linda L. Thorpe, Jim Behling, Bob Egan, Jim Hjermvick and Chair Kathleen Rushlow, unanimous, motion carried.

Adjournment of Closed Session and Return to Open Session: Motion by L. Thorpe, seconded by S. Hjermvick for adjournment of the closed session and return to open session at 10:35 a.m. A roll call vote found the following members voting yes: Vice-Chair Linda L. Thorpe, Jim Behling, Bob Egan, Jim Hjermvick and Chair Kathleen Rushlow, unanimous, motion carried.

Committee may consider ratifying any action taken in closed session:

- **Grievance No. 08-01 (Local 474a):** Committee will discuss Grievance No. 08-01 with Local 474a on November 19, 2008. Beth Carter will notify Local 474a.

Letters and Communications: None.

Future Meeting Dates: November 19, 2008.

Adjournment: Motion by L. Thorpe, seconded by B. Egan to adjourn the meeting at 10:37 a.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
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