

PERSONNEL COMMITTEE MEETING

December 23, 2008

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 8:06 a.m., on Tuesday, December 23, 2008, at the Vilas County Justice Center, 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 and Bob Egan. Excused absence: Sig Hjenvick.

Others present: Corporation Counsel Martha Milanowski (8:00 a.m. - 9:05 a.m.), Personnel Confidential Assistant Beth Carter, Public Health Director and County Conservationist Carolyn Scholl.

Approval of Agenda: Motion by J. Behling, 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 November 19th and 21st, 2008, minutes: Motion by L. Thorpe, seconded by J. Behling to approve the November 19th and 21st, 2008, minutes, as amended (see highlighted areas). All voting aye, carried.

Approval of Bills: Motion by J. Behling, seconded by B. Egan to approve the bills as presented. All voting aye, carried

Closed Session: Motion by L. Thorpe, seconded by J. Behling to go into closed session at 8:11 a.m., pursuant to *Section 19.85(1)(c)(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; to consider medical or personal histories of specific personnel problems 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, Jim Behling and B. Egan, unanimous, motion carried.

Adjournment of Closed Session and Return to Open Session: Motion by L. Thorpe, seconded by B. Egan for adjournment of the closed session pursuant to *Section 19.85(1)(c)(f) & (g)*, and return to open session at 11:06 a.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, Jim Behling and B. Egan, unanimous, motion carried.

Committee may consider ratifying any action taken in closed session:

- Committee will discuss: Revisions to Employee Handbook at the January 21, 2009, Personnel Committee monthly meeting.
- **Eric Swanson - Health Insurance & Time WOP:** Motion by B. Egan, seconded by L. Thorpe that Juvenile Intake Worker Eric Swanson be responsible for the employee share of

the county's health insurance premium (8%) for January and February (if, necessary), while out on Medical Leave. All voting aye, carried.

- **Public Health Issues:** Motion by B. Egan, seconded by L. Thorpe that effective January 1, 2009, the hours of work for Public Health Director Gina Egan and Staff Nurse Laurel Dreger is forty hours per week, 8 hours per day, Monday through Friday. All voting aye. Carried. Beth Carter will notify the Public Health Committee informing them of this change.

Vacation Carryover Requests: Motion by L. Thorpe, seconded by B. Egan to approve 8 ½ days vacation carryover for Kristine Duening, until March 31, 2009. All voting aye, carried.

Line Item Transfer: Motion by L. Thorpe, seconded by B. Egan to approve the following line item transfer, pending Finance Committee approval: transfer \$804.80 from Drug Testing line item account #100.51430.273 to Professional Services line item account #100.51430.210. All voting aye, carried.

Resolution Re: Request for Additional Funds from the General Fund to Professional Services: Discussion. Motion by B. Egan, seconded by J. Behling to approve joint Resolution Re: Request for Additional Funds from the General Fund to Professional Services, pending Finance Committee approval and signatures. All voting aye, carried.

Resolution Re: Adding Safety Duties to Emergency Management Director Duties/Salary Increase: Motion by J. Behling, seconded by B. Egan to approve the joint Resolution Re: Adding Safety Duties to Emergency Management Director Duties/Salary Increase of \$5,000.00, pending Finance Committee approval and signatures. All voting aye, carried.

Letters and Communications: None.

Future Meeting Dates: January 6, 2009 and January 21, 2009.

Adjournment: Motion by L. Thorpe, seconded by J. Behling to adjourn the meeting at 11:13 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
Personnel Confidential Assistant