

## PERSONNEL COMMITTEE MEETING

June 18, 2008

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 9:07 a.m., on Wednesday, June 18, 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, John Annin, Chuck Ahlborn and Bob Egan.

Others Present: Corporation Counsel Martha Milanowski, County Board Chair Steve Favorite, Social Services Greg Schiek, County Board Supervisor Ron DeBruyne, Chris Kamps, Glenna Davis and Personnel Confidential Assistant Beth Carter.

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

**Approval of May 28<sup>th</sup> & 29<sup>th</sup>, 2008 minutes:** Motion by L. Thorpe, seconded by B. Egan to approve the May 28<sup>th</sup> and 29<sup>th</sup>, 2008 minutes. All voting aye, carried.

**Approval of Bills:** None.

**Vacation Carryover Requests:** None.

**Workman's Compensation Light Duty:** Beth Carter will put Light Duty Policy on the July's Personnel Committee's agenda.

**Social Services Front Office Assistant Position Description:** Motion by J. Annin, seconded by L. Thorpe to approve the Social Services Front Office Assistant Position Description. All voting aye, carried.

**Corporation Counsel Summer Intern:** Motion by C. Ahlborn, seconded by J. Annin to approve the Corporation Counsel Summer Intern position, 4 hours per day, at \$8.00 per hour from mid-July until August. All voting aye, carried.

**Victim Witness Volunteer Intern:** Glenna Davis appeared to inform the Personnel Committee that Angie Carlson is currently working in the Victim Witness office as a volunteer until sometime in mid-August. Confidentiality and Volunteer agreements are in place for the Victim Witness Volunteer Intern. Discussion. Motion by C. Ahlborn, seconded by J. Annin to approve the volunteer intern for Victim Witness. All voting aye, carried.

Motion by J. Annin, seconded by C. Ahlborn that a memo be sent to department heads informing them that before hiring of any volunteer position(s) or paid intern position(s), approval must be

given first from committee of jurisdiction, then forward recommendation from committee of jurisdiction to the Personnel Committee for final approval. All voting aye, carried.

**Vilas County Handbook Changes:** Discussion. Motion by L. Thorpe, seconded by B. Egan that vacation carryover language in the Vilas County Handbook shall be amended to include the following language: Requests for vacation carryover must be made 45 days in advance and must be submitted first to the employee's supervisor and then to the Personnel Committee for consideration. If the request is approved, paid vacation time may not be carried over for more than 90 days. All voting aye, carried.

VII. H. Personal Appearance of the Vilas County Handbook was discussed. Corporation Counsel will draft language for the Personnel Committee to review in July.

**Closed Session:** Motion by L. Thorpe, seconded by J. Annin to go into closed session at 10:00 a.m., pursuant to *Section 19.85(1)(c) & (f)*, for the purposes of considering compensation for Non-Represented Salary Employees; to consider personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. A roll call vote found the following members voting yes: Chair K. Rushlow, Vice-Chair L. Thorpe, C. Ahlborn, J. Annin, and B. Egan, unanimous, motion carried.

**Adjournment of Closed Session and Return to Open Session:** Motion by L. Thorpe, seconded by C. Ahlborn for adjournment of the closed session and return to open session at 11:25 a.m. A roll call vote found the following members voting yes: Chair K. Rushlow, Vice-Chair L. Thorpe, C. Ahlborn, J. Annin, and B. Egan, unanimous, motion carried.

**Committee may consider ratifying any action taken in closed session:**

**NR Salary Employees: Hours of Work & 2009-10 Increase in Wages:** Motion by L. Thorpe, seconded by C. Ahlborn that all Non-represented salaried positions hours of work be increased to 40 hours per week with applicable pay, effective October 1, 2008; to approve a 3% across the board increase effective January 1, 2009 and January 1, 2010 and that a resolution be presented to County Board for approval. All voting aye, carried.

**Personnel Issue:** Motion by B. Egan, seconded by J. Annin to authorize the Corporation Counsel to implement disciplinary action as discussed in closed session. All voting aye, carried.

**Letters and Communications:** None.

**Future Meeting Dates:** June 25, 2008.

**Adjournment:** Motion by J. Annin seconded by B. Egan to adjourn the meeting at 12:00 Noon. 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