

## PERSONNEL COMMITTEE MEETING

April 3, 2009

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 9:00 a.m., on Friday, April 3, 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 and Bob Egan. Excused absence: Sig Hjemvick. **Others present:** Clerk of Court Jean Numrich and Personnel Confidential Assistant Beth Carter.

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

**Approval of Minutes:** Motion by L. Thorpe, seconded by B. Egan to approve the March 10<sup>th</sup>, 25<sup>th</sup> and 31<sup>st</sup>, 2009 minutes. All voting aye, carried.

**Approval of Bills:** None.

**Vacation Carryover Requests:** None.

**Closed Session:** Motion by L. Thorpe, seconded by J. Behling to go into closed session at 9:02 a.m., pursuant to *Section 19.85(1)(c) & (g)*, for purposes of interviewing potential candidates for the *Clerk of Circuit Court Administrative Secretary A* position; 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 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 and return to open session at 12:03 p.m. A roll call vote found the following members voting yes: Chair K. Rushlow, Vice-Chair L. Thorpe, J. Behling and B. Egan, unanimous, motion carried.

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

**Interviewing potential candidates for the *Clerk of Circuit Court Administrative Secretary A* position:** 6 candidates were interviewed for two (2) positions in the *Clerk of Circuit Court Administrative Secretary A* office. Motion by L. Thorpe, seconded by J. Behling to approve the following rank order of the top candidates as follows: (1) Jennifer Allen; (2) Nicole Fuller and (3) Sally Walker and pursuant to successful background checks, offer position to the top two (2) candidates. All voting aye, carried.

**Letters and Communications:** None.

**Future Meeting Dates:** April 7<sup>th</sup> and April 22<sup>nd</sup>, 2009.

**Adjournment:** Motion by B. Egan, seconded by J. Behling to adjourn the meeting at 12:12 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