

## PERSONNEL COMMITTEE MEETING

May 20, 2009

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 9:00 a.m., on Wednesday, May 20, 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.

**Committee Members Present:** Chair Kathleen Rushlow, Vice-Chair Linda L. Thorpe, James Behling, Bob Egan and Sig Hjemvick. **Others present:** Corporation Counsel Martha Milanowski, Emergency Management Jim Galloway, County Supervisor Erv Techmiller, County Board Chair Steve Favorite, Payroll, Benefits and Accounts Payable Coordinator Marge Hiller, County's Insurance Agent Jack Damos, WPS Representative Wendy Harings, Delta Dental Representative Sue Roseliep, Commission on Aging Joe Fortmann 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 April 22<sup>nd</sup> and 27<sup>th</sup>, 2009 minutes. All voting aye, carried.

**Vacation Carryover Requests:** Motion by L. Thorpe, seconded by S. Hjemvick to approve a five (5) day vacation carryover request for Beth Carter, dated May 13, 2009. 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.

**County Safety Program:** Emergency Management Director Jim Galloway appeared to report to the committee his activities regarding the Vilas County Safety Program. During the past month he has focused on the Compliance portion of the Vilas County's loss control activity. Compliance activities consist of creating a written safety plan describing a general county safety statement and general safety policies applicable to most employees. The plan includes written policies which address specific risk areas and are consistent with the standards established by OSHA and the Wisconsin Department of Commerce. Mr. Galloway has been working on a number of policies which are in draft form and ready for review by the Loss Control Committee.

**Limited Term Employee – Jerri Radtke:** County Treasurer Jerri Radtke requests to hire a limited term employee to assist opening mail during tax season. Discussion. Motion by B. Egan, seconded by L. Thorpe to approve hiring a junior intern Page Nichols to assist the Treasurer's office during tax season. All voting aye, carried.

**Delta Dental Insurance:** Delta Dental Representative Susan Roseliep explained in detail different voluntary dental plans (Delta Dental Insurance) to the Personnel Committee. These plans are paid by employee with no county dollars. In order to participate in a plan there must be 30% participation of the County's eligible employees. Discussion. Motion by B. Egan, seconded by L. Thorpe to approve the County's Insurance Consultant Jack Damos, Delta Dental Representative Susan Roseliep and WPS Representative Wendy Harings to come to Vilas County and meet with eligible county employees to explain the available voluntary dental plans through Delta Dental Insurance to determine if the 30% participation requirement will be met. All voting aye, carried.

**Employee Testing:** Committee reviewed a sample of an employment clerical test by gNeil and finds no reason to change the County's current testing.

**Side Letter between Vilas County and Civilians Local 349, Re: Part-time Employees.**

Committee signed agreement that was agreed upon between the parties on April 20, 2009.

**Closed Session:** Motion by L. Thorpe, seconded by B. Egan to go into closed session at 10:30 a.m., pursuant to Wis. Stat., § 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 data of a County employee; to discuss 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, 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 12:55 p.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, J. Behling, B. Egan, and S. Hjemvick, unanimous, motion carried.

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

- Motion by B. Egan, seconded by L. Thorpe to pay Ginger Hipke-McCabe a total of 3.25 hours (December 20, 2006 – 1.75 hours and December 21, 2006 – 1.50 hours) to resolve Local 474a Grievance 07-01. All voting aye, carried.
- Motion by L. Thorpe, seconded by B. Egan to deny mileage payment to Penny LaFata in the amount of \$18.70. All voting aye, carried.

**Trainings and Seminars:** None.

**Letters and Communications:** None.

**Future Meeting Dates:** June 17, 2009.

**Adjournment:** Motion by B. Egan, seconded by S. Hjemvick to adjourn the meeting at 1:01 p.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