

## PERSONNEL COMMITTEE MEETING

July 22, 2009

Vice-Chair Linda Thorpe called to order the meeting of the Personnel Committee at 9:02 a.m., on Wednesday, July 22, 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 (9:09 a.m.), Vice-Chair Linda L. Thorpe, James Behling, Bob Egan and Sig Hjemvick. Others present: Corporation Counsel Martha Milanowski and Personnel Confidential Assistant Beth Carter.

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

**Approval of Minutes:** Motion by B. Egan, seconded by S. Hjemvick to approve the June 17, 2009, minutes. All voting aye, motion carried.

**Approval of Bills:** Motion by S. Hjemvick, seconded by J. Behling to approve the *Simandl & Prentice, S. C.* bill after reviewing/confirming charges with John Prentices. All voting aye, motion carried.

**Vacation Carryover Requests:** Motion by J. Behling, seconded by B. Egan to approve vacation carryover requests for Marjorie Hiller and Kate Gardner. All voting aye, motion carried.

Chair K. Rushlow appeared at 9:09 a.m.

**Trainings and Seminars:** Received information from Chief Joe Fath Re: *Paid Time Off: How to Establish and Maintain a Successful PTO Program*, Audio Conference, held August 6, 2009. Discussion. No committee members will be attending.

**Resolution Re: 2010 Salary Increase for Assistant Corporation Counsel and Public Health Nurse:** Motion by S. Hjemvick, seconded by J. Behling to sign the resolution and send to August County Board for approval. All voting aye, motion carried.

**Lake Conservation Specialist Position Description:** Motion by L. Thorpe, seconded by S. Hjemvick to approve as presented. All voting aye, motion carried.

**County Safety Program Update:** The Vilas County Safety Plan and the Vilas County Courthouse Crisis Plan are complete in draft form. The Loss Control Committee has conducted two plan review meetings and anticipates one additional meeting to review the remainder of the material. Upon completion of review, the agreed changes will be incorporated into the plan and presented to Loss Control for final approval. After approval from the Loss Control Committee the plans will be forwarded to the Board of Supervisors to adopt the plans as policy. Motion by J. Behling, seconded by B. Egan to approve the written report received from Jim Galloway, Emergency Management Director. All voting aye, motion carried.

**Department Head Meeting Update:** Chair K. Rushlow updated the committee on the June 23, 2009, Department Head meeting.

**Closed Session:** Motion by L. Thorpe, seconded by S. Hjemvick to go into closed session at 9:36 a.m., pursuant to Wis. Stat., § 19.85(1)(e)(f) & (g), to discuss the County's position in matters relating to collective bargaining; consideration of specific personnel problems; 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 9:36 a.m. 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:** No action taken.

**Letters and Communications:** None.

**Future Meeting Dates:** August 19, 2009.

**Adjournment:** Motion by L. Thorpe, seconded by S. Hjemvick to adjourn the meeting at 10:57 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