

PERSONNEL COMMITTEE MEETING

September 23, 2009

Chair Kathleen Rushlow called to order the meeting of the Personnel Committee at 9:01 a.m., Wednesday, September 23, 2009, 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, Bob Egan and Sig Hjemvick. Others present: County Supervisor Mary Platner, Corporation Counsel Martha Milanowski, Public Health Director Gina Egan and Personnel Confidential Assistant Beth Carter.

Approval of Agenda: Motion by B. Egan, seconded by S. Hjemvick 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 September 8, 2009, minutes. All voting aye, motion carried.

Approval of Bills: None.

Trainings and Seminars: Motion by J. Behling, seconded by L. Thorpe that Corporation Counsel and Personnel Committee members that are able to attend conference on *How to Effectively Manage Budgetary Crisis Utilizing Furloughs, Layoffs and Reductions in Force*, October 26, 2009, in Stevens Point, be allowed to do so. All voting aye, carried.

Vacation Carryover Requests: Motion by S. Hjemvick, seconded by J. Behling, to approve vacation carryover requests for Dawn M. Schmidt, five (5) days and John P. Gagnon, five (5) days, until December 31, 2009. All voting aye, carried.

Northland Pines High Schools School-to-Work Program for Public Health Department: Ms. Egan inform the Personnel Committee that the Public Health Board approved one(1) intern from Northland Pines High School School-To-Work Program for their department.

Limited Term Employee Public Health Preparedness for Public Health Department: Change of position for Heidi Nykolayko was discussed. Tobacco funding will not be available in 2010. Pam Pedersen has moved into the Public Health Nurse position and was previously funded by the Public Health Preparedness, Wisconsin Well Women and other grants. The Public Health Board would like to keep Ms. Nykolayko as an employee and fund her with Public Health Preparedness monies at 32 hours per week. Funding would be approximately \$43,200.00. Ms. Egan anticipates revenues of \$110,000.00 from the Public Health Emergency Preparedness (PHEP) grant and that this position will be totally funded with grant dollars. Motion by B. Egan, seconded by L. Thorpe to accept this change as presented by Public Health Director Gina Egan. All voting aye, carried.

Ms. Egan will provide Beth Carter with a position description.

Limited Term Employee Community Health Improvement Plan for Public Health Department: Public Health is in the process of updating their Community Improvement Plan for 2010. Previously,

Erica Brewster of Three Lakes, Wisconsin took on this project. Public Health is requesting approval to hire her again as a Limited Term Employee to complete this project and would be totally funded with Prevention grant dollars of \$5,833.00 and Community Needs Assessment line item of \$3,000.00. Ms. Egan indicated the LTE would only be for the remainder of 2009. Motion by S. Hjemvick to table. Motion withdrawn. Supervisor Bob Egan recommends that the committee approve this request pursuant to Corporation Counsel's review. Motion by J. Behling, seconded by B. Egan to approve hiring Erica Brewster for the remainder of 2009 to complete the Community Health Improvement Plan pursuant to Corporation Counsel's review and approval. All voting aye, carried

Ms. Egan will provide Beth Carter with a position description.

HINI Clinics Staffing for Public Health Department: Barb Garrett is an LTE in the Northwoods Dental Plan Program and needs all of 90 days for the dental program. Ms. Egan is requesting to use Ms. Garrett for the upcoming flu clinics. Corporation Counsel advises if you want this individual to assist at flu clinics the County would have to get a side letter agreement from the union to agree to extend over the 90 days for Ms. Garrett. Motion by L. Thorpe, seconded by J. Behling to have Corporation Counsel draft a side letter agreement and contact the union to check out this possibility. Discussion. All voting aye, carried.

Ms. Egan had several questions for the committee to consider: Does Vilas County contract services with the Nurses needed for the flu clinics or does Vilas County submit an invoice for their hours? Are they covered by the County's insurance policy? Many retired nurses still have their license, but no longer carry malpractice insurance. Discussion. Motion by B. Egan, seconded by L. Thorpe to approve the staffing for the HINI Clinics for the Public Health Department pending Corporation Counsel's research to make sure our liability is limited. All voting aye, carried.

Motion by J. Behling, seconded by S. Hjemvick to approve paying the nurses the grant hourly wage of \$23.20 per hour and the clerical positions at \$11.55 per hour plus the county's mileage rate. All voting aye, carried.

Public Health Director Gina Egan assured the committee that the HINI expenses are also grant funded.

RFP Outside Labor Counsel: Corporation Counsel reviewed the *Request for Proposals for Labor Counsel Services for Vilas County* with the Committee. The contract for these services shall be for a period beginning January 1, 2010 and ending on December 31, 2012. Proposals are due not later than 4 p.m. on October 31, 2009. Proposals will be reviewed by the Personnel Committee on November 5, 2009. IV. REQUIRED INFORMATION in RFP to include language requesting a writing sample.

Discussion. Motion by L. Thorpe, seconded by S. Hjemvick to continue to move forward with the RFP Outside Labor Counsel. All voting aye, carried.

Beth Carter will contact Wisconsin Counties to try to obtain a list of labor counsel within the state.

2010 Budget: Motion by S. Hjemvick, seconded by L. Thorpe to approve a 5% decrease in Professional Services for 2010. All voting aye, carried.

Closed Session: Motion by L. Thorpe, seconded by S. Hjemvick to go into closed session at 10:06 a.m., pursuant to Wis. Stat., §19.85(1)(c)(e)(f) & (g), for purposes of considering employment,

compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercising responsibility; to discuss matters relating to collective bargaining; preliminary 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. Discussion. 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 J. Behling for adjournment of the closed session and return to open session at 11:53 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:

- Motion by S. Hjemvick, seconded by J. Behling to refer the Child Support comp-time issue back to Legislative and Judicial informing them to utilize the funding available. All voting aye, carried.
- Motion by L. Thorpe, seconded by S. Hjemvick to direct Corporation Counsel to contact all the unions to meet with the Personnel Committee on October 1, 2009, to discuss furlough plans and alternate proposals to address budgetary constraints. All voting aye, carried.

Letters and Communications: Received a letter from Social Services Director Greg Schiek, dated September 14, 2009, informing the committee that Sally Walker has been offered a LTE position during the Energy Assistance season and is scheduled to begin Tuesday, September 29, 2009, three days per week at a maximum of 90 days at 85% of the starting salary of an Economic Support Specialist.

Future Meeting Dates: October 1, 2009 and October 21, 2009.

Adjournment: Motion by J. Behling, seconded by B. Egan to adjourn the meeting at 11:55 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