

PERSONNEL COMMITTEE MEETING

Tuesday, July 15, 2008

MINUTES

1. The Personnel Committee meeting was called to order by Chairperson Chet Lee at 9:00a. on Tuesday, July 15, 2008 in Room 309 the County Board Room Courthouse Annex.

Members Present: Chairman Lee, Geoff Banta, Frank Easterday, Will Beitlich.

Members Absent: Todd Overbo

Others in attendance: Linda Kica, Greg Lunde, Konna Spaeth, Rachel Hanson, Pam Eitland, Kelly Jacobs.

2. Affirmation of proper public notice of meeting.
3. Audience to Visitors.
 - **None.**
4. Minutes of previous meeting(s) (May 13, 2008)
Motion by Beitlich, second by Banta to approve minutes from May 13, 2008. Vote unanimous. Motion approved.
5. Review and Approval of New Positions
 - **None.**
6. Review and Approval of Replacement Positions
 - Social Worker – Human Services
Motion by Banta, second by Beitlich to approve replacement of social worker in Human Services. After discussion, a Motion was made by Banta, second by Easterday to approve replacement of social worker no earlier than four months from date of vacancy. Vote unanimous. Motion approved.
 - GIS Tech – L&W Conservation Department
Motion by Banta, second by Easterday, to approve replacement of part-time GIS Technician. Vote unanimous. Motion approved.
7. Review and Approve Resolution on Non-Represented Employees Salary Increase for 2009.
Motion by Banta, second by Beitlich to approve Resolution on Non-Represented Employees Salary Increase for 2009. Discussion was had on the seven positions that need re-placement in the pay structure. Ms. Kica explained the methodology of the plan and formulas in place. Vote unanimous. Motion approved.
8. Review and Approve Resolution on Human Resources and Information Technology Departments.
Motion by Easterday, second by Beitlich to approve the Resolution on Human Resources and Information Technology. Discussion was had on whether the department name change and title change would result in a pay increase for the Personnel Coordinator. Vote Aye-3, Nay-1. Motion approved.
9. Review and Approve Resolution to Combine Heath, Aging and Human Services Departments.
Committee skipped discussion.
10. Review and Approve Resolution to Combine Zoning and Land Conservation Departments
Committee skipped discussion.
11. Discussion on Retirement Incentive Programs
Ms. Kica presented a program implemented by Outagamie County who offered additional sick time to employees who chose to retire early. This sick time could be taken as a cash payout or used for health insurance. Mr. Banta asked Ms. Kica to find out how many people took advantage of this

program. Ms. Kica agreed to determine that and look into other retirement incentive options.

12. The Committee may entertain a motion to enter into closed session pursuant to sections 19.85(1) (c) Wis. Stats.:

To deliberate whenever bargaining reasons require a closed session to discuss the bargaining status of unions. (AFSCME and WPPA).

Consideration of employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction.

Roll call vote if motion is not unanimous.

Motion by Beitlich, second by Banta to enter into closed session. Vote unanimous. Motion approved.

Entry into closed session if adopted.

Reconvene in open session pursuant to Wisconsin Statutes Section 19.85 (2). (Roll call vote if motion is not unanimous)

Motion by Banta, second by Easterday to reconvene in open session. Vote unanimous. Motion approved.

13. May act on items discussed in closed session.

None.

14. Staff update (if available).

Ms. Kica relayed a recent situation in which an employee took some time off without pay. This employee is covered under a union contract that dictates how benefits are calculated, so the employee lost some paid time off. She was upset because she took the time off without pay to help the budget. The Committee directed Ms. Kica to work with department heads to set up a procedure that would allow employees to take time off without negatively impacting benefits. Once the department heads agree on a process, then Ms. Kica will develop a memorandum of understanding with each union group affected.

15. Confirmation of next meeting date(s).

Thursday, August 21 at 10:30a, or immediately after the Finance Committee. Thereafter, every third Thursday at the same time.

14. Adjourn.

Motion to adjourn by Beitlich, second by Easterday. Vote unanimous. Motion approved.