

**PERSONNEL COMMITTEE**  
Thursday, November 20, 2014  
**MINUTES**

The Personnel Committee meeting was called to order by Chairperson Dennis Brault at 10:26 a.m. on Thursday, November 20, 2014 in the County Board Room.

Members Present: Chairman Brault, Will Beitlich, Frank Easterday, Ralph Hicks, Frank McCoy

Members Absent:

Others in attendance: See attached

1. Call to order, Dennis Brault, Chair presiding.
2. Affirmation of proper public notice of meeting.
3. Roll call/Introduction of Visitors None
4. Audience to Visitors None
5. Approve meeting minutes – October 16, 2014 and November 6, 2014  
**Motion by Hicks, second by Easterday to approve meeting minutes. Vote unanimous. Motion approved.**
6. Review and Approve Pay Increase for Elections/Benefits Specialist  
**No motion was made by the Committee. No increase was granted.**
7. Review and approval of vacant positions
  - Confidential Administrative Assistant – Sheriff Office  
**Motion by Beitlich, second by Hicks to approve filling of position, with the provision that the overlap training be 2 – 4 weeks, with a preference for 2 weeks. Vote unanimous. Motion approved.**
  - Request exemption from hiring freeze for dispatch and correctional office.  
**Motion by McCoy, second by Easterday to exempt dispatch and correctional office positions from the hiring freeze. Vote unanimous. Motion approved.**
  - Assistant Zoning Administrator  
**This position was not approved.**

- Vernon Manor  
**Motion by Hicks, second by McCoy to exempt dietary and nursing staff at Vernon Manor from the hiring freeze. Vote unanimous. Motion approved.**
  - Highway Mechanic  
**Motion by Hicks, second by McCoy to bring the new highway mechanic position to the full County Board. Vote unanimous. Motion approved.**
  - UW Extension Agriculture Educator  
**Motion by Beitlich, second by Hicks to approve the UW Extension position. Vote unanimous. Motion approved.**
  - Unit on Aging  
**This position was not approved.**
8. Clarification of positions covered by the hiring freeze.  
**The committee clarified that the hiring freeze does not include hazmat, on-call, part-time positions with no benefits, statutorily required positions or mealsite positions. Motion by Easterday, second by McCoy to approve. Vote unanimous. Motion approved.**
9. Discussion and approval of Financial Planning Committee's motion to have Personnel Department explore potential savings for all employee benefits programs in 2015 for implementation and transition to Personnel Department in 2016.  
**Motion by Beitlich, second by Hicks to grant Linda Kica authority to begin exploring benefits savings for 2015, working with Ron Hoff, County Clerk. Vote unanimous. Motion approved.**
10. Employee Benefits Update  
Linda Kica told the Committee that a conference call would be held on Friday, November 22 with Ron Hoff, Jim Needham and Kim Ness (Insurance Center). The discussion will be on compliance with the Affordable Care Act.
11. Director's Report  
Linda Kica gave updates on:  
2015 Goals and Projects  
Personnel Budget Review  
Random Drug Screens – Vernon Manor  
Worker's Compensation Report  
Training Works with Disabilities Grant  
Elderly Benefits Specialist Grant  
Scheduled Vacations

12. Confirmation of next meeting date. Thursday, December 18, 2014

13. Adjourn.

Motion by McCoy, second by Hicks to adjourn. Vote unanimous. Motion approved.

Note: This meeting was taped. Audio is available in the Personnel Department. Please call 637-5302 to schedule an appointment to listen to the entire taped meeting.