

JOINT FINANCE & PERSONNEL COMMITTEES

December 15, 2005 (9:30 a.m.)

Finance & Personnel Committee Chairman Fred Parent called the meeting to order on Thursday December 15, 2005 at 9:30 a.m. Committee members present included Joe Sweda, James Seidl, Chuck Zenner, Wayne Lato and Lester Lewis. Also in attendance were Jim Metz, Marie Koerner, Everett Hale, Yvonne Bauer, Mary Ann Kropp and Bruce Strama. Allen Beadles had an excused absence.

Discuss and approve the 2006 WCA Group Health Trust health insurance contract and rates. Marie Koerner distributed copies of the proposed 2006 health insurance rates and reviewed them with the committee. Following review, Lato/Lewis motioned to approve the 2006 rates and insurance contract. The motion carried.

Discuss and act on amendment of Chapter 3.24(4)(a) County Code. Information related to the proposed amendment had been distributed to committee members with the agenda. Following discussion of how the ordinance had originated and reasoning for the proposed change, Sweda/Zenner motioned to amend the ordinance as outlined, striking 3.24(4)(a) from the County Code. The motion carried. The affect of the amendment would discontinue payment of a portion of the fees from passport sales to the Clerk of Courts.

Sweda/Seidl to adjourn the meeting at 9:35 a.m. The motion carried.

Bruce P. Strama, County Clerk

November 10, 2005

PERSONNEL COMMITTEE MEETING

Chairman Fred Parent called the meeting to order at 10:32 a.m. in the Third Floor County Board Room. Those present were Joe Sweda, Jim Seidl, Lester Lewis, Wayne Lato, and Attorney John Prentice.

1. Approve minutes. It was moved by Lato, seconded by Sweda to approve the September 15, 2005 and October 20, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Seidl, seconded by Lewis to approve the agenda with six items on it. A unanimous vote cast, the motion carried.
3. Highway Dept. request to fill vacant position. Tom Toepfer was present to request authorization to fill a vacant position due to a retirement in the department. It was moved by Seidl, seconded by Lato to approve the request contingent on the Highway Committee approval. A unanimous vote cast, the motion carried.
4. Closed Session. It was moved by Sweda, seconded by Seidl to go into closed session at 10:37 a.m. pursuant to Wis. Stats. 19.85(1)(e) to address grievances with representatives of the Professional Employees Union and Deputy Sheriff's Union. Five voting aye, the motion carried.

Those present for all or portions of the closed session were WPPA Representative Randy Ingram, Brian Campbell, Lisa Kaufmann, Jack Kay, and Bruce Daniels.

5. Open Session. It was moved by Lato, seconded by Lewis to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in closed session at 12:25 p.m. Five voting aye, the motion carried.

It was moved by Sweda, seconded by Lewis to adjourn at 12:25 p.m. All present voting aye, the motion carried.

Marie Koerner, Secretary

November 10, 2005

JOINT PERSONNEL COMMITTEE & BUILDINGS, GROUNDS & PARKS COMMITTEE MEETING

Chairman Fred Parent called the meeting to order at 10:00 a.m. in the Third Floor County Board Room. Those present were Joe Sweda, Jim Seidl, Lester Lewis, Wayne Lato, Diane Albrecht, Mary Bix, Chuck Zenner, Bruce Strama, Jeff Ludwig, and Attorney John Prentice.

1. Closed Session. It was moved by Lato, seconded by Bix to go into closed session at 10:01 a.m. pursuant to Wis. Stats. 19.85(1)(c) for the purpose of considering the employment of a Taylor County employee. Eight members voting aye, the motion carried.
2. Open Session. It was moved by Lato, seconded by Albrecht to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in closed session at 10:30 a.m. Eight members voting aye, the motion carried.

It was moved by Bix, seconded by Seidl to offer early retirement to an employee with a disability as discussed in closed session. Eight voting aye, the motion carried.

It was moved by Bix, seconded by Sweda to adjourn at 10:31 a.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

October 20, 2005

PERSONNEL COMMITTEE MEETING

Chairman Fred Parent called the meeting to order at 11:20 a.m. in the Third Floor County Board Room. Those present were Joe Sweda, Jim Seidl, Lester Lewis, and Jim Metz.

1. Approve agenda. It was moved by Lewis, seconded by Sweda to approve the agenda with four items on it. A unanimous vote cast, the motion carried.
2. Grievance #05-452 WPPA/LEER. This item was withdrawn from the agenda at this time.
3. Hiring approval to fill vacant positions. It was moved by Seidl, seconded by Sweda to approve an ordinance requiring all departments to obtain approval of the oversight committee and Personnel Committee to fill a vacant position in their department. A unanimous vote cast, the motion carried. An ordinance will be presented at the October 26 County Board session.

It was moved by Sweda, seconded by Lewis to adjourn at 11:35 a.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

October 20, 2005

JOINT PERSONNEL COMMITTEE & EXECUTIVE COMMITTEE MEETING

Chairman Fred Parent called the meeting to order at 10:00 a.m. in the Third Floor County Board Room. Those present were Joe Sweda, Jim Seidl, Lester Lewis, Jim Metz, Mary Bix, Sue Hady, Craig Alwin, Kathy Tingo, Anthony Schmidt, Darlene Anderson, Karen Jacobson, and Everett Hale.

1. Approve agenda. It was moved by Seidl, seconded by Lewis to approve the agenda. A unanimous vote cast, the motion carried.
2. Closed Session. It was moved by Sweda, seconded by Seidl to go into closed session at 10:01 a.m. pursuant to Wis. Stats. 19.85(1)(c) for the purposing of considering employment, promotion, compensation or performance evaluation data of the Corporation Counsel. Five voting aye, two members absent, the motion carried.
3. Open Session. It was moved by Sweda, seconded by Lewis to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in closed session at 11:19 a.m. Five voting aye, two members absent, the motion carried.

It was moved by Sweda, seconded by Metz to adjourn at 11:20 a.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

October 13, 2005

Joint Executive, Finance and Personnel Committees

Finance Committee Chairman Fred Parent called the meeting to order on Thursday, October 13, 2005 at 9:30 a.m. Committee members present included Jim Metz, Joe Sweda, James Seidl, Chuck Zenner and Lester Lewis. Also in attendance were Everett Hale, Marie Koerner, Larry Brandl and Bruce Strama. Wayne Lato was absent as was Allen Beadles with an excused absence.

Discuss and act on amendment to county ordinance and a resolution approving the appointment of Everett Hale as Corporation Counsel, with adjustments to hours, salary and fringe benefits. Everett Hale addressed the committee, stating that as of January 1, 2006 he will no longer be Family Court Commissioner for Taylor County, as Judge Gary Carlson intends to appoint another attorney to perform those duties. His request was that he be appointed Corporation Counsel for \$29,152.65, the 57% portion of his wages that have previously been budgeted in 2006 for performing the duties of Corporation Counsel. He also requested that the position be a full-time position which would allow him to retain full benefits, and offered to enroll in Medicare to alleviate county expense for health insurance. The committee discussed options available with consensus that as Everett and Pearl Hale are eligible for Medicare that their enrollment at this time would be advantageous to the county. The committee also agreed that due to expense of supplemental insurance required in addition to Medicare the wage requested by Hale should be increased by \$3,600 to defray some of the additional expense. Following further discussion, Seidl/Zenner to appoint Hale as fulltime Corporation Counsel beginning January 1, 2006 at a salary of \$32,752.35 for 2006. There was a unanimous roll-call vote in favor of the motion. Those voting included Jim Metz, Joe Sweda, James Seidl, Chuck Zenner, Lester Lewis and Fred Parent, with Lato and Beadles absent.

Sweda/Zenner to adjourn the meeting at 9:50 a.m. The motion carried.

Bruce P. Strama, County Clerk

September 15, 2005

Chairman Fred Parent called the meeting to order at 9:15 a.m. in the Third Floor Jury Room. Those present were Joe Sweda, Jim Seidl, Lester Lewis, and Jim Metz.

1. Approve minutes. It was moved Lewis, seconded by Seidl to approve the September 6, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Sweda, seconded by Seidl to approve the agenda with four items on it. A unanimous vote cast, the motion carried.
3. Revised Job Description for Long-Term Support Case Manager/Intake Worker Position. Sue Hady was present to request approval of a revised job description combining the Long-Term Support Case Manager position and Agency Intake Worker position. This revised job description would allow the LTS Unit to have five full-time LTS Case Managers/Intake Workers instead of the current four full-time LTS Case Managers and one full-time Agency Intake Worker. She also presented statistics of an increase in LTS caseload since 1998 to support her request. This change would also provide better intake services if all case managers are doing agency intake duties. It was moved by Seidl, seconded by Lewis to approve the revised job description of Long-Term Support Case Manager/Intake Worker. A unanimous vote cast, the motion carried.

It was moved by Sweda, seconded by Lewis to adjourn at 9:30 a.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

September 6, 2005

Chairman Fred Parent called the meeting to order at 12:30 p.m. in the Third Floor County Board Room. Those present were Joe Sweda, Lester Lewis, Jim Seidl, Wayne Lato, Jim Metz, and Brian Wilson from the Star News.

1. Approve minutes. It was moved by Lato, seconded by Seidl to approve the July 7, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Lato, seconded by Sweda to approve the agenda with eleven items on it. A unanimous vote cast, the motion carried.
3. CIS Revised Job Descriptions. Melissa Weinke, CIS Director, was present to explain that the descriptions are being revised to provide for better cross training and back up between positions in the department and to reflect the adjustments made with technology changes. It was moved by Seidl, seconded by Lewis to approve the revised job descriptions. A unanimous vote cast, the motion carried.
4. Reappointment of Everett Hale as Corporation Counsel & Salary Increase. Everett Hale was present to request a two-year appointment and associated salary increases. It was moved by Sweda, seconded by Seidl to approve a resolution increasing Everett Hale's salary for 2005 by 3% over 2004 to be retroactive to January 1, 2005 and approve a resolution to reappoint Everett Hale as Corporation Counsel for 2006 and 2007 with a 3% salary increase for 2006. A unanimous vote cast, the motion carried. Both resolutions will be presented at the next County Board session.
5. Law Clerk LTE Position – Circuit Court Office. A memo from Judge Carlson was distributed. He is requesting to hire Kristi Tlusty as a limited-term employee to work as a Law Clerk in the Circuit Court office until May 2006. It was moved by Lato, seconded by Seidl to approve the limited term Law Clerk position in the Circuit Court office. The wage will be \$10.00 an hour. The position is authorized to work up to a maximum of 85 hours from September 1 to December 31, 2005 and a maximum of 105 hours from January 2 to May 31, 2006. The motion also includes travel expenses up to \$250 for each year. The wages and travel expenses will be paid out of the forfeited bail bond account and the family court non-lapsing fund. Three voting aye, Sweda and Lewis voting no, the motion carried.
6. Flex Plan Grace Period & Annual Deferral Limit for Medical. A recent IRS rule allows employers to amend their flexible spending plan by allowing a 2 ½ month grace period for employees to use their health care flexible spending funds after the end of the year. It was moved by Sweda, seconded by Lewis to allow for the grace period until March 15 under the County's flexible spending account for health care expenses. A unanimous vote cast, the motion carried.

Currently, the maximum annual amount an employee can defer to his/her flexible spending account for health care expenses is \$1,200.00. It was moved by Seidl, seconded by Lato to increase the annual flexible spending amount, for health care expenses, to \$1,600.00 effective January 1, 2006. A unanimous vote cast, the motion carried.

7. Sexual Harassment Training. It was moved by Lewis, seconded by Seidl to require sexual harassment training for all employees. A unanimous vote cast, the motion

carried. Training will also occur at the next County Board session for board members.

8. Representation of Attorney John Prentice – Employment Issues. Attorney Prentice has dissolved his firm of Prentice & Phillips and has joined the Petrie & Stocking, S.C. law firm in Milwaukee. It was moved by Seidl, seconded by Lato to have Attorney Prentice retain our employment files and utilize him for ongoing employment issues. A unanimous vote cast, the motion carried.
9. Annual Employee Compensation & Benefit Report. The committee supported issuing an employee compensation and benefit report to all employees after the end of each year.
10. 2006 Budgets. It was moved by Lato, seconded by Sweda to approve the 2006 submitted budgets for County Board, Human Resources, Contracted Attorney Services, Central Duplicating, County Vehicle and Van Outlay, Property & Liability, Purchasing, Auto Collision and Upset, HRA, Office Administration, and Copier Revenue. A unanimous vote cast, the motion carried.

It was moved by Sweda, seconded by Lato to adjourn at 1:50 p.m. A unanimous vote cast, the motion carried

Marie Koerner, Secretary

July 7, 2005

Chairman Fred Parent called the meeting to order at 10:00 a.m. in the Third Floor County Board Room. Those present were Joe Sweda, Lester Lewis, Jim Metz, and Paul Hoffmann.

1. **Approve minutes.** It was moved by Lewis, seconded by Sweda to approve the April 14, May 23, and June 30, 2005 minutes. A unanimous vote cast, the motion carried.
2. **Approve agenda.** It was moved by Sweda, seconded by Lewis to approve the agenda with nine items on it. A unanimous vote cast, the motion carried.
3. **Request for Reclassification – Health Dept. Secretary/Bookkeeper position.** Patty Krug and Cindy Neumann were present. It was moved by Sweda, seconded by Lewis to approve the request to reclassify the Health Department Secretary/Bookkeeper position to Grade 10 from a Grade 9 in the Non-Professional Union contract based on internal comparability to be effective January 1, 2006. Three voting aye, two absent, the motion carried.
4. **Intern – District Attorney's Office.** Karl Kelz was present to request approval to pay a summer intern. It was moved by Sweda, seconded by Lewis to approve hiring and paying a summer intern for the District Attorney's office from July 1 to August 12, 2005. A unanimous vote cast, the motion carried. The District Attorney will use funds within his 2005 budget to pay the intern's wages.
5. **Health Insurance Plan Eligibility for Enrollment.** The present health insurance contract wording states that employees who are not presently enrolled in the health insurance benefit, and who may be interested in enrolling, are required to meet certain criteria in order to enroll in the plan. It was the consensus of the committee that the criteria should be amended or an open enrollment should be scheduled to allow those eligible employees, who are presently not enrolled in the health insurance plan, an opportunity to enroll if they so choose to do so. It was moved by Sweda, seconded by Lewis to offer a health insurance open enrollment for eligible employees from October 1-31, 2005 for the 2006 year, as well as, in future years. A unanimous vote cast, the motion carried.
6. **Use of Employment Applications for Future Vacancies.** Currently the County Code requires advertising of all vacant positions. However, because of the advertisement costs and the timeframe to hire a new individual, an amendment to the County Code was presented to the committee. The amendment would give an option to a Department Head to bypass the advertising step in the recruitment process and use prior applications from a previous similar or same position vacancy within the previous six months. It was moved by Lewis, seconded by Sweda to amend Section 3.05 of the Taylor County Code to offer the option of using prior applications from a similar or same position vacancy within the previous 12 months. A unanimous vote cast, the motion carried. An ordinance will be presented at the next County Board session to amend this section.
7. **Closed Session.** It was moved by Sweda, seconded by Lewis to go into Closed Session at 10:32 a.m. pursuant to Wis. Stats. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of the Human Resource Manager. Three members voting aye, two members absent, the motion carried. Paul Hoffmann departed the meeting.

8. **Open Session.** It was moved by Sweda, seconded by Lewis to go into Open Session pursuant to Wis. Stats 19.83 to take any necessary action on the matter discussed in Closed Session at 11:00 a.m. Three members voting aye, two members absent, the motion carried.

It was moved by Sweda, seconded by Lewis to adjourn at 11:01 a.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

June 30, 2005

Joint Finance & Personnel Committees

Finance Committee Vice Chairman Joe Sweda called the meeting to order on Thursday June 30, 2005 at 9:55 a.m. Committee members present included James Seidl, Chuck Zenner, Allen Beadles, and Lester Lewis. Also in attendance were Jim Metz, Marie Koerner, Greg Schmidt, Don Ryder and Bruce Strama. Fred Parent and Wayne Lato were absent.

Discuss and act on implementation of a Safety Plan following a presentation by Wausau Insurance Representatives. Marie Koerner introduced Greg Schmidt and Don Ryder, Wausau Insurance Company Reps and explained to the Committee that the rates charged for Workers Compensation are reflected in the claims reported by the employer and that the claims for Taylor County have been rising over the past several years. She stated that two reasons for implementing a safety plan are cost and abiding by State and Federal laws. There are projected savings related to implementation of a plan, in some cases lowering the factor rate by more than 50% due to lower claims with the second reason for implementing a plan being Wisconsin Administrative Code Comm 32.11 requiring each employer in the State to have a safety and health program. Schmidt and Ryder discussed in depth with the committee the issues related to implementing a safety plan including the formula for premiums, areas of cost savings by counties that have implemented a plan as well as several areas of a prospective plan that should be addressed. They offered to guide the County in preparing a plan with advice and written material and noted that the Lincoln County Contact person, having recently been active in implementing their plan has offered assistance. Sweda questioned whether there would be a charge for preparing a plan, with assurance that there would be none by Wausau Insurance, but that training testing and other aspects of the plan would include some expense. Seidl felt that the unions representing county employees should also be involved and carry some responsibility. The Reps agreed that the unions should be involved and that department heads should also have related responsibilities in their job descriptions. Following further discussion, Lewis/Seidl to begin drafting a safety plan for Taylor County, with Marie Koerner designated as contact person. The motion carried. Highway Commissioner Thomas Toepfer had entered the meeting at 10:38 and volunteered to help develop the plan, as the Highway Department at present follows many of the procedures discussed.

Zenner/Beadles to adjourn the meeting at 10:44 a.m. The motion carried.

Bruce P. Strama, County Clerk

May 23, 2005

Joint Personnel & Law Enforcement Committee Meeting

Chairman Fred Parent called the meeting to order at 12:20 p.m. in the Ground Floor Sheriff's Department Conference Room. Those present were Lester Lewis, Jim Seidl, Joe Sweda, John Werner III, Larry Ziembo, Attorney John Prentice, Jack Kay, and Bruce Daniels.

Approve agenda. It was moved by Seidl, seconded by Werner to approve the agenda with four items on it. A unanimous vote cast, the motion carried.

Closed Session. It was moved by Seidl, seconded by Lewis to go into Closed Session at 12:21 p.m. pursuant to Wis. Stats. 19.85(1)(c)(f) and (g) to consider employment, performance of an employee; consider discipline of an employee and preliminary consideration of personnel problems and the investigation of charges against specific persons, and (3), consult with legal counsel which the County is likely to become involved in. A roll call vote was taken with six members voting aye. The motion carried.

Open Session. It was moved by Sweda, seconded by Lewis to go into Open Session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 12:43 p.m. A roll call vote was taken with six members voting aye. The motion carried.

It was moved by Sweda, seconded by Werner to adjourn at 12:43 p.m. A unanimous vote cast, the motion carried

Marie Koerner, Secretary

April 14, 2005

Chairman Fred Parent called the meeting to order at 9:30 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Jim Metz, and Jack Kay.

Approve minutes. It was moved by Seidl, seconded by Lewis to approve the March 31, 2005 minutes. A unanimous vote cast, the motion carried.

Approve agenda. It was moved by Sweda, seconded by Seidl to approve the agenda with five items on it. A unanimous vote cast, the motion carried.

Closed Session. It was moved by Seidl, seconded by Lewis to go into Closed Session at 9:31 a.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of reconsidering a tentative agreement with WPPA, Sergeant's Union. A roll call was taken with all five members voting aye. The motion carried.

Open Session. It was moved by Sweda, seconded by Lato to go into Open Session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 9:40 a.m. A roll call vote was taken with all five members voting aye. The motion carried.

It was moved by Sweda, seconded by Lewis to adjourn at 9:42 a.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

March 31, 2005

Chairman Fred Parent called the meeting to order at 9:30 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Jim Metz, Chuck Zenner, and Brian Wilson of the Star News.

1. Approve minutes. It was moved by Lato, seconded by Seidl to approve the March 18, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Sweda, seconded by Lato to approve the agenda with four items on it. A unanimous vote cast, the motion carried.
3. Non-Represented employee's salary & benefits for 2005-06. Dan Brost, Larry Brandl, Fred Ebert, and Brad Ruesch were present to discuss salary and benefits for the non-represented employees. It was moved by Lewis, seconded by Seidl to amend sick leave payout at the end of the year to 75% from the 50% payout above the 90 days of accumulation; amend sick leave payout at retirement to a maximum of 70 days from the 75% of 90 days payout; amend the bereavement leave to be the same as the non-professional union; and increase salaries by 3% in 2005 and 3% in 2006. A unanimous vote cast, the motion carried.

The non-represented group also presented a proposal to the committee in regards to an early retirement incentive/vacation buyout. It was moved by Sweda, seconded by Lewis to table this proposal at this time for further research. A unanimous vote cast, the motion carried.

It was then moved by Seidl, seconded by Lato to amend the non-represented vacation schedule by adding one additional day of vacation after 20 years of service for a total of 26 days of vacation. A unanimous vote cast the motion carried.

It was moved by Sweda, seconded by Lewis to adjourn at 10:05 a.m. A unanimous vote cast, the motion carried.

The next meeting is scheduled for April 14, 2005 at 9:30 a.m.

Marie Koerner, Secretary

March 18, 2005

Chairman Fred Parent called the meeting to order at 10:00 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Jim Metz, and Attorney John Prentice.

1. Approve minutes. It was moved by Sweda, seconded by Seidl to approve the March 7, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Seidl, seconded by Lewis to approve the agenda with five items on it. A unanimous vote cast, the motion carried.
3. Closed Session. It was moved by Sweda, seconded by Seidl to go into closed session at 10:03 a.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of negotiating/mediating with the Teamsters Local 662, Professional Union. A roll call vote was taken with all four members voting aye. The motion carried. Teamsters Representative John Kaiser, Kathy Tingo, and Michele Armbrust were present during portions of the closed session.

Supervisor Joe Sweda departed the meeting at 10:55 a.m.

4. Open Session. It was moved by Seidl, seconded by Lewis to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 11:13 a.m. A roll call vote was taken with all four members voting aye. The motion carried.

It was moved by Seidl, seconded by Lewis to adjourn at 11:15 a.m. A unanimous vote cast, the motion carried.

The next meeting is scheduled for March 31, 2005 at 9:30 a.m.

Marie Koerner, Secretary

March 7, 2005

Chairman Fred Parent called the meeting to order at 9:32 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Jim Metz, Jack Kay, Bruce Daniels, and Attorney John Prentice.

1. Approve minutes. It was moved by Lato, seconded by Lewis to approve the February 7, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Seidl, seconded by Sweda to approve the agenda with five items on it. A unanimous vote cast, the motion carried.
3. Closed Session. It was moved by Lewis, seconded by Sweda to go into Closed Session at 9:33 a.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of reconsidering a tentative agreement with WPPA, Deputy Sheriff's Union and to negotiate with the WPPA, Sergeant's Union. A roll call vote was taken with all five members voting aye. The motion carried. WPPA Representative Gary Wisbrocker, Kim Kasperek, and Nick Synol were present during portions of the closed session.
4. Open Session. It was moved by Sweda, seconded by Seidl to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 10:35 a.m. A roll call vote was taken with all five members voting aye. The motion carried.

It was moved by Sweda, seconded by Seidl to adjourn at 10:38 p.m. A unanimous vote cast, the motion carried.

The next meeting is scheduled for March 18, 2005 at 10 a.m.

Marie Koerner, Secretary

February 7, 2005

Chairman Fred Parent called the meeting to order at 2:03 p.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Jim Metz, and Attorney John Prentice.

1. Approve minutes. It was moved by Sweda, seconded by Lewis to approve the February 3, 2005 minutes. A unanimous vote cast, the motion carried
2. Approve agenda. It was moved by Lewis, seconded by Seidl to approve the agenda with five items on it. A unanimous vote cast, the motion carried.
3. Closed Session. It was moved by Sweda, seconded by Lewis to go into Closed Session at 2:05 p.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of negotiating with the WPPA, Deputy Sheriff's Union. A roll call vote was taken with all four members voting aye. The motion carried. Jack Kay, WPPA Representative Randy Ingram and Larry Woebeking were present during portions of the closed session.
4. Open Session. It was moved by Sweda, seconded by Seidl to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 4:05 p.m. A roll call vote was taken with all four members voting aye. The motion carried.

It was moved by Sweda, seconded by Lewis to adjourn at 4:06 p.m. A unanimous vote cast, the motion carried.

Marie Koerner, Secretary

February 3, 2005

Joe Sweda called the meeting to order at 10:00 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Lester Lewis, Jim Metz, and Attorney John Prentice.

1. Approve minutes. It was moved by Seidl, seconded by Lewis to approve the January 25, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Lewis, seconded by Seidl to approve the revised agenda with five items on it. A unanimous vote cast, the motion carried.
3. Closed Session. It was moved by Seidl, seconded by Lewis to go into Closed Session at 10:03 a.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of negotiating with Teamsters Local 662, Professional Union, and reconsider tentative agreements with AFSCME Local 3679, Non-Professional Union and Local 617, Highway Union. A roll call vote was taken with all three members voting aye. The motion carried. Gary Gretzinger, Jim Hill, Tom Toepfer, Union Representative John Kaiser, Kathy Tingo, and Michele Armbrust were present during portions of the closed session.
4. Open Session. It was moved by Lewis, seconded by Seidl to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 12:15 p.m.

It was moved by Lewis, seconded by Seidl to adjourn at 12:20 p.m. A unanimous vote cast, the motion carried. The next Personnel Committee meeting is scheduled for February 7, 2005 at 2:00 p.m.

Marie Koerner, Secretary

January 25, 2005

Chairman Fred Parent called the meeting to order at 9:30 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Jim Metz, Attorney John Prentice, and Laurie Sacho from the Star News.

1. Approve minutes. It was moved by Seidl, seconded by Lewis to approve the January 17, 2005 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Sweda, seconded by Seidl to approve the agenda with eight items on it. A unanimous vote cast, the motion carried.
3. Human Services Secretary and Receptionist positions. Sue Hady was present to explain the request to restructure the secretary and receptionist positions. Presently, Human Services has a full-time receptionist in Grade 8 and a full-time secretary in Grade 9. With the restructuring, both positions would be secretary/receptionists and placed in Grade 9. Each position will have equal time working as the receptionist and equal time working as secretary. It was moved by Sweda, seconded by Seidl to approve the request to restructure the secretary and receptionist positions and place the combined secretary/receptionist positions in Grade 9 of the Non-Professional Union contract. This action is effective on January 24, 2005. The motion also includes approving the job description of the Secretary/Receptionist. Four voting aye, Parent abstaining from the vote, the motion carried.
4. Sick Leave accumulation when transferring to another position. Situations have occurred when employees have transferred to a new position in a bargaining unit where the contract states a lesser amount of sick leave accumulation compared to the position the individual has come from. Koerner presented several options to rectify the problem. It was moved by Seidl, seconded by Lato to payout 50% of the employee's accumulation between the two specified amounts in the union agreement or County Code. The payout will be effective on the date of the employment change and at the rate of the former position. The number of sick days will also revert back to the allowable amount stated in the union agreement or County Code. Therefore, Phil Sulko will receive five days of payout and Roxy Kahan will receive 2.88 days of payout. Parent, Seidl, and Lato voting aye, Sweda and Lewis voting no, the motion carried.
5. Closed Session. It was moved by Seidl, seconded by Sweda to go into Closed Session at 10:07 a.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of negotiating with Teamsters, Local 662, Professional Union and WPPA, Deputy Sheriff's Union. Union Representative John Kaiser, Randy Ingram, Jack Kay, Kathy Tingo, Michele Armbrust, and Larry Woebbeking were present during portions of the closed session. A roll call vote was taken with all five members voting aye. The motion carried.

Supervisor Wayne Lato and Jim Metz departed the meeting at 10:50 a.m.

6. Open Session. It was moved by Sweda, seconded by Lewis to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 3:05 p.m. Four voting aye, Lato absent, the motion carried.
7. Non-Represented Employees' Salary & Benefits. Dan Brost, Fred Ebert, and Larry Brandl were present to request consideration on salary and benefits for the non-represented employees. No action was taken at this time.

It was moved by Sweda, seconded by Lewis to adjourn at 3:30 p.m. A unanimous vote cast, the motion carried. The next Personnel Committee meeting is scheduled for February 3, 2005 at 10:00 a.m.

Marie Koerner, Secretary

January 17, 2005

Chairman Fred Parent called the meeting to order at 9:30 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Jim Metz, Attorney John Prentice, and Brian Wilson from the Star News.

1. Approve minutes. It was moved by Lato, seconded by Lewis to approve the December 1 and December 16, 2004 minutes. A unanimous vote cast, the motion carried.
2. Approve agenda. It was moved by Seidl, seconded by Lato to approve the agenda with six items on it. A unanimous vote cast, the motion carried.
3. Revised Job Descriptions – CIS Director & Network Administrator. Roxy Kahan was present to explain some of the shift in duties to the Network Administrator position from the CIS Director. It was moved by Seidl, seconded by Lato to approve the revised job descriptions for the CIS Director and Network Administrator positions. A unanimous vote cast, the motion carried.
4. Closed Session. It was moved by Sweda, seconded by Lato to go into Closed Session at 9:55 a.m. pursuant to Wis. Stats. 19.85(1)(e) for the purpose of negotiating with AFSCME Local 617, Highway Union and Local 3679, Non-Professional Union. Union Representative Phil Salamone, John Hein, Gary Gretzinger, Roger Petrick, Alan Brandl, Kevin Mayer, Joyce Krueger, Beth Abbeglen, Mike Soto, and Tom Toepfer were present during portions of the closed session. A roll call vote was taken with all five members voting aye. The motion carried.

Supervisor Joe Sweda departed the meeting at 2:40 p.m.

5. Open Session. It was moved by Seidl, seconded by Lato to go into open session pursuant to Wis. Stats. 19.83 to take any necessary action on the matter discussed in Closed Session at 2:50 p.m. Four voting aye, Sweda absent, the motion carried.

It was moved by Seidl, seconded by Lato to approve the tentative agreements with AFSCME Local 617, Highway Union, and Local 3679, Non-Professional Union, and present the agreements to the full County Board for approval. Four voting aye, Sweda absent, the motion carried.

It was moved by Lato, seconded by Seidl to adjourn at 2:55 p.m. A unanimous vote cast, the motion carried. The next Personnel Committee meeting is scheduled for January 25 at 9:30 a.m.

Marie Koerner, Secretary