

Personnel Committee

December 13, 2007

Third Floor County Board Room

Call Meeting to Order: Chairman Parent called the meeting to order at 9:55 a.m.

Members Present: Jim Seidl, Fred Parent, Lester Lewis and Joe Sweda

Members Absent: Wayne Lato

Other Attendees: Deb Wiinamaki

Approve Minutes: Sweda moved to approve the minutes of the November 20, 2007 Personnel Committee meeting; seconded by Seidl. A unanimous vote cast, the motion carried.

Approve Agenda: Seidl moved to approve the agenda with five items; Sweda seconded. A unanimous vote cast, the motion carried.

Request to hire a limited-term employee – Treasurer’s Office. Deb Wiinamaki, County Treasurer, was present to request hiring a limited-term employee in the Treasurer’s office for the settlement period in her office. The position would have a rate of \$13.84 per hour. A motion was made by Sweda, seconded by Seidl, to approve the request to hire a limited-term employee in the Treasurer's office for the settlement period at a rate of \$13.84 per hour. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Sweda, seconded by Seidl, to adjourn at 10:01 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

November 20, 2007

Third Floor County Board Room

Call Meeting to Order: Chairman Parent called the meeting to order at 9:45 a.m.

Members Present: Jim Seidl, Fred Parent, Lester Lewis and Joe Sweda

Members Absent: Wayne Lato

Other Attendees: Jim Metz, Marie Koerner, Linda Daniels, Sue Hady, Larry Brandl, Luke Klink, Star News, Judge Gary Carlson, Toni Matthias, Tom Toepfer, Arbitrator Coleen Burns, State of Wisconsin, Employment Relations Commission, John Prentice, John Spiegelhoff, Local 617, Matt Schimke and Joe Obenhoffer

Approve Minutes: Lewis moved to approve the minutes of the October 15, 2007 Personnel Committee meeting; Seconded by Seidl. A unanimous vote cast, the motion carried.

Approve Agenda: Sweda moved to approve the agenda with ten items; Seidl seconded. A unanimous vote cast, the motion carried.

Request for Reclassification – Register in Probate position, Circuit Court office. Judge Gary Carlson and Toni Matthias were present to request reclassification of the Register in Probate position in the Circuit Court office effective on January 1, 2008. The position was sent to Archer Company to study the position. The recommendation was to reclass the Register in Probate position from a Grade 7 to a Grade 9 in the 35 hour pay matrix for the Non-Represented Pay Schedule. A motion was made by Seidl, seconded by Lewis, to approve the request for reclassification for the Register in Probate position from a Grade 7 to a Grade 9 in the 35 hour pay matrix effective January 1, 2008. A unanimous vote cast, the motion carried.

Request to hire an LTE for Accounts Receivable Clerk - Human Services Agency. Sue Hady, Human Services Director, and Larry Brandl, County Accountant, were present to express the need to hire a Limited Term Employee in addition to the hiring of the regular fulltime Accounts Receivable Clerk that was already approved by the Personnel Committee. Monies for the LTE position would come from a Contingency Fund transfer. It was moved by Seidl, seconded by Sweda to approve the hiring of a Limited Term Employee for the Accounts Receivable Clerk at Human Services, with monies for the LTE to be coming from the Contingency Fund Account. The position will be for a maximum of six months and will be hired through a temporary service or from the pool of applicants that were received for the fulltime Accounts Receivable Clerk opening. A unanimous vote cast, the motion carried.

Study of Clinical Services Coordinator position. Sue Hady was present to discuss the Clinical Services Coordinator position. The position has been advertised two times and she is found that the starting wage is less than the employees that the person would supervise. She requested permission to re-advertise the position with a starting wage at the midpoint for that position and to send the position to Archer Company for evaluation. A motion was made by Seidl, seconded by Sweda to approve re-advertising the position with a starting wage at the midpoint in the salary schedule or at a salary recommended by Archer and to send the job description to the Archer Company for evaluation. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Sweda, seconded by Seidl, to go into closed session at 10:12 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of an arbitration hearing with the Highway Union, AFSCME Local 617, in regards to the Obenhoffer grievance. Four (4) voting aye, one (1) absent (Lato), the motion carried.

Those present during portions of the closed session were Tom Toepfer, John Spiegelhoff, Matt Schmike, John Prentice, and Arbitrator Colleen Burns.

Discuss and act on 2008 WCA Group Health Trust health insurance contract & rates. Marie Koerner, Human Resource Manager, presented the committee with the rates and contract for the 2008 WCA Group Health Trust health insurance. A motion was made by Lewis, seconded by Seidl, to approve the contract and rates for 2008. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Sweda, seconded by Seidl, to adjourn at 2:02 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Joint Personnel and Human Services Executive Board Committee Meeting

October 15, 2007

Third Floor County Board Room

Call Meeting to Order: Supervisor Seidl called the meeting to order at 1:35 p.m.

Members Present: Jim Seidl, Wayne Lato, Mary Bix, Rose Madlon, Lester Lewis

Members Absent: Fred Parent and Joe Sweda

Other Attendees: Jim Metz, Marie Koerner, Linda Daniels, Sue Hady

Approve Minutes: A motion was made by Lewis, seconded by Lato, to approve the minutes of the October 4, 2007 Personnel Committee meeting. A unanimous vote cast, the motion carried.

Approve Agenda: A motion was made by Lato, seconded by Lewis, to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Lato, to go into closed session at 1:36 p.m. pursuant to Wisconsin State Statutes, 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of an employee; the Personnel Committee will continue in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e), to consider the Benefits Specialist posting grievance, Non-Professional Union; and to consider the tentative agreements with AFSCME, Local 617, Highway Union for approximately 1 ½ hours. Three (3) voting aye, two (2) absent (Parent, Sweda), the motion carried. Those present during portions of the closed session were Rose Madlon, Mary Bix, Peggy Kellnhofer and John Spiegelhoff.

The first part of the Closed Session portion of the meeting was a joint meeting with the Human Services Executive Board. Mary Bix and Rose Madlon left the meeting at 2:10 p.m.

Open Session. A motion was made by Lato, seconded by Lewis, to reconvene at 2:35 p.m. in open session pursuant to Wisconsin State Statutes 19.83 to take any necessary action on the matter discussed in closed session. Three (3) voting aye, two (2) absent (Parent, Sweda), the motion carried.

Request to fill the Accounts Receivable Clerk and Early Interventionist/Support and Service Coordinator positions – Human Services: Sue Hady was present to answer questions regarding the openings. A motion was made by Lewis, seconded by Lato, to approve the request to fill the Accounts Receivable Clerk and Early Interventionist/Support and Service Coordinator positions at Human Services. A unanimous vote cast, the motion carried.

Request to approve revised job description for Early Interventionist/Support and Service Coordinator – Human Services: Sue Hady was present to explain the changes on the job description. A motion was made by Lato, seconded by Lewis, to approve the revised job description for Early Interventionist/Support and Service Coordinator – Human Services. A unanimous vote cast, the motion carried.

Adjournment: With no further business, a motion was made by Lewis, seconded by Lato to adjourn the meeting at 2:47 p.m. A unanimous vote cast, the motion carried. The meeting was adjourned at 2:47 p.m.

Secretary: Linda Daniels

Personnel Committee

October 4, 2007

Third Floor County Board Room

Call Meeting to Order: Chairman Parent called the meeting to order at 10:03 a.m.

Members Present: Fred Parent, Jim Seidl and Lester Lewis

Members Absent: Wayne Lato and Joe Sweda

Other Attendees: Jim Metz, Marie Koerner, Linda Daniels, Bruce Daniels, Tom Toepfer, John Prentice

Approve Minutes: A motion was made by Seidl, seconded by Lewis, to approve the minutes of the September 5, 2007 Personnel Committee meeting and the September 13, 2007 Personnel Committee meeting. A unanimous vote cast, the motion carried.

Approve Agenda: A motion was made by Lewis, seconded by Seidl, to approve the agenda with six items. A unanimous vote cast, the motion carried.

Act and discussion on appointing the Medical Examiner for Taylor County. Sheriff Bruce Daniels was present to answer any questions from the committee. A motion was made by Lewis, seconded by Seidl, to approve appointing Scott Perrin the Medical Examiner for Taylor County contingent upon Law Enforcement Committee approval. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Seidl, to go into closed session at 10:05 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of negotiating with the Highway Union, AFSCME Local 617. Three (3) voting aye, two (2) absent (Lato, Sweda), the motion carried. Those present during portions of the closed session were Tom Toepfer, John Spiegelhoff, Gary Gretzinger, Alan Brandl and Matt Schimke.

Open Session. A motion was made by Seidl, seconded by Lewis, to reconvene at 11:48 a.m. in open session pursuant to Wisconsin State Statutes 19.83 to take any necessary action on the matter discussed in closed session. Three (3) voting aye, two (2) absent (Lato, Sweda), the motion carried.

Adjournment: With no further business, a motion was made by Seidl, seconded by Lewis to adjourn the meeting at 11:49 a.m. A unanimous vote cast, the motion carried. The meeting was adjourned at 11:49 a.m.

Secretary: Linda Daniels

Personnel Committee

September 13, 2007

Third Floor County Board Room

Call Meeting to Order: Chairman Parent called the meeting to order at 9:15 a.m.

Members Present: Jim Seidl and Joe Sweda

Members Absent: Wayne Lato and Lester Lewis

Other Attendees: Jim Metz, Marie Koerner, Diane Niggemann, Linda Daniels

Approve Agenda: Sweda moved to approve the agenda with six items; Seidl seconded. 3 Ayes/0 Nays, the motion carried.

Request to fill Benefit Specialist position and approve revised job description of Benefit Specialist position – Commission on Aging. Diane Niggemann, Commission on Aging Director, was present to request filling the position and to explain the changes in the job description. The new Benefit Specialist position will be a part-time position instead of fulltime because of duties changing in the position. Ms. Niggemann would like to fill the position now so that Ms. Roush could train with the new employee. A motion was made by Seidl, seconded by Sweda, to approve the request to fill the Benefit Specialist position and to approve the revised job description of the Benefit Specialist position. A unanimous vote cast, the motion carried.

Approve revised job description for Transportation Assistant/Secretary position – Commission on Aging. Diane Niggemann, Commission on Aging Director, went through the changes to the Transportation Assistant/Secretary position, being that some of the transportation duties were being transferred to the Secretary position. It was moved by Seidl, seconded by Sweda to approve the revised job description for the Transportation Assistant/Secretary position. A unanimous vote cast, the motion carried.

Resolution to compensate Everett B. Hale for 2007 salary increase while he was Corporation Counsel in 2007. Linda Daniels read the resolution regarding compensating Everett B. Hale for 2007. Marie Koerner explained that in past years Everett's salary was increased by the same amount as the Non-represented employees. This would entitle Mr. Hale to a 1½% increase from January 1, 2007 to February 9, 2007 in the amount of \$193.92. A motion was made by Sweda, seconded by Seidl to approve the compensation due to Everett Hale and forward the resolution to the County Board for approval. A unanimous vote cast, the motion carried.

Adjournment: With no further business, Sweda moved to adjourn the meeting; Seidl seconded. 3 Ayes/0 Nays, the motion carried. The meeting was adjourned at 9:32 a.m.

Secretary: Linda Daniels

Personnel Committee

September 5, 2007

Third Floor County Board Room

Call Meeting to Order: Chairman Parent called the meeting to order at 9:32 a.m.

Members Present: Jim Seidl, Joe Sweda, Wayne Lato, Lester Lewis

Members Absent: All Present

Other Attendees: Jim Metz, Marie Koerner, Linda Daniels, Judge Gary Carlson, Laurie Rogers-Hartl, Dave Hemke, Dave Thomas, Larry Brandl, Tom Toepfer, Fred Ebert, Jon Spiegelhoff, Local 617 Highway Representative, Joe Obenhoffer, and Matt Schimke

Approve Minutes: Lato moved to approve the minutes of the August 1, 2007 meeting; Seconded by Lewis. 5 Ayes/0 Nays, the motion carried.

Approve Agenda: Sweda moved to approve the agenda with eleven items; Lewis seconded. 5 Ayes/0 Nays, the motion carried.

Request of Reclassification - Judicial Assistant Position, Circuit Court Office. Judge Carlson and Laurie Rogers-Hartl were present to explain the reclassification request and answer any questions the committee may have had. After considerable discussion, it was then moved by Seidl, seconded by Lato to reclassify the position of the Judicial Assistant from a Grade 12 in the Non-Professional agreement to a Grade 15 effective January 1, 2008. Supervisor Lewis abstained from voting. A roll call vote cast, four (4) voting aye, one (1) voting present (Lewis), the motion carried. Judge Carlson and Laurie Rogers-Hartl left the meeting at 9:50 a.m.

Request to fill WHEAP Eligibility Worker and approve revised job description of WHEAP Eligibility Worker. Dave Hemke was present to answer any questions that the committee may have had. The changes in the job description were mainly in the title of the position because the name of the program had changed. A motion was made by Seidl, seconded by Lato, to approve the request to fill the WHEAP Eligibility Worker and to approve the revised job description of the WHEAP Eligibility Worker. A unanimous vote cast, the motion carried. Dave Hemke left the meeting at 9:54 a.m.

Closed Session. It was moved by Sweda, seconded by Lewis to go into closed session at 9:55 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of considering Highway Grievance No. 3-07 (Joe Obenhoffer), considering resolution to Highway Grievance No. 1-07 (Joe Obenhoffer), and considering an agreement with Professional Union, Teamsters Local 662. Five voting aye, the motion carried. Those present during portions of the closed session were Tom Toepfer, Fred Ebert, Jon Spiegelhoff, Joe Obenhoffer, and Matt Schimke.

Open Session. It was moved by Lato, seconded by Sweda to go into open session at 10:35 a.m. pursuant to Wisconsin State Statutes 19.83 to take any necessary action on the matter discussed in closed session. Five voting aye, the motion carried.

Consider salary and benefit proposal – Non Represented employees. Dave Thomas, Dave Hemke and Larry Brandl arrived at 10:35 a.m. to present their salary and benefit proposal to the committee. They proposed a wage proposal of 1½% on 1-1-07, 1½% on 7-1-07, 1½% on 1-1-08 and 1½% on 7-1-08 and an amendment to Chapter 3 for health insurance/COBRA coverage to apply until the end of the month the Non-Represented employees reach the age 65, which is the practice now, but the code currently does not reflect it. They also proposed a longevity proposal. It was moved by Lewis, seconded by Lato to approve the wage proposal of 1½% on 1-1-07, 1½% on 7-1-07, 1½% on 1-1-08

and 1½% on 7-1-08 and the health insurance amendment. The longevity proposal was rejected. A unanimous vote cast, the motion carried.

2008 Budgets. Marie Koerner explained the 2008 budget proposals to the committee. It was moved by Seidl, seconded by Sweda to approve the budgets and to forward it to the Budget Review Committee. A unanimous vote cast, the motion carried.

2008 Legal Services for Corporation Counsel. The Executive Committee has made a recommendation to contract for Corporation Counsel legal services with Attorney Steven Anderson for the 2008 year. Attorney Anderson has approved to the same conditions and \$70,000.00 compensation for the 2008 year as he had in 2007. It was moved by Sweda, seconded by Seidl, to contract with Steve Anderson in 2008 for Corporation Counsel legal services for a sum of \$70,000.00 and the same conditions as 2007. A unanimous vote cast, the motion carried.

Adjournment: With no further business, Sweda moved to adjourn the meeting; Lato seconded. 5 Ayes/0 Nays, the motion carried. The meeting was adjourned at 11:30 a.m.

Secretary: Linda Daniels

**PERSONNEL COMMITTEE MEETING
AUGUST 1, 2007**

Chairman Fred Parent called the meeting to order at 9:30 a.m. in the Third Floor County Board Room and then moved to the SMILE Conference Room on Second Floor. Those present were Jim Seidl, Lester Lewis, Jim Metz, and Marie Koerner. Present for portions of the meeting were Luke Klink of the Star News, Judge Gary Carlson, Toni Matthias, Laurie Rogers-Hartl, Sue Hady, Attorney John Prentice, and WERC Mediator Steve Morrison.

Approve minutes and agenda. It was moved by Seidl, seconded by Lewis to approve the July 25, 2007 Personnel Committee minutes and approve the agenda with seven items. A unanimous vote cast, the motion carried.

Request of Reclassification – Judicial Assistant & Register in Probate Positions. Judge Carlson, Toni Matthias, and Laurie Rogers-Hartl were present to explain the reclassification requests and answer any questions the committee may have had. The Register in Probate position is a non-represented position and has been the past practice, of the County, to forward a reclassification request on to a company to study and make a recommendation back to the Personnel Committee if the reclassification should occur. Therefore, it was moved by Lewis, seconded by Seidl to forward the Register in Probate reclassification request onto Archer Company to study. A unanimous vote cast, the motion carried. After considerable discussion, it was then moved by Seidl, seconded by Lewis to table the reclassification request of the Judicial Assistant Position. A unanimous vote cast, the motion carried.

Closed Session. It was moved by Lewis, seconded by Seidl to go into closed session at 10:10 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of mediating with Teamsters Local 662, Professional Union, consider proposals with WPPA, Sergeant's Union, and consider preliminary final offer from AFSCME, Local 617, Highway Union. Three voting aye, the motion carried. Those present during portions of the closed session were Sue Hady, Attorney John Prentice, WERC Mediator Steve Morrison, Teamster Representative John Kaiser, Kathy Tingo, and Michele Armbrust.

Open Session. It was moved by Seidl, seconded by Lewis to go into open session at 12:40 p.m. pursuant to Wisconsin State Statutes 19.83 to take any necessary action on the matter discussed in closed session. Three voting aye, the motion carried.

It was moved by Seidl, seconded by Lewis to adjourn at 12:40 p.m. All voting aye, the motion carried.

Marie Koerner, Secretary

**PERSONNEL COMMITTEE MEETING
JULY 25, 2007**

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, Wayne Lato, Jim Metz, Linda Daniels and Marie Koerner. Present for portions of the meeting were Mary Bix, Arlen Albrecht, Maggie Gebauer, Deb Wiinamaki, Melissa Weinke and Nancy Dassow.

Approve minutes. It was moved by Lewis, seconded by Seidl to approve the May 24, 2007 Personnel Committee minutes. A unanimous vote cast, the motion carried.

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

Request for vacation extension. Maggie Gebauer, Clerk of Circuit Court, was present to explain that Rose Thums from her office was unable to use vacation days before her anniversary date due to Ms. Gebauer being on bereavement leave. Ms. Gebauer requested a vacation extension for Ms. Thums. It was moved by Lewis, seconded by Seidl to approve the extension and be used within 30 days (by August 25, 2007). A unanimous vote cast, the motion carried. Maggie Gebauer left the meeting at 10:02 a.m.

Request for Reclassification – UW Extension Administrative Assistant positions. Arlen Albrecht was present to discuss the reclassification requests of the Administrative Assistants in the UW Extension office. It was moved by Lewis, seconded by Sweda to deny the request to reclassify the UW Extension Administrative Assistant positions. A roll call vote cast, three voting aye, (Sweda, Parent, Lewis), two voting no, (Seidl, Lato), the motion carried. The reclassification was denied. Arlen Albrecht left the meeting at 10:22 a.m.

Approve Revised Job Description – PC Specialist. Mary Bix, Melissa Weinke, and Nancy Dassow were present to explain the changes in the job description for the PC Specialist and for the Reclassification Request of the PC Specialist. It was moved by Seidl, seconded by Lewis to approve the revised job description of the PC Specialist. A unanimous vote cast, the motion carried.

Request for Reclassification – PC Specialist. It was moved by Lewis, seconded by Lato to approve reclassifying the PC Specialist from a Grade 11 to a Grade 12. A roll call vote cast, four voting aye, (Seidl, Parent, Lewis, Lato), one voting no, (Sweda), the motion carried. Mary Bix, Melissa Weinke and Nancy Dassow left the meeting at 11:00 a.m.

Request to hire a limited-term employee – Treasurer's Office. Deb Wiinamaki was present to request a limited-term part-time employee for a period starting August 13, 2007 until possibly December 31, 2007 due to medical leave. It was moved by Sweda, seconded by Seidl to approve hiring the limited-term part-time employee starting August 13, 2007 up to December 31, 2007. A unanimous vote cast, the motion carried.

Performance evaluation of the Human Resource Manager. It was moved by Seidl, seconded by Sweda to approve the performance evaluation of the Human Resource Manager. The evaluation was signed by Chairman of the Board, Jim Metz and will be placed in the Human Resource Manager's employee personnel file. A unanimous vote cast, the motion carried.

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

Linda Daniels, Secretary

**PERSONNEL COMMITTEE MEETING
MAY 24, 2007**

Chairman Fred Parent called the meeting to order at 9:30 a.m. in the County Board Room. Those present were Jim Seidl, Wayne Lato, Jim Metz, and Attorney John Prentice.

Approve agenda. It was moved by Seidl, seconded by Lato to approve the agenda with eight items. A unanimous vote cast, the motion carried.

Approve minutes. It was moved by Lato, seconded by Seidl to approve the May 1, 2007 Personnel Committee minutes. It was moved by Lato, seconded by Seidl to amend the minutes by deleting Joe Sweda from those who were listed as being present. A unanimous vote cast to approve the minutes as amended, the motion carried.

Request for vacation extension – Kim Sybers. It was moved by Lato, seconded by Seidl to approve the vacation extension request for 26.5 hours to be taken by June 15, 2007. A unanimous vote cast, the motion carried.

Request to fill Clinical Services Supervisor position. Sue Hady was present to request filling the Clinical Services Supervisor position at Human Services. It was moved by Seidl, seconded by Lato to approve filling the position. A unanimous vote cast, the motion carried.

Revision of Exercise Room Rules & Guidelines. The Employee Wellness Committee is recommending a revision in the Exercise Room Policy to allow the employee's spouse and children age 13 and over to use the exercise room. It was moved by Lato, seconded by Seidl to revise the Exercise Room Rules & Guidelines by allowing the employee's spouse and children age 13 and over to use the exercise room. The children can only occupy the room when the employee is present. A unanimous vote cast, the motion carried.

Closed session. It was moved by Lato, seconded by Seidl to go into closed session at 10:00 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of considering the Beth Abegglen grievance, Joe Obenhoffer grievance #01-07, highway union grievance #02-07, and Kelley Isola grievance and to negotiate with Teamsters Local 662, Professional Union. Three voting aye, the motion carried. Those present during portions of the closed session were Tom Toepfer, AFSCME Staff Rep John Spiegelhoff, Joe Obenhoffer, Matt Schimke, Larry Woebbeking, Teamster Business Agent John Kaiser, Kelley Isola, Kathy Tingo, Michele Armbrust, Sue Hady, and Sally Toepfer.

Open session. It was moved by Lato, seconded by Seidl to go into open session at 2:15 p.m. pursuant to Wisconsin State Statutes 19.83 to take any necessary action on the matters discussed in closed session. Three voting aye, the motion carried.

It was moved by Lato, seconded by Seidl to adjourn at 2:15 p.m. All voting aye, the motion carried.

Marie Koerner, Secretary

**PERSONNEL COMMITTEE MEETING
MAY 1, 2007**

Chairman Fred Parent called the meeting to order at 10:05 a.m. in the County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Attorney John Prentice, Mary Bix, Melissa Weinke, Carmen Thiede, AFSCME Staff Rep John Spiegelhoff, Cindy Neumann, and Arbitrator Susan Bauman. Wayne Lato arrived at 10:30 a.m.

Approve agenda. It was moved by Seidl, seconded by Lewis to approve the agenda with six items. A unanimous vote cast, the motion carried.

Approve minutes. It was moved by Lewis, seconded by Seidl to approve the April 11, 2007, Personnel Committee minutes, the April 11, 2007, Personnel & IT Committee minutes, and the April 17, 2007, Personnel Committee minutes. A unanimous vote cast, the motion carried.

Request to fill the Circuit Court Secretary position as an LTE. Laurie Rogers-Hartl was present to request approval to fill the secretary position as a limited term employee at this time. A unanimous vote cast, the motion carried.

Closed session. It was moved by Lewis, seconded by Seidl to go into closed session at 10:10 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of an arbitration hearing for the Neumann grievance. Three voting aye, the motion carried.

Open session. It was moved by Lato, seconded by Seidl to go into open session at 2:20 p.m. pursuant to Wisconsin State Statutes 19.83 to take any necessary action on the matters discussed in closed session. Four voting aye, the motion carried.

It was moved by Seidl, seconded by Lato to adjourn at 2:21 p.m. All voting aye, the motion carried.

Marie Koerner, Secretary

**PERSONNEL COMMITTEE MEETING
APRIL 17, 2007**

The meeting was called to order by Chairman Fred Parent at 9:15 a.m. in the Third Floor Jury Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Jim Metz, Sue Hady, Karl Kelz, Judge Gary Carlson, Attorney John Prentice, AFSCME Staff Rep John Spiegelhoff, Peggy Kellnhofer, and Gwen Thomas Smith.

Approve agenda. It was moved by Lato, seconded by Lewis to approve the agenda with four items. A unanimous vote cast, the motion carried.

Closed session. It was moved by Sweda, seconded by Seidl to go into closed session at 9:20 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of considering the Gwen Thomas Smith grievance and the Peggy Kellnhofer grievance. Five voting aye, the motion carried. Individuals present during closed session were the Personnel Committee, Jim Metz, and Attorney John Prentice.

Open session. It was moved by Lato, seconded by Seidl to go into open session at 10:10 a.m. pursuant to Wisconsin State Statutes, 19.83 to take any necessary action on the matters discussed in closed session. Five voting aye, the motion carried.

It was moved by Seidl, seconded by Lewis to adjourn at 10:10 a.m. All voting aye, the motion carried.

Marie Koerner, Secretary

**PERSONNEL COMMITTEE MEETING
APRIL 11, 2007**

Chairman Fred Parent called the meeting to order at 11:00 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Jim Metz, Linda Daniels, Marie Koerner and Dave Bizer. Attorney John Prentice was present via a telephone conference call starting at 11:15 a.m. Sue Hady arrived at 11:20 a.m.

Approve agenda. It was moved by Lewis, seconded by Sweda to approve the agenda with six items. A unanimous vote cast, the motion carried.

Approve minutes. It was moved by Lato, seconded by Seidl to approve the March 27, 2007 Personnel Committee minutes. A unanimous vote cast, the motion carried.

Request to fill the Rib Lake Nutrition Site Manager position. The current Nutrition Site Manager is retiring. Therefore, Commission on Aging Director, Diane Niggemann, is requesting to fill the part-time position of Nutrition Site Manager. It was moved by Lato, seconded by Lewis to approve the request to fill the Rib Lake Nutrition Site Manager position. A unanimous vote cast, the motion carried.

Closed session. It was moved by Lewis, seconded by Sweda to go into closed session at 11:05 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of considering the Gwen Thomas-Smith grievance and Peggy Kellnhofer grievance. Five voting aye, the motion carried. Those present during portions of the closed session were Sue Hady and John Prentice via a telephone conference call.

Open session. It was moved by Lato, seconded by Seidl to go back into open session at 11:40 a.m. pursuant to Wis. Stats. 19.83 to take any necessary action on the matters discussed in closed session. Five voting aye, the motion carried.

It was moved by Lewis, seconded by Seidl to reject the Thomas-Smith and Kellnhofer settlement offers. All voting aye, the motion carried.

It was moved by Sweda, seconded by Lewis to adjourn at 11:42 a.m. All voting aye, the motion carried.

Linda Daniels, Secretary

**JOINT MEETING OF THE PERSONNEL COMMITTEE & INFORMATION TECHNOLOGY
COMMITTEE
APRIL 11, 2007**

Information Technology member Jim Seidl called the meeting to order at 10:50 a.m. in the Third Floor County Board Room. Members present were Joe Sweda, Lester Lewis, Wayne Lato, Fred Parent, Dave Bizer, Carmen Thiede and Allen Poehnelt. Others present were Jim Metz, Linda Daniels, Marie Koerner, Melissa Weinke and Luke Klink from the Star News.

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

Ordinance to amend Section 3.13, Prohibited Activities, County Employment, Taylor County Code. Marie Koerner and Melissa Weinke were present to answer any questions on the ordinance. A motion was made by Lewis, seconded by Lato to approve the ordinance and to submit it to the County Board for approval. Mary Bix arrived at 10.55 a.m. A unanimous vote cast, the motion carried.

It was moved by Bix, seconded by Sweda to adjourn at 11:00 a.m.

Linda Daniels, Secretary

**PERSONNEL COMMITTEE MEETING
MARCH 27, 2007**

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, Linda Daniels, Marie Koerner and John Prentice. Supervisors Wayne Lato and Jim Metz were on an excused absence. Also present for portions of the meeting were Steve Oberle, Tom Toepfer, Luke Klink, Star News, Matt Schimke, Gary Gretzinger, Al Brandl, Karl Kelz, Sue Hady, Peggy Kellnhofer, Gwen Thomas-Smith, and Union representative for Local 617 & Local 3679, John Spiegelhoff.

Approve agenda. It was moved by Lewis, seconded by Sweda to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Approve minutes. It was moved by Sweda, seconded by Seidl to approve the March 13, 2007 Personnel & IT Committee minutes and the March 13, 2007 Personnel Committee minutes. A unanimous vote cast, the motion carried.

Limited Term Employee salary schedule and possible amendment to the Taylor County Code. Marie Koerner and Steve Oberle were present to explain the limited term language change to the Taylor County Code. The changes in the code would state that the limited term employee salary matrix is available for those positions considered as limited term employment. Since limited term employees do not receive benefits, except those benefits which may be required by State or Federal Statutes, rules or regulations, the Department Head and Human Resource Manager have the authority to hire a limited term employee at an appropriate step in the grade level when taking into consideration the limited term employee's qualifications for the position. If a limited term employee is still employed at his/her anniversary date, that employee shall become eligible for a step increase from their current step to the next higher step on an annual basis. It was moved by Seidl, seconded by Lewis to approve the 35 & 40 hour limited term employee salary schedule and amendment to the Taylor County Code. A unanimous vote cast, the motion carried.

Land Conservation Resource Conservationist salary. Marie Koerner and Steve Oberle were present to request permission to hire the new employee up to the maximum step in the limited term employee salary matrix since the previous proposed ordinance has not yet been adopted by the Taylor County Board of Supervisors. It was moved by Lewis, seconded by Seidl to approve hiring the new employee up to the maximum step of \$41,748. A unanimous vote cast, the motion carried.

Closed session. It was moved by Sweda, seconded by Lewis to go into closed session at 10:15 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of negotiating with AFSCME, Local 617, Highway Union and considering the Gwen Thomas-Smith grievance and Peggy Kellnhofer grievance. Four voting aye, one absent (Lato), the motion carried. Those present during portions of the closed session were Matt Schimke, Gary Gretzinger, Alan Brandl, John Spiegelhoff, Tom Toepfer, Karl Kelz, Sue Hady, Peggy Kellnhofer and Gwen Thomas-Smith.

The committee recessed from 11:20 a.m. to 1:05 p.m.

Supervisor Sweda left at 2:45 p.m.

Open session. It was moved by Lewis, seconded by Seidl to go back into open session at 3:29 p.m. pursuant to Wis. Stats. 19.83 to take any necessary action on the matters discussed in closed session. Three voting aye, two absent (Lato & Sweda), the motion carried.

It was moved by Lewis, seconded by Seidl to accept the Thomas-Smith and KellInhofer grievances. All voting aye, the motion carried.

It was moved by Lewis, seconded by Seidl to adjourn at 3:30 p.m. All voting aye, the motion carried.

Linda Daniels, Secretary

**PERSONNEL COMMITTEE MEETING
MARCH 13, 2007**

Chairman Fred Parent called the meeting to order at 9:48 a.m. in the Third Floor County Board Room. Those present were Jim Seidl, Wayne Lato, Joe Sweda, Lester Lewis, Jim Metz, Linda Daniels, Marie Koerner and John Prentice. Also present for portions of the meeting were Bruce Daniels, Gary Carlson, Laurie Rogers-Hartl, Randy Ingram, Deputy Sheriff's Union Representative, Brian Campbell, Lisa Kaufmann, Luke Klink, Star News, and William C. Houlihan, Mediator, Wisconsin Employment Relations Commission.

Approve agenda. It was moved by Lewis, seconded by Lato to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Approve minutes. It was moved by Sweda, seconded by Seidl to approve the February 13, 2007 Personnel Committee minutes. A unanimous vote cast, the motion carried.

Approve request to fill Circuit Court Secretary position. Judge Gary Carlson and Laurie Rogers-Hartl were present to request filling the Circuit Court Secretary position in the Circuit Court office. It was moved by Sweda, seconded by Seidl to approve the request to fill the position. A unanimous vote cast, the motion carried.

Resolution to provide supplemental and additional units of life insurance for Taylor County employees. Marie Koerner was present to explain that this would be additional units that would be available for the employees to purchase at their expense. It was moved by Lewis, seconded by Lato to approve the resolution to provide supplemental and additional units of life insurance for Taylor County employees. A unanimous vote cast, the motion carried.

Closed session. It was moved by Lewis, seconded by Sweda to go into closed session at 10:00 a.m. pursuant to Wisconsin State Statutes, 19.85(1)(e) for the purpose of mediating the Deputy Sheriff's Union bargaining agreement. Five voting aye, the motion carried. Those present during portions of the closed session were Bruce Daniels, Lisa Kaufmann, Brian Campbell, Randy Ingram, Deputy Sheriff Union Representative, and William C. Houlihan, Mediator, Wisconsin Employment Relations Commission.

William C. Houlihan arrived at 11:00 a.m.

Supervisor Lewis left at 12:00 p.m.

Supervisors Lato and Sweda left at 1:40 p.m.

The next meeting of the Personnel Committee will be March 27, 2007 at 1:00 p.m.

Open session. Due to the fact that a quorum of the committee was no longer present, the committee was in open session at 1:45 p.m. pursuant to Wisconsin State Statutes, 19.83, to take any necessary action on the matters discussed in closed session.

With no further business and no quorum present, the meeting ended at 1:47 p.m.

Linda Daniels, Secretary

**JOINT MEETING OF THE PERSONNEL COMMITTEE & INFORMATION TECHNOLOGY
COMMITTEE
MARCH 13, 2007**

Information Technology Chairman Mary Bix called the meeting to order at 9:05 a.m. in the Third Floor Jury Room. Members present were Jim Seidl, Joe Sweda, Lester Lewis, Wayne Lato, Fred Parent, Dave Bizer, and Allen Poehnel. Carmen Thiede was absent. Others present were Jim Metz, Gary Carlson, Linda Daniels, John Prentice, Marie Koerner, Melissa Weinke, Patti Flora, Adam Rodewald from the Marshfield News Herald, and Luke Klink from the Star News.

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

Computer Usage Policy. John Prentice and Marie Koerner were present to discuss the Computer Usage Policy. Gary Carlson presented to the committees a letter in opposition to the "no personal email" policy and also a copy of the "Occasional and incidental personal use of the Internet policy" that was used by the Wisconsin Court System for CCAP. After much discussion, Mary Bix proposed forming an Adhoc Committee to consist of Mary Bix, Jim Seidl, Marie Koerner, Melissa Weinke, two department heads and two union representatives. The committee would also receive input from John Prentice and Gary Carlson. A motion was then made by Lewis, seconded by Parent to form an Adhoc committee to work on the policy and Mary Bix would be the chairperson. Supervisor Seidl amended the motion to include all County equipment. A unanimous vote cast on the motion as amended, the motion carried.

It was moved by Seidl, seconded by Parent to adjourn at 9:40 a.m.

Linda Daniels, Secretary

**PERSONNEL COMMITTEE MEETING
FEBRUARY 13, 2007**

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, Wayne Lato, Joe Sweda, Lester Lewis, Jim Metz, Linda Daniels, Dave Watson, Marie Koerner and John Prentice. Also present for portions of the meeting were Patti Smith, Karl Kelz, Steve Oberle, Jacky Peterson, Eileen Mundt, Kevin Mayer, John Spiegelhoff, AFSCME Representative, Luke Klink, Star News, and William C. Houlihan, Mediator, Wisconsin Employment Relations Commission.

Approve agenda. It was moved by Seidl, seconded by Lato to approve the agenda with eight items. A unanimous vote cast, the motion carried.

Approve minutes. It was moved by Lato, seconded by Sweda to approve the January 25, 2007 Personnel Committee minutes. A unanimous vote cast, the motion carried.

Approve request to fill Victim Witness Coordinator position. Karl Kelz was present to request filling the Victim Witness Coordinator position in his office. It was moved by Lato, seconded by Parent to approve the request to fill the position. It was then moved by Seidl, seconded by Lato to decrease the Victim Witness position from a 40 hour per week position to a 35 hour per week position and to revisit the position in 6 months to see if the position duties would warrant more hours at that time or be a position that continues to be a 35 hour per week position. A roll vote cast, four voting aye, one voting no (Lewis), the motion carried.

Approve request to fill Administrative Assistant/Financial Manager position. Patti Smith was present to request filling the Administrative Assistant/Financial Manager position. Smith stated that the position was authorized as a 40 hour position but wanted to try to fill the position at a 35 hour work week while keeping the 40 hour per week authorization in the event she needed the individual to work more hours. It was moved by Sweda, seconded by Lewis to approve filling the Administrative Assistant/Financial Manager position at a 35 hour work week. A unanimous vote cast, the motion carried.

Approve request to fill Resource Conservationist position & salary as an LTE position. Steve Oberle was present to request filling the Resource Conservationist position. It was moved by Lewis, seconded by Lato to approve filling the Resource Conservationist position. A unanimous vote cast, the motion carried. Oberle requested permission to increase the applicant's starting salary to an amount that was previously approved by the Land Conservation Committee in hopes that the applicant would not use the position as a stepping stone to a permanent job. Marie Koerner stated, per the Non-Represented matrix, Oberle could not start applicant at more than midpoint in the matrix, which is what he was proposing. It was then moved by Lewis, seconded by Lato allow Oberle to use the extra amount that was proposed by the Land Conservation Committee. Supervisor Lewis then withdrew his motion, Lato withdrew his second. It was then moved by Seidl, seconded by Sweda to lay the salary of this applicant on the table until the next meeting of the Personnel Committee. A unanimous vote cast, the motion carried.

Closed session. It was moved by Sweda, seconded by Lato to go into closed session at 10:30 a.m. pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of mediating the Non-Professional Union bargaining agreement. Five voting aye, the motion carried. Those present during portions of the closed session were Jacky Peterson, Eileen Mundt, Kevin Mayer, Union representative John Spiegelhoff and William C. Houlihan, Mediator, Wisconsin Employment Relations Commission.

Open session. It was moved by Sweda, seconded by Seidl to go back into open session at 3:20 p.m. pursuant to Wis. Stats. 19.83 to take any necessary action on the matters discussed in closed session. Five voting aye, the motion carried.

The next meeting of the Personnel Committee will be held on March 13, 2007 at 9:30 a.m.

It was moved by Sweda, seconded by Lewis to adjourn at 3:20 p.m. A unanimous vote cast, the motion carried.

Linda Daniels, Secretary

**PERSONNEL COMMITTEE MEETING
JANUARY 25, 2007**

Chairman Fred Parent called the meeting to order at 12:32 p.m. in the Third Floor County Board Room. Those present were Jim Seidl, Wayne Lato, Joe Sweda, Lester Lewis, Jim Metz, Linda Daniels, Dave Watson, and John Prentice. Also present for portions of the meeting were Marie Koerner, Patti Smith, Karl Kelz, Sue Hady, Larry Brandl, Peggy Kellnhofer, John Spiegelhoff, AFSCME Representative, Tom Toepfer, Melissa Weinke, Luke Klink, Star News, and Karen Mawhinney, Mediator, Wisconsin Employment Relations Commission.

Approve agenda. It was moved by Lato, seconded by Seidl to approve the agenda with ten items. A unanimous vote cast, the motion carried.

Approve minutes. It was moved by Seidl, seconded by Sweda to approve the December 20, 2006 Personnel & Law Enforcement Committee minutes and the December 20, 2006 Personnel Committee minutes. A unanimous vote cast, the motion carried.

Approve request to fill positions. It was moved by Seidl, seconded by Sweda to approve the requests to fill the following positions: Legal Assistant (Paralegal) – District Attorney's office, Secretary/Receptionist – Human Services Department, Child Support Specialist – Child Support office, and Accounting Assistant/County Clerk Deputy – County Clerk's office. A unanimous vote cast, the motion carried.

Approve Legal Assistant (Paralegal) revised job description. Karl Kelz was present to request adjusting the Paralegal position to an additional Legal Assistant position in the District Attorney's office and approve the revised job description for the Legal Assistant position. Both of the position's duties and responsibilities are similar, the qualifications are the same, and both positions are in Grade 15 of the Non-professional union contract. It was moved by Sweda, seconded by Lewis to approve adjusting the Paralegal position to an additional Legal Assistant position and approve the revised job description for the Legal Assistant. A unanimous vote cast, the motion carried.

Closed session. It was moved by Sweda, seconded by Seidl to go into closed session at 12:40 p.m. pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of considering the Flora grievance and Neumann grievance and Henrichs grievance. The committee will also mediate the Highway Union bargaining agreement. Five voting aye, the motion carried. Those present during portions of the closed session were Melissa Weinke, Tom Toepfer, Marie Koerner, Karl Kelz, Union representatives John Spiegelhoff and Peggy Kellnhofer and Karen Mawhinney, Mediator, Wisconsin Employment Relations Commission.

Supervisor Sweda left at 2:06 p.m.

Supervisor Metz left at 2:45 p.m.

Supervisor Lato left at 2:57 p.m.

Open session. It was moved by Lewis, seconded by Seidl to go back into open session at 3:20 p.m. pursuant to Wis. Stats. 19.83 to take any necessary action on the matters discussed in closed session. Three voting aye, the motion carried.

It was moved by Lewis, seconded by Seidl to accept the Flora and Henrichs grievances. A unanimous vote cast, the motion carried.

It was moved by Seidl, seconded by Lewis to deny the Neumann grievance. A unanimous vote cast, the motion carried.

Supervisor Seidl left at 3:35 p.m.

Due to the fact that a quorum of the committee was no longer present and no further business, the meeting ended at 3:45 p.m.

Linda Daniels, Secretary