

Personnel Committee

December 20, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 8:30 a.m.

Members Present: Fred Parent, Lester Lewis, John Werner III, Charles Zenner, Dave Bizer

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Marvel Lemke, Ann Knox-Bauer, Melissa Seavers, Ken Coyer; Medford Police Department, Karyn Eckert; Star News

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

Approve Minutes. A motion was made by Zenner, seconded by Bizer, to approve the minutes of the November 7, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Request to fill Register of Deeds Records Clerk and Circuit Court Secretary – Register of Deeds and Circuit Court offices. Ann Knox-Bauer and Marvel Lemke were present to discuss the need to fill positions in their offices. The positions are open due to Betty Geiger retiring. Her last day is January 3, 2012. Judge Knox-Bauer requested the position to return to full-time status. Marvel Lemke, Register of Deeds, requested that the position in her office stay at a half-time position. A motion was made by Lewis, seconded by Bizer, to approve advertising and hiring two one-half (1/2) positions and that the position in the Circuit Court office be filled part-time on a trial basis and will be reviewed in the future and possibly increased to full-time if need supports it being filled as a fulltime position. Supervisor Lewis requested a roll call vote. A roll call vote cast, three (3) voting aye (Bizer, Werner, Lewis), two (2) voting no, (Werner, Zenner), the motion carried.

Request to extend vacation – Patty Krug. Patty Krug, Health Department Director, has requested to extend her vacation past her anniversary date. She has 6 ¼ days remaining as of December 20, but will attempt to use a few vacation days before her anniversary date. A motion was made by Bizer, seconded by Werner, to extend the remaining balance of her vacation until February 29, 2012. A unanimous vote cast, the motion carried.

Information Technology – City of Medford. Ken Coyer, representing City of Medford, and Melissa Seavers, Information Technology Director, were present to discuss a proposal presented to the City of Medford for Information Technology Services. The initial proposal was for five hours per month for normal maintenance and updates billed at \$100.00 per hour, any additional projects would be billed at \$150.00 per hour, a firewall must be purchased by the City of Medford, Taylor County priorities would come first and either party has the right to opt out of the agreement at any time. A motion was made by Zenner, seconded by Bizer, to approve the concept of the agreement with the City of Medford and have the Information Technology Committee create and negotiate a contract for Information Technology Services with the City of Medford. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Zenner, seconded by Bizer, to adjourn at 9:29 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

November 7, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 10:30 a.m.

Members Present: Fred Parent, Lester Lewis, John Werner III, Charles Zenner

Members Absent: Dave Bizer

Other Attendees: Marie Koerner, Jim Metz

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

Approve Minutes. A motion was made by Lewis, seconded by Werner, to approve the minutes of the October 13, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Seasonal Airport Employee. A seasonal on-call airport employee is needed for the winter season at the Taylor County Airport. A motion was made by Lewis, seconded by Zenner, to approve advertising and hiring a for the Seasonal On-call Airport Employee. A unanimous vote cast, the motion carried.

Request to fill Jailer/Dispatcher position –Sheriff’s Department. Sheriff Daniels has requested to fill two Jailer/Dispatcher positions in the Sheriff’s Department. A motion was made by Lewis, seconded by Werner, to fill two (2) Jailer/Dispatcher positions. A unanimous vote cast, the motion carried.

Veterans Service Officer vacation request. Joshua Sniegowski, Veterans Service Officer, has requested to take four (4) days of vacation. A motion was made by Zenner, seconded by Werner, to approve four (4) days of paid vacation for the Veterans Service Officer during his first year of employment. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Zenner, seconded by Lewis, to adjourn at 10:50 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

October 13, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 11:00 a.m.

Members Present: Fred Parent, Lester Lewis, Dave Bizer, John Werner III, Charles Zenner

Members Absent: none

Other Attendees: Bruce Strama, Marie Koerner, Jim Metz, Brian Wilson; Star News

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

Approve Minutes. A motion was made by Zenner, seconded by Lewis, to approve the minutes of the September 29, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Resolution and Contract for Corporation Counsel Legal Services for 2012. Marie Koerner, Human Resource Manager, presented the resolution and contract for Legal Services with Schmiede Law Offices for 2012. A motion was made by Zenner, seconded by Werner, to continue the contracted position with Schmiede Law Office, LTD., for the Human Services and Child Support services at \$5,667.00 per month and the General Government services at \$160.00 per hour for 2012. A unanimous vote cast, the motion carried.

Resolution appointing Medical Examiner for Taylor County. A motion was made by Zenner, seconded by Werner, to approve the resolution appointing Scott Perrin as the Medical Examiner for Taylor County. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Zenner, seconded by Bizer, to adjourn at 11:15 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

September 29, 2011

Third Floor County Board Room

Call Meeting to Order: Charles Zenner called the meeting to order at 8:32 a.m.

Members Present: Lester Lewis, Dave Bizer, John Werner III, Charles Zenner

Members Absent: Fred Parent

Other Attendees: Bruce Daniels, Linda Daniels, Marie Koerner, Karl Kelz, Jim Metz, Brian Wilson; Star News

Approve Agenda. A motion was made by Bizer, seconded by Werner, to approve the agenda with thirteen items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Werner, seconded by Lewis, to approve the minutes of the September 1, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Request to hire limited term employee or temporary increase of staff for existing staff – District Attorney’s Office. Karl Kelz, District Attorney, was present to request additional help in his office due to an employee being on medical leave. Mr. Kelz decided to not hire a temporary employee, but instead increase his current staff by five hours per week to 40 hours per week until the employee who is on leave can be back in the office full time. No action was taken.

Revised Victim Witness Coordinator job description. Karl Kelz, District Attorney, reviewed the changes to the Victim Witness Coordinator job description. At the end of the section “Education, Training and Experience required” the words “AS/400” were removed and the sentence “Capable of learning programs used by the department” was added. A motion was made by Bizer, seconded by Werner, to approve the Victim Witness Coordinator job description with the changes. A unanimous vote cast, the motion carried.

Request to fill Victim Witness Coordinator position – District Attorney’s Office. Karl Kelz was present to request filling the Victim Witness Coordinator position which is open due to the resignation of LeAnn Raab whose last day is October 7, 2011. Mr. Kelz requests keeping the position at a 35 hour per week status. A motion was made by Lewis, seconded by Bizer, to fill the Victim Witness Coordinator position at a 35 hour per week status. A unanimous vote cast, the motion carried.

Request to fill a Deputy Sheriff position – Sheriff’s Department. Bruce Daniels, Sheriff, was present to request filling a Deputy Sheriff position which is open due to the resignation of Lawrence Mester. Sheriff Daniels requests filling the position at a full time status. A motion was made by Lewis, seconded by Werner, to fill the Deputy Sheriff position at full time. A unanimous vote cast, the motion carried.

Request to fill position – Human Services. Marie Koerner, Human Resource Manager, described the request as Sue Hady, Human Services Director, was not able to attend the meeting. Ms. Hady has a vacancy in the Children and Family Services unit, but because of additional workload, she is requesting to add an additional Community Support Case Manager in the Clinical Services unit. A motion was made by Lewis, seconded by Bizer, to fill a fulltime Community Support Case Manager position in the Clinical Services unit. A unanimous vote cast, the motion carried.

Non-Represented employees salary increase - 2012. Marie Koerner discussed the 2% wage increase for the Non-Represented employees. It was moved by Lewis, seconded by Bizer, to approve the 2% increase for the Non-Represented employees for 2012. A roll call vote cast, four (4) voting aye, one (1) absent (Parent), the motion carried.

Ageing & Disability Resource Center. A discussion was held about the ADRC employees. A motion was made by Werner, seconded by Lewis, to table this item until we have further information on the ADRC and what the county's responsibility would be in regards with the staffing of the ADRC. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Bizer, at 9:18 a.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), for the purpose of conducting employment, promotion, compensation or performance evaluation data of an employee. A roll call vote cast, four (4) voting aye, one (1) absent (Parent), the motion carried.

Open Session. A motion was made by Bizer, seconded by Werner, to go into open session at 9:30 a.m. A roll call vote cast, four (4) voting aye, one (1) absent (Parent), the motion carried.

Adjournment. A motion was made by Bizer, seconded by Lewis, to adjourn at 9:30 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

September 1, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 12:15 p.m.

Members Present: Fred Parent, Lester Lewis, Dave Bizer, John Werner III, Charles Zenner

Members Absent: None

Other Attendees: Marie Koerner

Approve Agenda. A motion was made by Bizer, seconded by Zenner, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Lewis, seconded by Werner, to approve the minutes of the August 11, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried.

2012 Budgets. Marie Koerner, Human Resource Manager, presented budget proposals for 2012. It was moved by Zenner, seconded by Bizer, to approve Ms. Koerner's 2012 budget proposals for County Board, Human Resources, Contracted Attorney Services, Property and Liability, Central Duplicating, County Vehicle, Purchasing and Auto Collision and Upset. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Werner, seconded by Zenner, to adjourn at 12:40 p.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

August 11, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 10:30 a.m.

Members Present: Fred Parent, Lester Lewis, Dave Bizer, John Werner III, Charles Zenner

Members Absent: None

Other Attendees: Marie Koerner, Jim Metz, Sue Hady, Scott Mildbrand, Dennis Fuchs, Dave Krug, Sue Hady

Approve Agenda. A motion was made by Zenner, seconded by Bizer, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Lewis, seconded by Bizer, to approve the minutes of the August 2, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Approval of Human Services Positions and Salaries. Sue Hady, Human Services Director, was present to request action on restructuring positions in the Human Services Agency. A vacancy has occurred with the Clinical Services Coordinator position. Therefore, Ms. Hady would like to move the current Developmental Disabilities Coordinator, Amber Fallos, to the Clinical Services Coordinator position and combine Long Term Support Coordinator position with the Developmental Disabilities Coordinator position with Cheryl Ketelhut working in this combined position. It was moved by Lewis, seconded by Zenner, to approve Ms. Hady's recommendation of restructuring. The change will take effect on August 29, 2011, with a 6-month trial period for both individuals. Amber Fallos will move to Grade 15, Step 7, with a salary of \$56,188.00. Cheryl Ketelhut will also move to Grade 15, Step 7, with a salary of \$56, 188.00. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Zenner, seconded by Werner, to adjourn at 10:40 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Personnel Committee

August 2, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 9:30 a.m.

Members Present: Fred Parent, Lester Lewis, Dave Bizer, John Werner III

Members Absent: Charles Zenner

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Sue Hady, Brian Wilson; Star News

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

Approve Minutes. A motion was made by Lewis, seconded by Werner, to approve the minutes of the June 16, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried. After discussion of the June 2, 2011, Personnel Committee minutes, the committee stated that the minutes were correct and do not need an amendment.

Ordinance to amend Section 2.24(4), Compensation of County Board Members, County Board, and Section 3.24(3)(a), Non-Represented Salary Plan, County Employment, Taylor County Code. Marie Koerner discussed changes to the two chapters in regards to questions that have come from employees regarding the mileage reimbursement through the vehicle usage policy. The change would implement that if an individual chooses to use their personal vehicle and a county vehicle is available, the individual would be paid at the mileage rate that is charged for the county vehicles. The higher approved rate would still be paid for use of a personal vehicle when a county vehicle is not available. It was moved by Lewis, seconded by Werner, to approve the ordinance regarding use of personal vehicles. A unanimous vote cast, the motion carried.

Retirement Contribution – Non-Represented Employees and Elected Officials. Marie Koerner presented the Wisconsin Department of Administration's recommended language in regards to WRS employee required contributions. WRS's interpretation is to begin contributions the paycheck after July 31, 2011. It was moved by Lewis, seconded by Bizer, to begin taking retirement contributions from Non-Represented Employees and Elected Officials, except the Sheriff and Chief Deputy Sheriff with the payroll period that begins August 14, 2011, with the pay date of September 1, 2011. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Werner, to go into closed session at 10:00 a.m. pursuant to Wisconsin State Statutes 19.85(1)(c) for the purpose of exploring options for Human Services staffing. Four (4) voting aye, one (1) absent (Zenner), the motion carried.

Open Session. A motion was made by Lewis, seconded by Bizer, to go into open session at 10:45 a.m. to take any necessary action on the matter in closed session. Four (4) voting aye, one (1) absent (Zenner), the motion carried.

Adjournment. A motion was made by Lewis, seconded by Werner, to adjourn at 10:45 a.m. A unanimous vote cast, the motion carried.

The next meeting of the Personnel Committee will be August 11, 2011, following the Finance Committee meeting.

Secretary: Linda Daniels

Personnel Committee

June 16, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 10:31 a.m.

Members Present: Fred Parent, Lester Lewis, Chuck Zenner, John Werner III

Members Absent: Dave Bizer

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, David Krug, Rollie Thums, Ray Soper, Brian Wilson; Star News, Rick Patton

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

Approve Minutes. A motion was made by Zenner, seconded by Lewis, to approve the minutes of the June 2, 2011, Personnel Committee and minutes of the June 2, 2011, Joint Meeting of the Personnel Committee and Finance Committee. A unanimous vote cast, the motion carried.

Filling Veterans Service Officer position. Rick Patton, Veterans Service Officer, was present to explain to the committee that he has resigned from his position and has taken a position in Fond Du Lac County as the Veterans Service Officer. Patton presented his job description and requested keeping the Veterans Service Officer position for Taylor County as a full time position. It was moved by Zenner, seconded by Lewis, to approve filling the full time (35 hours per week) Taylor County Veterans Service Officer position. A unanimous vote cast, the motion carried.

Compensation for acting Veterans Service Officer. Rick Patton, Veterans Service Officer, presented a letter to the committee requesting additional compensation of \$3.00 per hour for Marie Albers as acting Veterans Service Officer beginning June 28, 2011. It was moved by Zenner, seconded by Lewis, to approve compensation at the additional amount of \$3.00 per hour for Marie Albers as acting Veterans Service Officer beginning June 28, 2011, which would end after the new Veterans Service Officer has been accredited. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Zenner, seconded by Werner, to adjourn at 10:50 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

June 2, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 11:41 a.m.

Members Present: Fred Parent, Dave Bizer, Lester Lewis, Chuck Zenner

Members Absent: John Werner III

Other Attendees: Linda Daniels, Marie Koerner, John Prentice (left at 11:50 a.m.), Jim Metz (left at 12:40 p.m.), David Krug, Scott Mildbrand, Dennis Fuchs, Diane Niggemann, Amber Fallos, Cheryl Ketelhut, Jess Sackmann, Sue Hady, Sherry Schuelke; State of Wisconsin

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

Updated Job Descriptions for Patrolman, Machinist/Welder, and Mechanic – Highway Department. Jess Sackmann, Highway Commissioner, was present to go through the changes to the job descriptions for the Patrolman, Machinist/Welder, and Mechanic. The changes were to make lifting a minimum of fifty (50) pounds a part of their job description similar to other employees of the Highway Department. It was moved by Lewis, seconded by Zenner, to approve the changes to the job descriptions of the Patrolman, Machinist/Welder, and Mechanic. A unanimous vote cast, the motion carried.

Consideration of ADRC staffing and filling potential vacancies. Diane Niggemann, COA Director, Amber Fallos, Developmental Disabilities Coordinator, Cheryl Ketelhut, Long-Term Support & Agency Intake Coordinator, were present to explain the changes that will be implemented by the State of Wisconsin regarding the ADRC. The ADRC ADHOC committee recommends to the Personnel Committee to hire two professional staff members as new County positions at the ADRC and if there are staff from the Human Services Department that post into the ADRC positions, that the openings in the Human Services Department would be filled. The two new ADRC staff would be classified as county employees, but funding would be through the ADRC. Sue Hady, Human Services Director, addressed the committee regarding her concerns on the timing of the ADRC staffing and the freeze on the Family Care Program. Her concern is that the State of Wisconsin will not fund the ADRC after it is implemented. Sherry Schuelke from the State of Wisconsin was present and explained while there is a freeze on Family Care now is the time to proceed with the ADRC. All counties will have to have an ADRC. However, there are options of who administers the ADRC. It was moved by Lewis, seconded by Zenner, to deny staffing for the ADRC. Four (4) voting aye, one (1) absent (Werner), the motion carried.

Commission on Aging Part Time position. Diane Niggemann, COA Director, returned to the committee with an item that was tabled from the May 12, 2011, Personnel Committee meeting. At that meeting, the request for the 17.50 hour per week position was tabled so that she could get information from BRI regarding contracting for transportation. She did contact BRI and they stated that they could do it for a price, but have not come up with a price. It was moved by Zenner, seconded by Lewis, to deny filling the Part Time Commission on Aging position. Three (3) voting aye, one (1) voting no (Bizer), one (1) absent (Werner), the motion failed.

Adjournment. A motion was made by Lewis, seconded by Zenner, to adjourn at 12:45 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Joint Meeting of Personnel Committee and Finance Committee

June 2, 2011

Third Floor County Board Room

Call Meeting to Order: Fred Parent called the meeting to order at 10:01 a.m.

Members Present: Fred Parent, David Krug, Dennis Fuchs, Dave Bizer, Lester Lewis, Chuck Zenner, Scott Mildbrand

Members Absent: John Werner III

Other Attendees: Linda Daniels, Marie Koerner, John Prentice, John Spiegelhoff, Matt Schimke, Jess Sackmann, Kathy Tingo, Michelle Armbrust, Misty Hartmann, Leeann Raab, Jim Metz, Brian Drycz, Kevin Mayer, Mitch Perkl

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

Approve minutes. A motion was made by Lewis, seconded by Zenner, to approve the minutes of the April 12, 2011, Personnel Committee and May 12, 2011, Personnel Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Lewis, seconded by Mildbrand, to go into closed session at 10:02 a.m. pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of meeting with Local 3679, Non-Professional Union, Local 617, Highway Union and Local 662, Teamsters, Professional Union to discuss and negotiate union contracts. Seven (7) voting aye, one (1) absent (Werner), the motion carried.

Open Session. A motion was made by Lewis, seconded by Fuchs, to go into open session at 11:40 a.m. to take any necessary action on the matter in closed session. Seven (7) voting aye, one (1) absent (Werner), the motion carried.

Adjournment. A motion was made by Lewis, seconded by Krug, to adjourn at 11:40 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Personnel Committee

May 12, 2011

Third Floor Jury Room

Call Meeting to Order: Chairman Parent called the meeting to order at 11:05 a.m.

Members Present: Fred Parent, Chuck Zenner, Lester Lewis, Dave Bizer

Members Absent: Jim Seidl

Other Attendees: Linda Daniels, Marie Koerner, Jim Metz, Diane Niggemann, Dave Krug, Dennis Fuchs

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

Part time employee for Commission on Aging. Diane Niggemann, Commission on Aging Director, was present requesting for a part time employee. The limited term employee position ends June 30, 2011. She is asking for a 3-day per week/21 hours per week position in Grade 8 of the Non-Professional bargaining agreement. She requested that if no one posted internally for the opening that she would be allowed to advertise the position. The position would be paid for by grant dollars. She was instructed by the committee to find out from Black River Industries to see what the costs would be to contract out the transportation portion of this position and to report back to the committee at the June 2, 2011, Personnel Committee meeting. It was moved by Lewis, seconded by Zenner, to table this request until the June 2, 2011, Personnel Committee meeting. Three (3) voting aye, one (1) voting no (Bizer), the motion carried. Item is tabled until June 2, 2011.

Ordinance to amend Section 2.24(4) and 3.24(3)(a), Taylor County Code, regarding travel. An ordinance was drafted by the request of the Finance Committee to require use of a county vehicle if available by both county board members and employees. The original ordinance was drafted with wording that both county board members and employees "will be expected to use a county vehicle" if available. It was moved by Lewis, seconded by Zenner, to approve the ordinance and forward it to the County Board with the amendments of removing "be expected to" and replacing it with "will use" for both the county board members and the employees. Three (3) voting aye, one (1) voting no (Bizer), the motion carried.

Adjournment. A motion was made by Lewis, seconded by Zenner, to adjourn at 11:30 a.m.

Secretary: Linda Daniels

Personnel Committee

April 12, 2011

Third Floor County Board Room

Call Meeting to Order: Chairman Parent called the meeting to order at 10:00 a.m.

Members Present: Fred Parent, Chuck Zenner, Lester Lewis, Dave Bizer

Members Absent: Jim Seidl

Other Attendees: Linda Daniels, Marie Koerner, Patti Smith, Marvel Lemke

Approve Agenda: A motion was made by Zenner, seconded by Bizer, to approve the agenda with nine items. A unanimous vote cast, the motion carried.

Approve Minutes: A motion was made by Zenner, seconded by Lewis, to approve the minutes of the November 23, 2010, Personnel Committee meeting and the December 7, 2010, Joint Personnel and Finance Committee meeting. A unanimous vote cast, the motion carried.

Approve Child Support Administrative Assistant/Financial Manager job description. Patti Smith, Child Support Administrator went through the proposed changes on the job description. It was moved by Lewis, seconded by Bizer, to approve the job description changes for the Child Support Administrative Assistant/Financial Manager. A unanimous vote cast, the motion carried. Patti Smith stated that she will repost the position and requested that the Personnel Committee consider an increase in rate for the start and probationary rates in the Non-Professional Union bargaining agreement.

Budget Repair Bill Toolkit & Assistance – Phillips Borowski, S.C. Marie Koerner, Human Resource Manager, presented information on assistance to counties to get ahead of the situation in Madison. Counties should establish a grievance procedure, in addition to coming up with policies for pay, overtime, incentives, etc. The cost for joining the Budget Repair Bill Consortium would be around \$500.00. It was moved by Lewis, seconded by Bizer, to sign up for the Budget Repair Bill Consortium Group with Marie Koerner, Linda Daniels, Lester Lewis, and Fred Parent attending the first meeting on April 27, 2011 in Stevens Point. A unanimous vote cast, the motion carried.

Transition Committee. Marie Koerner advised that a transition committee be formed to discuss and act on issues regarding the Budget Repair Bill and any budgetary matters. It would be comprised of a mix of Finance Committee members, County Board members, Human Resource Manager, County Accountant and Personnel Committee members. Marvel Lemke, Register of Deeds, requested to have two or three department heads on the committee. Zenner suggested leaving up to two Department Heads slots open on the committee. Marie Koerner would send an email out to the Department Heads. It was moved by Bizer, seconded by Lewis, to establish a Transition Committee to be composed of the Personnel and Finance Committee Members, up to two Department Heads, Human Resources Manager, and County Accountant. A unanimous vote cast, the motion carried. Marvel Lemke and Patti Smith left the meeting at 11:00 a.m.

Closed Session. A motion was made by Zenner, seconded by Bizer, to go into closed session at 11:00 a.m. pursuant to Wisconsin State Statutes 19.85(1)(e) for the purpose of strategizing for possible bargaining. Four (4) voting aye, one (1) absent (Seidl), the motion carried.

Open Session. A motion was made by Bizer, seconded by Zenner, to go into open session at 11:17 a.m. to take any necessary action on the matter in closed session. Four (4) voting aye, one (1) absent (Seidl), the motion carried.

Adjournment. A motion was made by Lewis, seconded by Zenner, to adjourn at 11:17 a.m.

Secretary: Linda Daniels