

**Transition Committee**

September 1, 2011

Third Floor County Board Room

**Call Meeting to Order:** Lester Lewis called the meeting to order at 11:05 a.m.

**Members Present:** Lester Lewis, David Bizer, Charles Zenner, Fred Parent, Scott Mildbrand, David Krug, John Werner III, Larry Brandl, Jess Sackmann, Marie Koerner, Marvel Lemke

**Members Absent:** Dennis Fuchs

**Other Attendees:** none

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

**Approve Minutes.** A motion was made by Krug, seconded by Werner, to approve the August 9, 2011, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

**Grievance Procedure.** The committee reviewed the revised grievance procedure draft from Attorney Mindy Dale. Amendments, submitted by department heads and committee members, were made to the grievance procedure, grievance form, appeal form and guidelines for the Impartial Hearing Officer and Personnel Committee. The grievance procedure will be submitted in an ordinance at the September 20, 2011, County Board Meeting.

**Adjournment.** A motion was made by Bizer, seconded by Mildbrand, to adjourn at 12:10 p.m. A unanimous vote cast, the motion carried.

**Secretary:** Marie Koerner

**Transition Committee**

August 9, 2011

Third Floor County Board Room

**Call Meeting to Order:** Lester Lewis called the meeting to order at 10:00 a.m.

**Members Present:** Lester Lewis, David Bizer, Charles Zenner, Fred Parent, Scott Mildbrand, David Krug, John Werner III, Larry Brandl, Patty Krug, Jess Sackmann, Marie Koerner, Marvel Lemke

**Members Absent:** Dennis Fuchs

**Other Attendees:** Jim Metz

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

**Approve Minutes.** A motion was made by Zenner, seconded by Krug, to approve the July 21, 2011, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

**Grievance Procedure.** Attorney Mindy Dale sent a Grievance Procedure draft with suggestions made at the previous Transition Committee meeting. Marvel Lemke and Marie Koerner added suggestions and comments. The draft was reviewed with the committee. Marie Koerner will update the draft with the committee's changes and forward to Attorney Mindy Dale for her review. The draft will then be shared with department heads for their input.

The next meeting of the Transition Committee is set for September 1, 2011, at 11:00 a.m.

**Adjournment.** A motion was made by Mildbrand, seconded by Zenner, to adjourn at 11:35 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Marie Koerner

## **Transition Committee**

July 21, 2011

Third Floor County Board Room

**Call Meeting to Order:** Lester Lewis called the meeting to order at 9:05 a.m.

**Members Present:** Lester Lewis, David Bizer, Charles Zenner, Dennis Fuchs, Fred Parent, Scott Mildbrand, David Krug, John Werner III (arrived at 9:20 a.m.), Larry Brandl, Patty Krug, Jess Sackmann, Marie Koerner, Marvel Lemke

**Members Absent:** none

**Other Attendees:** Linda Daniels, Jim Metz (9:20 a.m. to 10:37 a.m.), Mindy Dale of Weld, Riley, Prenn & Ricci, S.C.

It was moved by Mildbrand, seconded by Bizer, to nominate Lester Lewis to be the chair of the Transition Committee. A unanimous vote cast, the motion carried. Lester Lewis is Chair of the Transition Committee.

**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.

**Transition Committee objectives and time frame and Grievance Procedure (Items 3 and 4).** Marie Koerner, Human Resource Manager, introduced Mindy Dale, Labor Attorney with Weld, Riley, Prenn & Ricci, S.C. Ms. Dale has been assisting the consortium with Grievance Procedures and she gave an overview to the committee on consortium activities. Taylor County will have to create Personnel policies. The County Code will have limited items and Taylor County will need to create an Employee Handbook and Administrative Handbook which would contain forms needed by the County. Department Heads and supervisors will need future training. The committee reviewed and discussed a draft grievance procedure prepared by Attorney Dale. The Grievance Procedure of the Budget Repair Bill will need to have three elements, Employee Discipline, Employee Terminations, and Workplace Safety. Taylor County will have to retain an Impartial Hearing Officer and the final step of review of all Grievances would be the County Board. Attorney Dale will update draft with suggestions and return to committee members by August 3. The next Consortium meeting is August 3, 2011, in Stevens Point. Attending will be Lester Lewis, Charles Zenner, Fred Parent, Marie Koerner, Linda Daniels, Marvel Lemke and Jim Metz. No action was taken on these two agenda items.

**Early Retirement.** Ms. Dale went through the guidelines of Early Retirement Plans. Taylor County would have to set criteria for who would be offered the early retirement, who met the criteria and who did not meet the criteria, by age. It was the consensus of the committee that no retirement proposal would be offered at this time. No action was taken on this item.

The next meeting of the Transition Committee is set for August 9, 2011, at 10:00 a.m.

**Adjournment.** A motion was made by Zenner, seconded by Mildbrand, to adjourn at 12:00 p.m. A unanimous vote cast, the motion carried.

**Secretary:** Linda Daniels