

PERSONNEL COMMITTEE

Tuesday, February 2, 2010; 9:00 a.m.

PRESENT: Supervisors Vogt, Janowski, Rappe, Schmidt and Markwardt
ALSO PRESENT: Jeff Beyer, Public Works Director; Nancy Saueressig, Deputy County Treasurer; Cheryl Duchow, County Treasurer; Steve Rollins, Corporation Counsel; Rob Hermann, Sheriff; Jamie Aulik, County Clerk; Lois Kiel, Deputy County Clerk; Lynn Zigmunt, Clerk of Circuit Court; Curtis Green, Coroner; Carla Halverson; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 9:00 a.m. All members were present. A motion was made by Janowski and seconded by Schmidt to approve the minutes from the December 8, 2009 meeting. Motion carried unanimously.

Sharon Cornils distributed copies of the 4th quarter EAP report. She told Committee members that the usage was up during the 4th quarter but some of that was due to the layoffs and bumping that occurred. She is pleased to see that employees are taking advantage of the program.

There was no public input.

Compensation for elected officials (Clerk of Court, Coroner, and Sheriff) was discussed. Several options were discussed. A motion was made by Rappe to grant a 2% increase for 2011; 2.5% for 2012; 2.5% for 2013 and 3% for 2014. He then withdrew his motion. Sharon Cornils also asked the Committee to consider eliminating the proration of benefits for the Coroner. Historically the salary and benefits had been calculated at 75% of that paid to the elected officials in the Courthouse. Since it is a full-time position, benefits should not be prorated. The other issue that should be considered when looking at compensation for the Sheriff is his uniform allowance. He is currently receiving \$440. Other non-represented employees and the WPPA union members receive \$525. A motion was made by Markwardt and seconded by Rappe to approve the vehicle allowance for the Sheriff (which is set by policy) and the uniform allowance as follows:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Vehicle Allowance:	\$7,396	\$7,681	\$7,985	\$8,250
Uniform Allowance:	\$ 525	\$ 550	\$ 575	\$ 600

Motion carried unanimously.

A motion was made by Rappe and seconded by Markwardt to change the benefit computation for the Coroner so at the start of the next term benefits are no longer prorated for this position. Motion carried unanimously.

The Committee again discussed the compensation for the elected officials and a motion was made by Schmidt and seconded by Markwardt to increase the compensation for the Clerk of Court, Coroner and Sheriff by 1.5% in 2011, 2% in 2012, 2.5% in 2013 and 3% in 2014. Coroner, Curt Green, explained to the Committee the need to increase his

salary so he could work additional hours and therefore eliminate the need to hire another deputy coroner. After minimal discussion the motion passed unanimously. Sharon Cornils will prepare a resolution for the February 23, 2010 County Board meeting.

Jamie Aulik made a presentation to the Committee regarding the Chief Deputies for the elected officials. He stated that if an elected official becomes incapacitated or deployed, the deputy has to fill in for the elected official, but as a union employee there are certain functions they can not perform. Also, there is no set procedure to get help so the deputy doesn't have to do both jobs which can create a significant amount of time and stress. There is no mechanism in the represented employee manual for compensation for someone assuming these additional duties either.

Jamie Aulik would like the Committee to consider bargaining the deputy positions out of the union and developing a policy that addresses staffing and compensation when a deputy needs to assume the role of the elected official. This item will be placed on the agenda for the next meeting.

Military Leave was discussed. Jamie Aulik asked the Committee to review the County's policy and consider compensation for someone deployed so that they do not suffer a financial loss while serving their country. Sharon informed the Committee that the Wisconsin Retirement System (WRS) gives credit to employees who serve in the military for their full compensation. This issue will be placed on a future agenda.

The Committee discussed the volunteer policy as it relates to gratuities for volunteers. When the policy is revised, it will set some parameters for what and how volunteers can be recognized. A revised policy will be discussed at a future meeting.

Contracted employment was addressed. The Personnel Department will be coordinating contracted employment for the Ice Center and Expo like we do for other departments.

Sharon Cornils gave the Committee an update on the progress of Family Care. Eight county positions will be eliminated as of April 1st along with several contracted positions.

Jim Brey, County Board Chairman, asked the Executive Committee to take a look at the Ethics Code for possible revisions. Currently the Ethics Code is part of the Personnel Code, but Steve Rollins, Corporation Counsel, recommends it be removed for the Personnel Code and kept separate. He will recommend that the Code address the issue of supervising in-laws.

Sharon Cornils advised the Committee that the Public Works Committee will be addressing the issue of a smoking area outside the Courthouse. The current indoor clean

air act will be revised to address that issue as well as remove references to the Health Care Center and some changes in the enforcement of the code.

Diane Schmidt distributed revised organizational charts for all County departments. She told the Committee that she would be revising the Human Services chart again in April when Family Care goes into effect and additional County positions are eliminated. She also pointed out that the chart for the Highway Department shows the total FTE budgeted. The actual number of positions will vary during the year due to winter operations, construction, etc.

A motion was made by Markwardt and seconded by Schmidt to approve the resolution approving a change to the 2010 wage schedule for the Health Department employees. The resolution will be presented to the County Board at their February 23, 2010 meeting. Motion carried unanimously.

A resolution approving an increase of 1.21 FTES in the Aging and Disability Resource Center (ADRC) was discussed. Judy Rank is requesting the ability to increase a part-time Information & Assistance Specialist from .79 to full-time. She also is requesting an additional full-time position to assist in the transition of responsibilities from Human Services to the ADRC and provide administrative and managerial continuity for the department. No County tax levy is required. A motion was made by Markwardt and seconded by Rappe to approve the additional of these positions. Motion carried unanimously.

A motion was made by Rappe and seconded by Schmidt to convene in closed session at 10:42 a.m. pursuant to Wis. Stats. §19.85(1) (g) to consider pending litigation. Motion carried.

Pending litigation was discussed.

A motion was made by Markwardt, seconded by Janowski to reconvene in open session at 10:45 a.m. Motion carried unanimously.

The next meeting was scheduled for Tuesday, March 9, 2010. A motion was made by Rappe and seconded by Janowski to adjourn. Motion carried unanimously.

Norbert A. Vogt, Secretary

Date