

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 1:00 pm on Tuesday, December 12, 2012 in the Courthouse Conference Room #2, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

**Personnel Committee Members Present:** Chair Linda Thorpe, Jim Behling, Steve Favorite, Sig Hjemvick, Ron DeBruyne

**Personnel Committee Member Absent:** Ed Bluthardt

**Others Present:** Janna Kahl, Sheriff Tomlanovich, Lt. Soltow, Rebecca Gleason, Jamie Meier, Erica Buckton, Patti Sieren, Amanda Kuiper, Chad Rosinski, Dawn Schmidt, Ken Anderson.

**Approve Agenda:** Motion by S. Hjemvick, seconded by J. Behling, to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

**Approve November 28 meeting minutes:** Motion by S. Hjemvick, seconded by J. Behling, to approve the meeting minutes. All voting aye, carried.

**Vacation carryover requests:** None.

S. Favorite arrived to the meeting at 1:03 pm.

**Amend Interim Work Rules for Non-Sworn Sheriff's Department Staff: Section 16 (Holiday Allowance and Personal Days):** Motion by J. Behling, seconded by S. Hjemvick to amend the Interim Work Rules Section 16 to read: "Any employee who is scheduled to work on the following listed holidays shall receive time and one-half his or her normal pay, for each hour worked on a shift during the twenty-four (24) hour period beginning at 6 a.m. of the holiday through 6 a.m. the day after. No pyramiding of premium pay is allowed." During discussion, J. Kahl reiterated that this is the language appearing the WPPA contract, which would allow for the non-sworn staff to be treated the same as the sworn staff for this policy. All voting aye, carried.

**Zoning Department Staff Hours:** J. Kahl informed the Committee that a Zoning Deputy has been appointed to the Deputy Treasurer position, effective January 21, 2013. J. Kahl presented an excerpt from the December 6, 2012 Zoning Committee meeting, requesting that the staff hours be restored to full time status with the understanding that the Zoning Committee will not request the vacant Deputy Zoning Administrator position to be backfilled at this time. There was discussion of the projected costs savings vs. budget, and it was determined that because this was approved by both the Zoning and Personnel Committees, and would result in saved costs to the County, that this would not need to be forwarded to the full Board. Motion by S. Hjemvick, seconded by R. DeBruyne, to restore all Zoning staff, except for the transferred employee, to full time status effective January 2, 2013. The transferred employee will cross-train in the Treasurer office during her Zoning furlough days. All voting aye, carried.

D. Schmidt left the meeting.

**RIF participation and/or resulting vacancies:** Motion by J. Behling, seconded by S. Hjemvick, that identified vacancies resulting from the RIF are filled with internal qualified candidates prior to filling vacancies from external sources. All voting aye, carried.

**Veterans' Service Officer:** It was discussed that there could potentially be assistance offered from the State or a neighboring County for the Veterans Service office if needed during the interim of finding a replacement. F. Tomlanovich also suggested seeking retired Veterans Service Officers in the area for assistance. Motion by S. Favorite, seconded by J. Behling, to post the Veterans Service Officer position internally. All voting aye, carried.

**COA Benefit Specialist:** Motion by S. Favorite, seconded by S. Hjemvick, to postpone the COA Benefit Specialist vacancy to the next scheduled Personnel meeting, when the COA Director can be present. All voting aye, carried.

**Zoning Deputy:** Motion by S. Favorite, seconded by J. Behling, to not backfill the Zoning Deputy position at this time. All voting aye, carried.

**IT Specialist:** Motion by S. Favorite, seconded by S. Hjemvick, to postpone the IT Specialist vacancy to the next scheduled Personnel meeting, after it has been discussed at the Public Property meeting. All voting aye, carried.

Ken Anderson left the meeting.

**PTO and overtime:** J. Kahl discussed that the PTO policy which has been approved by Personnel does not detail whether or not the use of PTO will count towards the calculation of overtime. S. Hjemvick suggested that J. Kahl seek feedback on this when she is discussing PTO with committees. J. Behling recommended that the Committee establish a policy, and then allow for discussion by the County Board. J. Behling recommended that Vilas County abide by the standards of the FLSA, wherein overtime is payable after hours worked, not hours paid. F. Tomlanovich stated that not paying overtime for PTO would cause scheduling difficulties in the VISO, particularly for jail and dispatch. D. Soltow was concerned that the County could lose qualified and trained individuals who seek employment elsewhere for better wages and benefits. S. Favorite suggested the potential use of LTE's or part-timers, but S. Hjemvick stated that the required certification made it difficult to find qualified individuals on an as-needed basis. Motion by J. Behling, seconded by R. DeBruyne, for PTO to be included in the calculation of overtime. S. Hjemvick and R. DeBruyne voting aye; J. Behling, L. Thorpe, and S. Favorite voting no; Motion fails. Motion by J. Behling, seconded by S. Favorite, to comply with the FLSA standards for overtime as it pertains to the PTO policy. J. Behling, L. Thorpe, S. Favorite voting aye; R. DeBruyne and S. Hjemvick voting no; Motion carries.

J. Kahl will amend the policy and resolution and bring to a future Committee meeting.

The Sheriff and Sheriff Department staff left the meeting.

**Closed session:** Motion by S. Hjemvick, seconded by S. Favorite, to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (evaluate performance of certain county employees for the possibility of lateral transfer or promotion). A roll call vote found the following members voting yes: L. Thorpe, J. Behling, S. Favorite, S. Hjemvick, and R. DeBruyne. Motion by S. Favorite, seconded by S. Hjemvick, to adjourn closed session pursuant to Wis. Stat. § 19.85(1)(c), and return to open session. A roll call vote found the following members voting yes: L. Thorpe, J. Behling, S. Favorite, S. Hjemvick, R. DeBruyne; Motion carries.

**Committee may take action on matters discussed in closed session:** None.

**Social Service Secretary B vacancy:** J. Kahl will contact the Social Service Chair to set up a meeting time to discuss the vacancy.

**Letters and Communication:** J. Kahl stated that Laura Rozga, CPS Worker, has been appointed to the ADRC Specialist position. Also, the Social Services Board approved the filling of that vacancy and an APS vacancy at their meeting earlier this week. J. Kahl also distributed the letter from the Highway Committee/worker to the Committee members who had not received it. J. Kahl also indicated that the Highway LTE job ad has produced several interested candidates thus far.

**Future meeting date:** December 18 at 9:00 am.

**Adjournment:** L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 3:10 pm.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee. Respectfully submitted by: Janna Kahl, Human Resources Director