

Chair Jim Behling called to order the meeting of the Personnel Committee at 8:30 am on Tuesday, December 18, 2012 in the Justice Center Training room, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

Personnel Committee Members Present: Chair Jim Behling, Steve Favorite, Sig Hjemvick, Ron DeBruyne, Lorin Johnson

Others Present: Janna Kahl, Erv Teichmiller, Al Bauman, Dan Borowski, Barb Gibson, Joe Fath, Sue Richmond, Chris Kamps, Kate Gardner, Randy Ingram, Theo Indermuehle, Emily Miller, Chris Petreikis, Randy Schneider, TJ Bill.

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

Approve December 11 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 at 8:32 am.

Paid Time Off Resolution: Motion by R. DeBruyne, seconded by S. Favorite to postpone this item to the January 10, 2013 meeting. All voting aye, carried.

Vacation carry forward request: A mapping employee requested the Committee to approve her to carry forward 16 hours of vacation, four days prior to her anniversary. Motion by S. Favorite, seconded by L. Johnson to approve the vacation carry forward request. All voting aye, carried.

B. Gibson left the meeting.

Bereavement leave request: A forestry employee requested the Committee to approve him four days of bereavement leave for an uncle whom passed away. Pursuant to the Interim Work Rules, for this relationship, an employee may use one day of sick leave. Motion by S. Hjemvick, seconded by R. DeBruyne, to allow one day of sick leave and supplement the balance of leave with vacation. All voting aye, carried.

COA Benefit Specialist job description: S. Richmond presented to the Committee that this position is a vacancy occurring due to the Voluntary RIF. It is a full-time position paid by the County; there is a similar part-time position paid by the grant. The body of the job description will be amended to include

the word "Elder Benefit Specialist." Motion by S. Hjemvick, seconded by S. Favorite, to approve the job description, as amended. All voting aye, carried.

COA Benefit Specialist vacancy: S. Richmond will have the current part-time Benefit Specialist fill the full-time vacancy until a replacement is found. Motion by S. Hjemvick, seconded by L. Johnson, to post the position internally, and pursue external candidates based upon internal results. All voting aye, carried.

COA Secretary A job description: When S. Richmond was appointed COA Director, the Director position retained the nutrition and transportation program supervision. According to S. Richmond, the current COA need is for a full-time Secretary A to act as receptionist and bookkeeping. Motion by S. Hjemvick, seconded by R. DeBruyne, to accept the job description as presented. All voting aye, carried.

COA Secretary A vacancy: J. Kahl questioned if Experience Works could be used for this vacancy, and S. Richmond stated that Experience Works does not have any employees currently available. Motion by S. Hjemvick, seconded by L. Johnson, to post the position internally, at an hourly rate of \$16.60. All voting aye, carried.

D. Borowski arrived at the meeting. S. Richmond left the meeting.

IT Specialist vacancy: C. Kamps addressed the committee. J. Kahl read an excerpt from the Public Property December 14, 2012 minutes, requesting "the Personnel Committee hire an interim staff member for the IT Department to alleviate the pending staffing shortage." C. Kamps stated that the IT Specialist who is leaving the County under the RIF agreement has agreed to assist the County IT needs by working part-time on the evenings and weekends, for such services as maintaining the website. S. Hjemvick asked if it is in the best interest of the County to have a former employee be contracted to perform the same work prior to her RIF. J. Behling and S. Hjemvick stated they are against paying someone to leave and then rehiring them back. Motion by S. Hjemvick to post the hiring of a full-time IT Specialist. The motion failed due to lack of second. Motion by L. Johnson, seconded by R. DeBruyne, to fill the IT Specialist vacancy on a part-time, contract basis with a qualified temporary individual until January 31, 2013, with the details worked out with the Corporation Counsel and HR Director, at an hourly rate not to exceed \$21.72. S. Favorite, S. Hjemvick, R. DeBruyne, and L. Johnson voting aye, J. Behling voting no; Motion carries.

J. Kahl questioned what was to be accomplished by January 31, 2013, and the response was for the employee to return from FMLA and allow Public Property to determine next steps for discussing the option of outsourcing.

A. Bauman joined the meeting.

Closed session: Motion by R. DeBruyne, seconded by L. Johnson to convene into closed session, pursuant to Wis. Stat. §19.85(1)(c) and (e), for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Social Services Secretary B vacancy) and for the purpose of negotiating collective bargaining proposals for a successor labor agreement between Vilas County and the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, Local 118. A roll call vote found the following members voting aye: L. Johnson, R. DeBruyne, S. Hjemvick, S. Favorite, and J. Behling; Motion carries. At approximately 10:00 am, K. Gardner joined the meeting. Motion by R. DeBruyne, seconded by S. Favorite, to convene closed session pursuant to Wis. Stat. §19.85(1)(c) and (e), and return to open session. A roll call vote found the following members voting aye: L. Johnson, R. DeBruyne, S. Hjemvick, S. Favorite, and J. Behling; Motion carries.

Committee may take action on matters discussed in closed session: Motion by S. Favorite, seconded by R. DeBruyne, for the HR Director and Social Services Director to work together in filling the full-time Social Services Secretary B vacancy with an internal qualified candidate. All voting aye, carried.

In open session, the Personnel Committee and the WPPA exchanged initial proposals for bargaining.

Establish dates and representative for Highway/Forestry bargaining: The committee will utilize the services of the County Corporation Counsel to assist them with bargaining for this group. A date will be established at the January 10, 2013 Personnel meeting.

Letters and communications: None.

Future meeting date: December 19 at 9:00 am.

Adjournment: J. Behling announced there is no further business on the agenda and the meeting stands adjourned at 12:43 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