

PERSONNEL & EXECUTIVE COMMITTEE MINUTES

COMMITTEE: PERSONNEL & EXECUTIVE COMMITTEES
DATE: MONDAY, APRIL 11, 2016
TIME: 5:00 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Millan called the meeting to order at 5:00 p.m. and read the agenda.

ROLL CALL

Members Present: Collins, LeMaster, Lukas, Millan & Shaffer

Absent: Albrecht & Dailey

Others present: Bill Chaney, Bill Connors, John Dennee, Alex Walrath, Nora Matuszewski, Dan Borowski and Lisa Kalata

APPROVE AMENDED AGENDA

Motion by Lukas to approve the amended agenda as presented, seconded by Collins. All present voting AYE. Motion carried.

APPROVE MINUTES OF THE MARCH 29, 2016 EXECUTIVE MEETING & FEBRUARY 9, 2016 PERSONNEL MEETING

Motion by LeMaster to approve the March 29, 2016 Executive meeting minutes, seconded by Collins. All present voting AYE. Motion carried.

Motion by Lukas to approve the February 9, 2016 Personnel meeting minutes, seconded by Collins. All present voting AYE. Motion carried.

DISCUSS AND POSSIBLE APPROVAL OF POSTING PAYROLL CLERK POSITION

Motion by LeMaster to post the Payroll Clerk position, seconded by Collins. All present voting AYE. Motion carried.

DISCUSS AND POSSIBLE APPROVAL OF EXTRA HOURS FOR COUNTY CLERK'S STAFF

Motion by Lukas to approve 40 hours for County Clerk's office until the Payroll Clerk position is filled to keep up with the current work load, seconded by LeMaster. All present voting AYE. Motion carried.

DISCUSS AND POSSIBLE APPROVAL OF TEMPORARY PART TIME CLEANING HELP

Motion by Collins to hire a LTE part time cleaning person at the rate of \$12.00 per hour for two days a week not to exceed three months to help with work load while maintenance projects are being completed by the regular staff, seconded by Lukas. All present voting AYE. Motion carried.

CLOSED SESSION

Motion by Lukas to adjourn into closed session pursuant to Wis. Stat. §19.85(1)(c) to consider employment and/or performance evaluation data of specific employees over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to discussion on vacancy in Sheriff's Department, seconded by Collins.

Roll Call vote Collins AYE, LeMaster AYE, Lukas AYE, Millan AYE, Shaffer AYE.
Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON
MATTERS DISCUSSED IN CLOSED SESSION

Motion by Collins to return into open session, seconded by Lukas. All present voting
AYE. Motion carried.

No action taken

CLOSED SESSION

Motion by Lemaster to adjourn into closed session pursuant to Wis. Stat. §19.85(1)(c) to
consider employment and/or performance evaluation data of specific employees over
which the governmental body has jurisdiction or exercises responsibility. This closed
session relates to discussion on reorganization of County Administration, seconded by
Lukas. Roll Call vote Collins AYE, LeMaster AYE, Lukas AYE, Millan AYE, Shaffer
AYE. Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON
MATTERS DISCUSSED IN CLOSED SESSION

Motion by Collins to return into open session, seconded by Lukas. All present voting
AYE. Motion carried.

Motion by Collins to use a consultant to explore the two possibilities and financial design
for a County Administrator versus Administrative Coordinator and refer it back to the
Personnel and Executive Committees, seconded by Lukas. All present voting AYE.
Motion carried.

ADJOURNMENT

There being no further business, motion by Collins to adjourn, seconded by Lukas. All
present voting AYE. Motion carried. Meeting adjourned at 8:25 p.m.

These minutes are not official and are subject to change. They will be officially approved
at the next scheduled Executive & Personnel meeting.