



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: February 6, 2018

TIME: 4:45 p.m.

PLACE: Administrative Office Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion regarding County Board compensation change that will be effective April 2018
4. Discussion and possible action on resolution authorizing self-insured status for workers compensation
5. Discussion regarding proposed Section §8.13 Performance Management, Section §8.14 Performance Evaluations, and Section §8.15 Failure to Meet Performance Standards
6. Discussion regarding Section §14 Grievance Procedure and reconciling the standard of review for disciplinary action taken
7. Adjournment

Date: January 30, 2018

Kevin Behnke, Chair
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Personnel Committee
February 6, 2018

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

The meeting was called to order at 4:45 p.m.

A motion to approve minutes from the December 5, 2017 Personnel Committee meeting was made by Supervisor Metzger, seconded by Supervisor Vogt and carried 5-0.

There was no correspondence or public input.

County Board compensation changes that will be effective in April 2018 were discussed.

A motion to approve a resolution authorizing self-insurance status for worker's compensation was made by Supervisor Maresh, seconded by Supervisor Baumann and carried 5-0.

The proposed new policies were reviewed:

- Section §8.13 – Performance Management
- Section §8.14 – Performance Evaluations
- Section §8.15 – Failure to Meet Performance Standards

Proposed revisions to Section §14 – Employee Grievances were reviewed.

The next Personnel Committee meeting will be held on March 6, 2018 at 4:45 p.m.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Baumann and carried, 5-0. Meeting adjourned at 5:45 p.m.

 3-6-18
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: March 6, 2018

TIME: ~~4:45 p.m.~~ **5:45 p.m.**

PLACE: Administrative Office Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding Highway Department request to convert a Maintenance Worker position to a Foreman position
4. Discussion and possible action regarding Human Services Department request to combine 2 - .50 clinical social workers into 1.0 FTE Clinical Social Worker position
5. Discussion and possible action regarding Human Services Department request to create 1.0 FTE Adult Protective Services social worker
6. County Executive appointment of Mary Halada as Health Officer
7. Discussion and possible action regarding resolution authorizing Employee Policies §8.13 Performance Management, §8.14 Performance Evaluations, and §8.15 Failure to Meet Performance Standards
8. Discussion and possible action regarding resolution authorizing amendments to Employee Policy §Section 14 Employee Grievances and Section §5.04 of the County Code
9. Update on deferred compensation program
10. Discussion and possible action regarding request for authorization to offer initial salary beyond midpoint for Information Systems Director if necessary
11. Review and discussion of Health Plan Historical Cost Trend 2012-2017
12. Adjournment

Date: March 1, 2018

Amended: March 2, 2018

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
March 6, 2018

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

The meeting was called to order at 5:45 p.m. with all members present.

A motion to approve minutes from the February 6, 2018 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 5-0.

There was no correspondence or public input.

A motion to approve the reclassification of a Highway Maintenance Worker to a Foreman position was made by Supervisor Vogt, seconded by Supervisor Maresh and carried, 5-0.

A motion to combine two vacant .50 Clinical Social Worker positions into 1.0 Clinical Social Worker position was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

A motion to authorize the creation of 1.0 Adult Protective Social Worker position was made by Supervisor Baumann, seconded by Supervisor Metzger and carried, 5-0.

The County Executive appointment of Mary Halada as Health Officer, effective May 4, 2018 was discussed.

A motion to approve a resolution Amending Employee Policy Manual to Include §8.13 (Performance Management), §8.14 (Performance Evaluations) and §8.15 (Failure to Meet Performance Standards) was made by Supervisor Metzger, seconded by Supervisor Maresh and carried, 5-0.


The 2017 Deferred Compensation Executive Summary was discussed.

A motion to authorize an initial salary beyond midpoint for the Information Systems Director if necessary was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 4-1, with Supervisor Metzger voting no.

The Health Plan Historical Cost Trend from 2012-2017 was discussed.

The next Personnel Committee meeting will be held on April 3, 2018 at 4:45 p.m.

A motion to adjourn was made by Supervisor Metzger, seconded by Supervisor Baumann and carried, 5-0. Meeting adjourned at 6:30 p.m.


Rita Metzger, Secretary 4-17-18
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
JOINT MEETING NOTICE

DATE: March 14, 2018

TIME: 5:30 p.m.

PLACE: Manitowoc County Public Health Building
2nd Floor Conference Room 207
1028 South 9th Street, Manitowoc WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Roll call
2. Joint meeting discussion and possible action regarding recommended restructure of the Information Systems Department into a division of the Public Works Department
3. Adjournment

Date: March 13, 2018

Kevin Behnke, Personnel Committee Chair
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
March 14, 2018

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

The meeting was called to order at 5:30 p.m. with roll call showing all members present.

A motion to postpone action on the resolution was made by Supervisor Metzger and was not seconded.

A motion to approve a resolution Authorizing Restructuring of Information Systems Department into a Division of the Public Works Department was made by Supervisor Vogt, seconded by Supervisor Maresh and carried 4-1, with Supervisor Metzger voting no.

A motion to adjourn was made at 6:10 p.m. Meeting adjourned at 6:10 p.m.


Rita Metzger, Secretary

4-17-18
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED JOINT MEETING NOTICE

DATE: April 3, 2018

TIME: 4:45 p.m.

PLACE: Communications and Technology Building
1024 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. ***Approval of Corporation Counsel request for Overnight Lodging at Lodge Kohler, Green Bay, for Annual WACCC Convention***
4. Joint meeting discussion and possible action regarding recommended restructure of the Information Systems Department into a division of Public Works Department
5. Adjournment

Date: March 22, 2018

Amended: April 2, 2018

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
April 3, 2018

PRESENT: Supervisors Behnke, Maresh, Vogt, Metzger.

The meeting was called to order at 4:45 p.m. with roll call showing Supervisors Behnke, Maresh, Vogt and Metzger present. Supervisor Baumann was excused.

A motion to approve the minutes of the March 6, 2018 and March 14, 2018 Personnel Committee meetings was made by Supervisor Vogt, seconded by Supervisor Maresh and carried, 4-0.

Public Comment:

Maura Yost spoke regarding the proposed reorganization of the Information Systems Department.

Public comment was closed at 4:50 p.m.

A motion to approve Corporation Counsel's request for overnight lodging at Lodge Kohler in Green Bay for the annual WACCC Convention was made by Supervisor Vogt, seconded by Supervisor Metzger and carried, 4-0.

A motion to approve Authorizing Restructuring of Information Systems Department into a Division of the Public Works Department was made by Supervisor Behnke, seconded by Supervisor Maresh. The motion failed with Supervisors Vogt and Metzger voting no.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Vogt and carried, 4-0.
Meeting adjourned at 7:06 p.m.

 4-17-18

Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: April 17, 2018

TIME: 5:15 p.m.

PLACE: Heritage Center, Lower Level Education Room,
1701 Michigan Avenue, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Discussion and possible action regarding request for authorization to offer initial salary beyond midpoint for Assistant Comptroller
3. Adjournment

Date: April 4, 2018

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
April 17, 2018

PRESENT: Supervisors Behnke, Maresh, Baumann, Metzger.

The meeting was called to order at 5:15 p.m. with roll call showing Supervisors Behnke, Maresh, Baumann and Metzger present. Supervisor Vogt was excused.

A motion to approve the minutes of the April 3, 2018 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Maresh and carried, 4-0.

A motion to approve the request for authorization to offer an initial salary above midpoint for the Assistant Comptroller was made by Supervisor Baumann, seconded by Supervisor Maresh and carried, 3-1, with Supervisor Metzger voting no.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Maresh and carried, 4-0. Meeting adjourned at 5:21 p.m.

 5/15/18
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: May 15, 2018

TIME: 5:00 p.m.

PLACE: Lower Level Education Room, Heritage Center
1701 Michigan Avenue, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Election of Officers
3. Discussion and possible action regarding request to convert 1- .50 FTE Court Commissioner position and 1 - .50 FTE Family Court Commissioner position to 1.0 FTE Family Court Commissioner position
4. Discussion and possible action regarding any Finance Committee action taken on the County Executive's recommendation to reallocate the vacant Information Systems Director position into an Information Systems Manager position
5. Adjournment

Date: May 10, 2018

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
May 15, 2018

PRESENT: Supervisors Behnke, Maresh, Baumann, Metzger, Vogt.

The meeting was called to order at 5:00 p.m. with roll call showing Supervisors Behnke, Maresh, Baumann, Vogt and Metzger present.

A motion to approve the minutes of the April 17, 2018 Personnel Committee meeting was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

Election of officers was conducted.

For Vice-Chair: Supervisor Baumann was nominated. Supervisor Behnke was nominated, and he declined the nomination. Supervisor Vogt was nominated, and he declined the nomination. A motion to elect Supervisor Baumann as Vice Chair by unanimous consent was made by Supervisor Behnke, seconded by Supervisor Metzger and carried, 5-0.

For Secretary: Supervisor Metzger was nominated. A motion to elect Supervisor Metzger as Secretary by unanimous consent was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

A motion to approve the request to convert the existing 2- .50 FTE Court Commissioner positions into 1.0 FTE Court Commissioner position was made by Supervisor Vogt, seconded by Supervisor Behnke and carried, 5-0.

A motion to approve the Finance Committee recommendation to authorize the County Executive's request to reallocate the vacant Information Systems Director position into an Information Systems Manager position was made by Supervisor Behnke, seconded by Supervisor Baumann, and carried 4-1, with Supervisor Metzger voting no.

The next meeting of the Personnel Committee is tentatively scheduled for June 19th, prior to the County Board meeting.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0. Meeting adjourned at 5:10 p.m.


Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: August 7, 2018

TIME: 4:45 p.m.

PLACE: Room 111/112 Communications and Technology Building
1024 South 9th Street, Manitowoc WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request for reimbursement of lodging within 50 miles of Courthouse
4. Discussion and possible action regarding amending Section §1.04(3)(b)(7), designating the Personnel Committee as the home committee for the Child Support Department.
5. Update on health and dental plan performance
6. Discussion regarding potential proposals to be included in 2019 Budget
7. Discussion regarding resolution authorizing amendments to Employee Policy §Section 14 Employee Grievances and Section §5.04 of the County Code
8. Discussion of financial planning services offered through WCA
9. Adjournment

Date: August 1, 2018

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
August 7, 2018

PRESENT: Supervisors Behnke, Maresh, Baumann, Metzger, Vogt.

The meeting was called to order at 4:45 p.m. with roll call showing Supervisors Behnke, Maresh, Baumann, Vogt and Metzger present.

A motion to approve the minutes of the May 15, 2018 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Behnke and carried, 5-0.

There was no correspondence or public input.

A motion to approve reimbursement of lodging expenses for the fall Child Support Conference for Assistant Corporation Counsel Jordan Martinson and Child Support Director Bridget Brennan was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

A motion to approve the resolution amending Section §1.04(3)(b)(7), designating the Personnel Committee as the home committee for the Child Support Department was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

Health and dental plan performance were discussed.

Potential proposals for the County Executive's proposed 2019 budget were reviewed.

A resolution authorizing amendments to the Employee Policy §Section 14 Employee Grievances and Section §5.04 of the County Code was reviewed.

Financial planning services offered through the Wisconsin Counties Association were reviewed.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0. Meeting adjourned at 5:50 p.m.

Next meeting date will be Tuesday, September 4th at 4:45 p.m.

 9-4-18
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: August 21, 2018

TIME: 6:15 p.m.

PLACE: Heritage Center, 1701 Michigan Avenue, Manitowoc
Employee Lunch Room, Second Floor, Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Discussion and possible action regarding request for authorization to offer initial salary beyond midpoint for System Administrator
3. Adjournment

Date: August 17, 2018

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
August 21, 2018

PRESENT: Supervisors Baumann, Behnke, Maresh, Metzger, Vogt.

The meeting was called to order at 6:17 p.m. with roll call showing Supervisors Baumann, Behnke, Maresh, Metzger and Vogt present.

A motion to approve the request for authorization to offer initial salary above midpoint for System Administrator was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0. Meeting adjourned at 6:21 p.m.


Rita Metzger, Secretary 9-4-18
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: September 4, 2018

TIME: 4:45 p.m.

PLACE: Administration Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Update on operations of the Information Systems Department
4. Discussion and possible action regarding request to allow reimbursement of relocation expenses – Health Department employee
5. Discussion regarding resolution authorizing amendments to Employee Policy §Section 14 Employee Grievances and Section §5.04 of the County Code
6. Adjournment

Date: August 28, 2018

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Personnel Committee
September 4, 2018

PRESENT: Supervisors Behnke, Maresh, Baumann, Metzger, Vogt.

The meeting was called to order at 4:45 p.m. with roll call showing Supervisors Behnke, Maresh, Baumann, Vogt and Metzger present.

A motion to approve the minutes of the 8/7/2018 and 8/21/2018 Personnel Committee meetings was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

There was no correspondence or public input.

Public Works Director Gerry Neuser gave an update on the operations of the Information Systems Department.

A motion to approve the request to allow reimbursement of relocation expenses as defined by Section §11.04 of the Employee Policy Manual for the recently hired Health Educator was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

A motion to approve the Resolution Amending Disclaimer and Section 14 of the Employee Policy Manual was made by Supervisor Baumann and seconded by Supervisor Behnke. Discussion followed. Supervisor Metzger made a motion to put this resolution on hold for 2 – 3 months to allow employees from each department to discuss the proposed changes. There was not a second to the motion. The original motion passed, 4-1, with Supervisor Metzger voting no.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0. Meeting adjourned at 5:20 p.m.

Next meeting date will be Tuesday, October 2nd at 4:15 p.m.


Rita Metzger, Secretary 10/2/18
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: October 2, 2018

TIME: 4:15 p.m.

PLACE: Administration Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Review of 2018 recruitment
4. Discussion and possible action regarding technical corrections to Employee Policy Manual (§Section 5 – Probationary Period, §Section 6 – Evaluation, §Section 7 Investigation and Disciplinary Action, §Section 9 – Termination)
5. ***Discussion and possible action on proposed 2019-2020 Agreement with Sheriff's Department employees represented by Wisconsin Professional Police Association***
6. Discussion regarding the implementation of new Human Resources Information System – Kronos Workforce Ready HR
7. Adjournment

Date: September 25, 2018

Amended: September 27, 2018 @ 3:18 p.m.

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
October 2, 2018

PRESENT: Supervisors Maresh, Baumann, Metzger, Vogt. Supervisor Behnke was excused.

The meeting was called to order at 4:15 p.m. with roll call showing Supervisors Maresh, Baumann, Vogt and Metzger present.

A motion to approve the minutes of the 9/4/2018 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried, 4-0.

There was no correspondence or public input.

2018 recruitment activity was reviewed.

Technical corrections to the Employee Policy Manual were discussed. The proposed changes will be brought to the Personnel Committee for consideration in December.

A motion to approve the 2019-2020 tentative agreement with Sheriff's Department employees represented by WPPA was made by Supervisor Vogt, seconded by Supervisor Baumann and carried, 4-0.

The implementation of Kronos Workforce Ready HR was discussed.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 4-0. Meeting adjourned at 4:45 p.m.

Next meeting tentatively scheduled for Tuesday, November 6th at 4:15 p.m.



Rita Metzger, Secretary 12-4-18
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: December 4, 2018

TIME: 4:15 p.m.

PLACE: Administration Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding employee request to donate 40 hours of FML time to another employee
4. Discussion and possible action regarding employee request for unpaid leave of absence for 3 days
5. Discussion and possible action regarding technical corrections to Employee Policy Manual:
 - a) Disclaimer
 - b) Elimination of §Section 6 – Evaluation
 - c) Revision of §Section 7 – Employee Discipline
 - d) Elimination of §Section 9 – Disciplinary Action
 - e) Addition of proposed §Section 14.02 Applicability
 - f) Elimination of §Section 26.20 Vehicle Allowances
6. Discussion and possible action regarding approval of extension of temporary assignment as allowed by Policy §11.02(3)
7. Adjournment

Date: November 27, 2018

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
December 4, 2018

PRESENT: Supervisors Maresh, Behnke, Baumann, Vogt. Supervisor Metzger was excused.

The meeting was called to order at 4:15 p.m. with roll call showing Supervisors Maresh, Behnke, Baumann and Vogt present.

A motion to approve the minutes of the 10/2/2018 Personnel Committee meeting was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0.

There was no correspondence or public input.

Supervisor Behnke made a motion to approve the donation of 40 hours of Family Medical Leave time noting specifically that the policy requirement that the absence was qualified under Family Medical Leave was met. The motion was seconded by Supervisor Baumann and carried 4-0.

A motion to approve a three day unpaid leave of absence was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 4-0.

A motion to approve the proposed changes to the Employee Policy Manual was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 4-0. The changes are:

- a) Disclaimer
- b) Elimination of Section 6 - Evaluation
- c) Revision of Section 7 – Employee Discipline
- d) Elimination of Section 9 – Disciplinary Action
- e) Addition of Section 14.02 – Applicability
- f) Elimination of Section 26.20 – Vehicle Allowances

A motion to authorize an extension of a temporary assignment from November 18, 2018 – December 30, 2018 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0.

The next meeting of the Personnel Committee has been set for January 22, 2019 at 4:15 p.m.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0. Meeting adjourned at 4:37 p.m.


Rita Metzger, Secretary

1-22-19
CHAIR
Date

Minutes taken by Sharon Cornils, Personnel Director