



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: January 20, 2014

TIME: 4:45 p.m.

PLACE: Communications and Technology Building, 1024 South 9<sup>th</sup> Street

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 input
3. Discussion and possible action regarding resolution authorizing the addition of 2.4 FTE positions in the Clinical Services Division of Human Services Department
4. Review and discussion of 2014 vehicle allowances
5. Review and discussion of 2013 benefit open enrollment period
6. Review and discussion of 2013 Focus Health cost savings summary report
7. Discussion related to the implementation of performance management system
8. Discussion and possible action of time line to establish salaries for Clerk of Court, Coroner, and Sheriff
9. Discussion of 2014 wellness programs
10. Discussion of meeting with Local 5068 (Health Department employees)
- 11. Discussion and possible action regarding request to use existing applicant pool if Case Manager position is filled externally**
12. Adjournment

Date: January 14, 2014

***Amended: January 17, 2014 @ 8:41 a.m.***

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

January 20, 2014; 4:45 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh, Nickels, and Hoff

ALSO PRESENT: Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive; Nancy Randolph and Jeff Jenswold, Human Services Directors; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:45 p.m. The minutes from the December 3, 2013 meeting were approved unanimously upon a motion by Vogt and seconded by Maresh.

There was no correspondence.

During the public input portion of the meeting, Maura Yost spoke regarding the need for the County to have a single Human Services Director rather than four individuals that share that responsibility. She feels the current organizational structure circumvents the State legislature's intent. She asked that the Personnel Committee direct the Corporation Counsel to contact the State to see how long the County can continue to operate this way.

The Committee discussed the resolution authorizing the addition of 2.4 FTE positions to the Clinical Services Division of the Human Services Department. The County currently contracts for these court ordered services, and adding the 2.4 FTE positions would allow us to provide these services with our own staff. Providing these services with our own staff will allow for greater control of services provided, allow for the implementation of quality measures, and would be cost neutral. In addition, we would be able to bill for services which could increase revenue by an estimated \$80,000. A motion was made by Vogt and seconded by Hoff to approve the resolution and submit it to the County Board for the 1/21/14 meeting. Motion carried unanimously.

The Committee reviewed the vehicle allowances for 2014.

Sharon shared a summary of the 2014 health insurance open enrollment. 55% of spouses who had been covered under the County's plan in 2013 will not be covered in 2014. The financial report from the Comptroller's office shows the technical corrections that were made to the individual line items in departmental budgets to account for the benefit elections.

Sharon discussed the Focus Health report for 2013. The missed opportunity dollars were \$169,884. Monthly reports will continue to be provided to the Committee.

The Committee was updated on the implementation of the performance management program. Training for employees with fourth quarter dates in position has been completed and we are now providing training to employees with first quarter dates. Personnel Department staff are following up with departments to be sure goals are being entered.

The Committee discussed the 2014 wellness program. Sharon told the Committee that as a member of the Health Care Coalition (HCC), County employees have access to the Easy Care Clinic, which allows employees to save money on office visits for common illnesses or injuries. New in 2014 is a Wellness/Nutrition package offered through the HCC that will provide unlimited dietician services and educational opportunities. The annual cost of participation is \$2,250. If the County was not part of the HCC, the cost would be \$7500. We will get quarterly reports from Holy Family which will not give specific information about employees but will give us numbers of County employees participating.

The County will be refilling a Child Support Case Manager position which will be vacated in March due to a retirement. Sharon asked the Committee's approval to use the existing applicant pools for recent recruitments to fill this position since we had several qualified applicants and the skill set for this position is similar. She has discussed this with the Child Support Director and he is in favor of this as it would save a lot of time and money in his budget. A motion was made by Maresh and seconded by Vogt to approve the request. Motion carried with Supervisor Nickels voting no.

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Susie Maresh, Secretary
Date

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# **MANITOWOC COUNTY**

## **PERSONNEL COMMITTEE**

### **MEETING NOTICE**

**DATE:** February 18, 2014

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

**PLACE:** University of Wisconsin – Manitowoc, Room F175  
705 Viebahn 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 input
3. Discussion and possible action regarding restructuring of Highway Department supervisory staff
4. Discussion regarding County Executive appointment of successor ADRC Director
5. Discussion and possible action regarding request for waiver of advertising requirement – Sheriff's Department
6. Discussion and possible action regarding salaries for the 2015-2018 term for the Clerk of Court, Coroner, and Sheriff
7. Discussion regarding unpaid leave approved for employee until February 21, 2014
8. Update on Health Department Local 5068 filing for election
9. Discussion and possible action on AB 613 Relating to Authority of the Clerk and AB 699 related to corrections officer status under Wisconsin Retirement System

The Committee may convene in closed session pursuant to Wis. Stats. §19.85(1)(g) to consider the following matters:

10. Discussion of pending litigation

If the Committee has convened in closed session it will reconvene in open session.

11. Adjournment

Date: February 11, 2014

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.

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## PERSONNEL COMMITTEE

February 18, 2014; 5:45 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh, Nickels and Hoff

ALSO PRESENT: Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:45 p.m. Minutes from the January 20, 2014 meeting were approved upon a motion by Vogt, seconded by Maresh and carried unanimously.

Sharon distributed a copy of a summary of worker's comp. cost containment proposals currently before the legislature.

### Public Input:

Jamie Aulik, County Clerk, addressed the Committee regarding AB613 which relates to the authority of the County Clerk. He stated the WCA opposes portions of the bill and the WCA and County Clerks' Association are working to find common ground on various portions of the bill. He said AB613 is an attempt to update many of the things that the Clerk's office is responsible for which are currently not identified in the Statutes.

Curt Green, Coroner, discussed the salary issue for the Coroner position. He distributed some information he had gathered regarding the number of death investigations done by the Counties the Personnel Department had presented as comparable counties. Curt said that Manitowoc County conducts significantly more cremations than some of the other counties. He asked that the Committee consider making up some of the disparity that exists between the Coroner and other elected officials.

The Committee discussed the proposal for restructuring at the Highway Department. The Patrol Superintendent is working full-time at the Airport until a decision is made about the future operation of the Airport. During the interim Greg Grotegut, a foreman at the Highway Department, is assuming the duties of the Patrol Superintendent at the Highway Department. The Highway Committee approved a reclassification of Greg Grotegut from Highway foreman to Patrol Superintendent until a decision is made regarding the future of the Airport. Greg would be reclassified from decision band B(3)(2) to C(4)(2) at a salary of \$51,011. His 2013 earnings were \$50,810. Gary Kennedy told the Committee that 50% of the cost of the superintendent's wages, benefits and mileage are paid for by the State DOT. A motion was made by Vogt and seconded by Maresh to approve the request. Motion carried unanimously.

The Committee was informed that the County Executive will be bringing in an appointment for Judy Rank's successor as ADRC Director to the County Board in March. He will be appointing Cathy Ley, current Transition Care Coach at the ADRC. Cathy has been employed with the County since 5/23/2005. Cathy has held various positions at the ADRC during her employment with the County and has taken a leadership role in the creation and development of the ADRC of the Lakeshore. Supervisor Nickels asked that Bob consider restructuring this position and putting the ADRC under the jurisdiction of the Human Services Department and creating a Human Services Director position.

The Committee considered the request for a waiver of the advertising requirement for a part-time cook in the Sheriff's Department. The Department had two cook vacancies late in 2012. One person was hired, the second applicant failed the background check. A former Corrections Officer who had retired agreed to fill in on a temporary basis during the staff shortage. She has been doing well in that role and has indicated an interest in continuing to work in the kitchen on a regular basis. The Sheriff's Department is interested in offering her the part-time position. A motion was made by Hoff and seconded by Maresh to approve the waiver. Motion carried unanimously.

The Committee discussed salaries for the Clerk of Court, Coroner and Sheriff for their next term. Supervisor Vogt recommended increasing the salaries by 1.5% each of the first 3 years of the term and 2% the 4<sup>th</sup> year of their terms. Supervisor Behnke would not support that as he said the County Board took action to freeze the salary for the position of County Executive in November; therefore he could not support an increase for other elected officials. After considerable discussion, Supervisor Nickels made a motion to increase the salaries of the Clerk of Court, Coroner and Sheriff by 1.5% in 2015, 1.5% in 2016, 1.5% in 2017 and 2% in 2018. The motion was seconded by Supervisor Vogt and carried 3-2 with Supervisors Behnke and Maresh voting no. The issue regarding the Sheriff's uniform allowance and mileage will be discussed at the next meeting.

Sharon updated the Committee on the leave of absence for the Coroner's Secretary.

Sharon let the Committee know that the Health Department employees Local 5068 did not file an election petition so that local is decertified and they are now folded in with the other non-represented employees.

The Committee discussed AB613 and AB699. Supervisor Vogt said these bills were on the agenda for the WCA Steering Committee meeting on Wednesday, February 19<sup>th</sup> and they had several points of discussion. Since both of these bills are subject to considerable revision yet, they Committee did not take any action on them.

Regarding pending litigation, Steve Rollins brought the Committee up to date on the Schultz discrimination charge. The EEOC dismissed the complaint, but the ERD found probable cause so a hearing will be conducted.

In regard to the Theyrl complaint, discovery and depositions have been completed.

The next meeting was scheduled for 5:45 p.m. on Tuesday, March 18<sup>th</sup>, prior to the County Board meeting.

A motion was made by Vogt and seconded by Hoff to adjourn at 6:30 p.m. Motion carried.

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Susie Maresh, Secretary

Date



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: March 18, 2014

TIME: 6:00 p.m.

PLACE: UW–Manitowoc, Room F175  
705 Viebahn 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 input
3. Discussion and possible action regarding uniform and vehicle allowance for the Sheriff for the 2015-2018 term
4. Discussion and possible action regarding proposed resolution authorizing out of state travel for Aimee Augustine, Veterans Service Officer
5. Discussion and possible action regarding reclassifying position of Sanitarian to Environmental Services Manager
6. Discussion of appointment of Health Officer
7. *Discussion and possible action regarding request to waive advertising requirement – Human Services Department*
8. Adjournment

Date: March 11, 2014

*Amended: March 14, 2014 @ 12:50 p.m.*

Kevin Behnke, Chair  
By: Sharon Cornils, Personnel Director

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## PERSONNEL COMMITTEE

March 18, 2014; 6:00 p.m.

PRESENT: Supervisors Behnke, Maresh, Vogt and Hoff. Supervisor Nickels was excused.

ALSO PRESENT: Supervisors Waack, Baumann, and Vogel; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 6:00 p.m. The minutes from the February 18, 2014 meeting were approved upon a motion by Hoff, seconded by Vogt and carried unanimously. There was no correspondence or public input.

The uniform and vehicle allowance for the Sheriff for the 2015-2018 term was discussed. Sharon explained to the Committee how the vehicle allowance is calculated and explained that the procedure is established in County policy. She indicated that there is no increase in uniform allowance included in the resolution since the Sheriff already receives a uniform allowance greater than other management employees in the Sheriff's Department. A motion was made by Vogt and seconded by Hoff to approve the resolution establishing compensation for the Sheriff, Clerk of Circuit Court, and Coroner. Motion carried 3-1 with Supervisor Behnke voting no.

The Committee discussed the resolution authorizing out of state travel for Aimee Augustine, Deputy Veterans Service Officer, to attend the National Veterans Service Officer Conference. Attending this conference is necessary for Aimee to maintain her accreditation with the Wisconsin Department of Veterans Affairs. A motion was made by Maresh and seconded by Vogt to approve the resolution. Motion carried unanimously.

The Committee discussed the request from the Health Department to reclassify Jessica Wanserski's position of Sanitarian to Environmental Health Manager. Jim Blaha had served as Environmental Health Manager, and with his retirement it is necessary to create this position. This will be a working manager position, with approximately 70% of her time in the field doing inspections. The position will be reclassified from pay grade C(4)(2) to a D(6)(2).

The LPN/Certified Lead Inspector position will be restructured as an LPN/Environmental Health Technician position to assist the Environmental Services Department. A motion was made by Vogt and seconded by Maresh to approve the reclassification and restructuring in the Health Department. Motion carried.

Sharon explained that the appointment for the new Health Officer was pulled from the County Board agenda because the State Health Director has not yet made a determination if our candidate met the statutory requirements of a Level III Health Officer.

The Committee discussed a request from the Human Services department to waive the advertising requirement for a social worker position in the Child Protective Services Unit - Ongoing and to use the existing applicant pool created when a position in the Youth & Family Services Unit was advertised. A motion was made by Vogt, seconded by Maresh and carried unanimously to approve a waiver of the advertising requirement.



Another meeting was not scheduled at this time due to the County Board election and upcoming reorganization of committees which will take place in April.

A motion was made by Hoff and seconded by Maresh to adjourn at 6:20 p.m. Motion carried unanimously.

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Susie Maresh, Secretary

Date

Minutes taken by D. Schmidt, Personnel Coordinator



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: May 6, 2014

TIME: 4:45 p.m.

PLACE: Communications and Technology Building, 1024 South 9<sup>th</sup> Street

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 Vice Chair and Secretary
3. Public input
4. Discussion and possible action regarding waiver of pre-employment procedures for horse parkers at the County Fair
5. *Discussion and possible action on proposed Health Department ordinance changes*
6. *Discussion and possible action on Health Officer salary*
7. Review and discussion of 2014 Focus Health cost savings summary report
8. Update on implementation of performance management system
9. Adjournment

Date: April 29, 2014

*Amended: May 5, 2014 @ 10:32 a.m.*

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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## PERSONNEL COMMITTEE

May 6, 2014; 4:45 p.m.

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

ALSO PRESENT: Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Jim Brey, County Board Chairman; Supervisor Rita Metzger; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:45 p.m. The minutes of the March 18, 2014 meeting were approved upon a motion by Vogt, seconded by Baumann and carried unanimously.

There was no correspondence.

Chairman Behnke asked for nominations for Vice-Chair. Supervisor Vogt nominated Supervisor Maresh. There were no other nominations. Supervisor Vogt moved that a unanimous ballot be cast for Supervisor Maresh as Vice-Chair. Supervisor Baumann seconded the motion and it passed unanimously.

Chairman Behnke asked for nominations for Secretary. Supervisor Baumann nominated Supervisor Nickels. There were no other nominations. Supervisor Baumann moved that a unanimous ballot be cast for Supervisor Nickels as Secretary. Supervisor Vogt seconded the motion and it passed unanimously.

There was no public input.

The Committee discussed granting a waiver of pre-employment policies for horse parkers at the County Fair. In the past a club was paid for these services and the club compensated the horse parkers. The club is no longer interested in providing this service, and the least expensive way to continue to utilize the horse parkers is to pay the horse parkers through the County's payroll. Since the horse parkers work limited hours only during the County Fair, Expo is requesting a waiver of the pre-employment procedures, which includes a waiver of the criminal background check and pre-employment drug screen. The horse parkers would complete an abbreviated application form, W-4 and I-9 form. A motion was made by Vogt and seconded by Baumann to approve waiving the pre-employment policies for the horse parkers at the County Fair. Motion carried unanimously.

The Committee discussed proposed ordinance changes for the Health Department. Steve reviewed the proposed ordinance changes with the Committee and explained that Health Department levels are determined by the State, not by the County, and are utilized to determine the amount of funding the state provides the Health Department.

The Health Department currently provides all the services of a Level III Health Department and will be able to continue to do so. The Board of Health wanted to be certain that the County would not reduce services. The proposed ordinance change addresses these concerns.

If a new Health Officer is appointed that does not meet the statutory requirements of a Level III Health Officer, the State has said that funding will be reduced by approximately \$3677. If the County Executive's appointment of Amy Wergin as Health Officer is approved the Nurse Manager Position she is vacating will be filled at a lower salary. Taking into account the reduction in State funding and the decrease in salary for the Nurse Manager position, the fiscal impact of these changes would be a reduction in costs of approximately \$6244.

A motion was made by Maresh and seconded by Vogt to approve the resolution and present it to the County Board at its May meeting.

The Committee discussed the salary offer for Amy Wergin. As Interim Health Officer Amy is currently being paid a salary of \$77,978. The Health Officer position is in pay grade D72. Amy will accept the Health Officer position at a salary of \$80,077, which is above midpoint of the pay grade and requires Personnel Committee approval. This salary would become effective on June 1, 2014, when the ordinance change becomes effective. A motion was made by Supervisor Vogt, seconded by Supervisor Baumann and approved unanimously.

Sharon reviewed the Focus Health report for the first quarter of 2014 with the Committee. She will continue to share the report with the Committee on a monthly basis.

Sharon gave the Committee an update on the status of the Performance Management project. Training for supervisors as well as employees continues. This summer the Personnel Department staff will begin the next phase of supervisory training on actually completing the performance review and meeting with staff. Employee training will begin on completing their self-review and their role in the performance review process. Chairman Behnke asked if Supervisors could get some reports to see what goals and log events are being entered to have a better understanding of how the process is working. Sharon will provide reports at the next meeting.

The next meeting is scheduled for June 17, 2014 prior to the County Board meeting.

A motion to adjourn was made by Maresh at 5:25 p.m. The motion was seconded by Baumann and carried unanimously.

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Susie Maresh, Vice-Chair

Date

Minutes taken by D. Schmidt, Personnel Coordinator



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**MEETING NOTICE**

DATE: June 17, 2014

TIME: 6:00 p.m.

PLACE: Room F175, University of Wisconsin – Manitowoc County  
705 Viebahn 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 input
3. Discussion regarding using the conference room in the Administrative Office Building for future meetings
4. Discussion and possible action regarding request to waive advertising and pre-employment screening processes for general labor employees hired to work during the County Fair
5. Discussion of legal issues regarding Wolf v. Walker
6. Review of employee goal setting

The Committee may convene in closed session pursuant to Wis. Stats. §19.85(1)(c) to consider the following matters:

7. Discussion of disciplinary suspensions issued

If the Committee has convened in closed session it will reconvene in open session.

8. Adjournment

Date: June 11, 2014

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.

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## PERSONNEL COMMITTEE

June 17, 2014; 6:00 p.m.

PRESENT: Supervisors Maresh, Behnke, Vogt, Nickels, and Baumann

ALSO PRESENT: Supervisor Vogel, Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director; Diane Schmidt, Personnel Coordinator

The meeting was called to order at 6:00 p.m. The minutes from the May 6, 2014 meeting were approved upon a motion by Vogt, seconded by Baumann and carried unanimously.

There was no correspondence or public input.

Sharon asked the Committee if they had any objection to moving the Personnel Committee meetings back to the Administration Building rather than the Communication and Technology building. The Committee had no objection to the change.

Manitowoc County Expo has a need to hire 4-5 people to perform general labor during the County fair and for a few days after the fair to clean up the grounds. County policy requires that the positions be advertised and that a criminal background check and pre-employment drug screen be conducted on all newly hired employees. The Committee is being asked to waive these requirements for these employees. A motion to approve the request was made by Vogt, seconded by Baumann and carried unanimously.

Discussion of the legal issues regarding Wolf v. Walker was removed from the agenda. This will be discussed as an agenda item for the full County Board.

Employee goal setting was discussed by the Committee. Sharon gave the Committee examples of the goals that are being established by employees. She explained that during the performance review process (which will begin for employees with 4<sup>th</sup> quarter dates in positions), employees and their supervisor will be rating employees on the progress toward their goals, their performance competencies and job duties. The Personnel Department will be looking to make sure there is documentation on the review to support the ratings employees are given. The overall composite score will be used in determining an employee's movement across the pay scale.

A motion was made by Maresh, and seconded by Vogt to convene in closed session at 6:08 p.m. pursuant to Wis. Stats. §19.85(1)(c) to discuss the disciplinary suspensions issued recently. Motion carried.

Sharon provided a report on disciplinary suspensions issued.

Supervisor Maresh made a motion, seconded by Vogt, to reconvene in open session at 6:20 p.m. Motion carried.

The next meeting was scheduled for Tuesday, July 15<sup>th</sup> (prior to the County Board meeting).

A motion was made by Maresh, seconded by Baumann to adjourn at 6:20 p.m. Motion carried unanimously.

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Dave Nickels, Secretary

Date



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**MEETING NOTICE**

DATE: July 15, 2014

TIME: 6:30 p.m.

PLACE: **Room F137**, University of Wisconsin – Manitowoc County  
705 Viebahn 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 input
3. Discussion and possible action regarding restructuring two current Highway Maintenance Positions into Highway Foreman positions
4. Report on waiver of advertising requirement – Human Services Department employee
5. Adjournment

Date: July 8, 2014

Kevin Behnke, Chair  
By: Sharon Cornils, Personnel Director

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## PERSONNEL COMMITTEE

July 15, 2014; 6:30 p.m.

PRESENT: Supervisors Maresh, Behnke, Vogt, Nickels, and Baumann

The meeting was called to order at 6:30 p.m. The minutes from the June 17, 2014 meeting were approved upon a motion by Supervisor Baumann, seconded by Supervisor Vogt and carried unanimously.

There was no correspondence or public input.

Highway Department staffing was discussed. The position of Parks/Highway Superintendent is vacant and it is the recommendation of the Highway Committee to not refill that position at this time pending a decision next year about whether or not Manitowoc County will continue to act as the FBO at the Airport. The Highway Committee is recommending the following position changes to the Personnel Committee: convert the assignment of Greg Grotegut as a Patrol Superintendent from a temporary basis to a permanent basis and restructure two existing Highway Maintenance positions to Foreman positions.

Discussion followed, and Highway Commissioner Gary Kennedy answered Committee questions.

A motion to approve the recommendation of the Highway Committee was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously.

Sharon Cornils gave a report of the waiver of the advertising requirement for an Economic Support Specialist granted by Chairman Behnke. We had the opportunity to hire a former employee back into the position she had been laid off from in 2010. Because of her employment with Manitowoc County and subsequent employment with Brown County she is immediately qualified to carry a case load and we would avoid the time and expense of up to six months of training. Because she had not applied when we last advertised for Economic Support Specialist positions a waiver of the advertising requirement was necessary. She has accepted our offer and will begin work on July 21, 2014. The Committee did not have any questions.

The next meeting was scheduled for Tuesday, August 5<sup>th</sup> at 4:45 p.m.

A motion was made by Vogt, seconded by Maresh to adjourn at 6:40 p.m. Motion carried unanimously.





**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: August 5, 2014

TIME: 4:45 p.m.

PLACE: Communications and Technology Building  
1024 South 9<sup>th</sup> 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 input
3. Discussion and possible action regarding Coroner's request to increase on-call pay for deputies from \$1.00/hour to \$1.50/hour
4. Discussion regarding Sheriff's Department hires/separations/overtime report
5. *Discussion and possible action regarding request for waiver of advertising requirement for corrections officer position – Sheriff's Department*
6. *Discussion and possible action regarding the proposal to restructure the following Sheriff's Department positions:*  
*Convert .85 FTE Registered Nurse to Full-Time*  
*Reduce vacant 1.0 FTE Corrections Officer to .90*  
*Eliminate vacant .07 FTE Corrections Officer*
7. Discussion and possible action regarding administrative process to be followed when establishing a salary above midpoint for internal job postings.
8. Discussion of 2015 budget proposal that would bring all employees to the minimum of their pay grade by 1/1/2016
9. Discussion of 2015 budget proposal that would provide a 1.00% increase to the 2014 wage schedule, split .50% on January 1 and .50% on July 1
10. *Discussion regarding Corporation Counsel staffing*
11. Discussion of proposal to update Chapter 2 of the County Code
12. Discussion of proposal to update Chapter 5 of the County Code
13. Adjournment

Date: July 30, 2014

*Amended: August 1, 2014 @ 8:54 a.m.*

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.

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## PERSONNEL COMMITTEE

August 5, 2014

PRESENT: Supervisors Behnke, Vogt, Baumann, Maresh and Nickels

ALSO PRESENT: County Board Chairman Jim Brey; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:45 p.m. The minutes from the July 15, 2014 meeting were approved unanimously upon a motion by Baumann and seconded by Vogt.

The only correspondence was the most recent Focus Health report. There was no public input.

The Committee discussed on-call pay for deputy coroners. Deputy coroners are currently paid \$1.00/hour for accepting on-call responsibility. The Coroner would like to increase on-call pay to \$1.50/hour. The Public Safety Committee reviewed and approved this proposal at their February 12, 2014 meeting. Based on a review of on-call hours paid in the last two years, the total annual cost of increasing on-call pay is estimated to be \$3,000.

Discussion followed. The County Executive stated that he would support this change as long as the Coroner ceases to advocate for a change in the deputy coroner wage schedule. If approved by the Personnel Committee, the additional \$3000 will be included in the County Executive's proposed 2015 budget and would become effective 1/1/2015.

A motion was made by Vogt, seconded by Baumann and carried unanimously to approve the increase in the rate of pay for on-call responsibility for the deputy coroners from \$1.00/hour to \$1.50/hour effective 1/1/2015.

Sharon reviewed the Sheriff's Department report on hires, separations and overtime that was created at the request of the County Executive. This report will continue to be provided to the Personnel and Public Safety Committees monthly.

Because the Sheriff's Department has to maintain minimum staffing levels, vacant positions contribute to the cost of overtime. The Sheriff's Department and Personnel Department are reviewing the current recruitment process to make sure that it is as effective as possible. We expect that retirements will continue to occur more frequently, and we will need to concentrate on recruitment on an on-going basis and as a priority. We are also trying to develop alternate means of recruitment to find additional qualified applicants.

Discussion followed. Supervisor Baumann asked about the Criminal Justice Program at LTC. The Sheriff said that Training and Standards may be requiring technical colleges to implement physical fitness standards for admission.

The Sheriff told the Committee that a vacant .9 FTE for patrol should be filled tomorrow (August 6). Two new officers hired this spring will be finishing their field training this month.

The Committee reviewed the request to waive the advertising requirement so a current reserve deputy can be offered a vacant corrections officer position. The reserve deputy has been through all the recruitment steps as a reserve but did not apply for corrections officer the last time we recruited. A motion was made by Vogt and seconded by Baumann to approve the waiver. Motion carried unanimously.

The restructuring of several positions in the Sheriff's Department was discussed. The Department would like to increase a .85 FTE registered nurse position to 1.0 FTE due to the increased need for medical services. To remain within the authorized FTE's, the Department proposes reducing a vacant full-time corrections officer to .90 and the elimination of a vacant .07 corrections officer FTE. A motion was made by Vogt, seconded by Maresh and carried unanimously.

The Committee discussed the administrative process the Personnel Department follows when establishing a salary for internal job postings. Section 5.05 of the County Code requires Personnel Committee approval for hiring new employees above midpoint of the pay range. The Personnel Department has interpreted this to mean that Personnel Committee approval is not required if an internal posting results in a salary above midpoint for an existing employee. Corporation Counsel agreed with this interpretation, and the Committee concurred.

Sharon presented a proposal that will be included in the County Executive's proposed 2015 budget that will bring all employees below minimum of their pay grade to the minimum by January 1, 2016. This presentation will be made to the Finance Committee on August 11 and to the County Board on August 19.

The Committee was advised that the proposed 2015 budget will include a general wage increase of .5% on January 1 and .50% on July 1.

Steve Rollins informed the Committee that the Assistant Corporation Counsel resigned to accept a position with Sheboygan County. Local attorneys will cover cases during the recruitment process which has already begun. Steve eliminated the minimum experience requirement to allow him to consider all candidates who have been admitted to the State Bar.

The Committee discussed a proposal to update Section 2 of the County Code. Steve will be bringing a resolution to the September Personnel Committee that authorizes him to create a template for the revision and work with Department Directors to update the duties and responsibilities of their departments.

The Committee reviewed the proposed changes to Section 5 of the County Code. The changes being proposed would delete language that has been replaced by policies in the Policy Manual. A resolution will be presented at the September meeting that authorizes these changes.

The next meeting was scheduled for Tuesday, September 2, 2014 at 4:45 p.m. at the Administration Building.

A motion was made by Maresh and seconded by Baumann to adjourn at 5:50 p.m. Motion carried.

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Dave Nickels, Secretary

Minutes taken by D. Schmidt, Personnel Coordinator



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**MEETING NOTICE**

DATE: September 2, 2014

TIME: 4:45 p.m.

PLACE: Administrative Office Building, 1110 South 9<sup>th</sup> 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 request to increase WIC Director from .85 FTE to .95 FTE
4. Discussion and possible action regarding request to convert Kewaunee County ADRC staff to ADRC of the Lakeshore staff
5. Discussion regarding Sheriff's Department hires/separations/overtime report
6. Update on implementation of Affordable Care Act
7. Discussion of pay plan proposals to be included in the proposed 2015 budget
8. Discussion and possible action regarding resolution authorizing revision of Chapter 2 of the County Code
9. Discussion and possible action regarding resolution authorizing revision to Chapter 5 of the County Code

The Committee may convene in closed session pursuant to Wis. Stats. §19.85(1)(g) to consider the following matters:

10. Discussion of pending litigation

If the Committee has convened in closed session it will reconvene in open session.

11. Adjournment

Date: August 26, 2014

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

September 2, 2014; 4:45 p.m.

PRESENT: Supervisors Vogt, Behnke, Baumann, Nickels and Maresh

The meeting was called to order at 4:45 p.m. Minutes from the August 5, 2014 meeting were approved unanimously upon a motion by Vogt and seconded by Baumann.

There was no correspondence or public input.

The Committee considered a request from the Health Department to increase the WIC Director from .85FTE to .95FTE due to additional funding the Department has received for the WIC program. This position is fully funded by the federal government. A motion to approve the increase was made by Nickels, seconded by Vogt and carried unanimously.

The Committee discussed a request from the ADRC of the Lakeshore to convert the full-time secretary/clerk position in Kewaunee County to a Manitowoc County employee. As of 2015 this position would be the only remaining Kewaunee County position. Converting this position would allow the ADRC Supervisor to supervise this position and would not have any fiscal impact. Kewaunee County is supportive of this change.

Converting this position requires consideration of two issues: placement on the County's wage schedule and placement on the vacation schedule. In all other respects this employee will be considered a new hire.

If this employee is placed on the County's current wage schedule at her current rate of pay, she would be placed at step one of her pay grade (\$17.10/hr.). We have other employees in the same occupational group who are below minimum. If the Executive's proposal for bringing all employees up to minimum by January 1, 2016 is approved, this employee would be hired at \$15.43 and brought to the minimum of her pay grade (\$16.09/hr.) on January 1, 2016.

The consensus of the Committee was that we could not deviate from our current practice as it relates to placement on the wage schedule. If this employee comes over as a Manitowoc County employee, she would have to start at \$15.43/hour. The Committee is supportive of recognizing her years of service for placement on the vacation schedule. This action is consistent with how employees were treated when the Health Department and Joint Dispatch Centers were created.

The Committee reviewed the Sheriff's Department new hire/separation/leave report. The following changes are anticipated:

- Another .90 corrections officer has been hired and will begin in mid-September.
- A decision will be made by mid-November regarding the status of an employee who has been on a medical leave since November 2012.
- A Jail Supervisor will be moving to a .90 patrol position in October.

The Committee discussed the implementation of the Affordable Care Act (ACA). The new fees required by the ACA will cost approximately \$54,000 and will be paid in 2015. We have offered a true open enrollment for many years, so no changes in this process are required. We will be required to provide documentation of hours worked and whether affordable, valuable health insurance has been offered to employees meeting the 30 hour/week requirement of the ACA. Since we offer health insurance to all regular employees this will have no impact, and it is doubtful if any of the temporary employees would meet the 30 hours/week criteria. We are working with Information Systems and will have the reporting capability to meet all requirements without much difficulty.

There was no discussion or questions related to the proposed changes to the pay plan for 2015.

Chapter 2 of the County Code was discussed. Steve Rollins will be distributing a template to all of the Departments in the next week for them to complete so this section of the Code can be updated.

Sharon reviewed the summary of changes to Chapter 5 of the Code. She had provided copies of the old and new sections as well as the summary of changes to the Committee in advance of the meeting. Most of the changes involved taking out sections of the code that are covered in the Employee Policy Manual. A motion was made by Vogt and seconded by Baumann to bring the proposed ordinance to the County Board at its September meeting. Motion carried unanimously.

A motion was made by Maresh and seconded by Vogt to convene in closed session at 5:15 p.m. pursuant to Wis. Stats. 19.85(1) (g) to discuss pending litigation. Motion carried unanimously.

A motion was made by Baumann and seconded by Vogt to reconvene in open session at 5:20 p.m. Motion carried.

The next meeting will be held on October 7, 2014 at 4:45 p.m.

A motion was made by Nickels and seconded by Vogt to adjourn at 5:20 p.m. Motion carried.

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David Nickels, Secretary

Date



# **MANITOWOC COUNTY**

## **PERSONNEL COMMITTEE**

### **MEETING NOTICE**

**DATE:** October 7, 2014

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

**PLACE:** Administrative Office Building, 1110 South 9<sup>th</sup> 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 proposed restructuring of Public Works Department
4. Discussion and possible action regarding request to hire Highway Superintendent above midpoint
5. Discussion regarding Sheriff's Department hires/separations/overtime report
6. Discussion and possible action regarding Sheriff's Department request for waiver of advertising requirement for corrections officer
7. Discussion regarding Comptroller's report on sale of food from Jail kitchen and materials from Highway Department
8. Discussion and possible action regarding proposed policy authorizing employees of the Sheriff Department and Joint Dispatch Center to purchase meals from Jail Kitchen
9. Discussion regarding Corporation Counsel staffing
10. Discussion regarding health insurance rates and cost containment strategies:
  - o Health Care Coalition membership
  - o Providing access to walk in clinic services at discounted rate
  - o Fully insuring transplant services
  - o Review of Focus Health report

The Committee may convene in closed session pursuant to Wis. Stats. §19.85(1)(g) to consider the following matters:

11. Discussion of pending litigation

If the Committee has convened in closed session it will reconvene in open session.

12. Adjournment

Date: October 1, 2014

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

October 7, 2014; 4:45 p.m.

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

The meeting was called to order at 4:45 p.m. The minutes from the September 2, 2014 meeting were approved upon a motion by Baumann, seconded by Maresh and carried unanimously.

Public Input – Maura Yost spoke regarding the Corporation Counsel position. She referred to comments she made at the September 8, 2014 Finance Committee regarding the need for a single, qualified Human Services Director. She stated her opinion that the County is not in compliance with State law by having four co-directors. She felt that comments regarding that issue made by the Corporation Counsel during the meeting were unprofessional, inappropriate and insubordinate and she wanted the Personnel Committee to be aware of the situation.

Maura also made reference to a meeting where an appointment to the Criminal Justice Coordinating Council (CJCC) was taking place. She expressed interest in the appointment and was asked to leave the meeting even though the discussion was taking place in open session and other members of the public were allowed to stay.

The Committee discussed the restructuring of the Public Works Department. The request coming before the Committee is to eliminate the Assistant Director position and create a Building and Grounds Supervisor position. The other change that is being proposed is to reclassify the Accounting Technician to a Business Manager position due to higher level accounting functions that she has assumed and additional administrative duties that will be placed on her. The reduction in salary costs of these two changes is approximately \$28,000. A motion to approve the request was made by Vogt, seconded by Baumann and carried unanimously.

The Highway Department is requesting approval to hire a replacement for the superintendent position vacated by Brian Glaeser, at a salary above midpoint. The candidate they would like to hire has extensive skills and experience in the areas needed by the Highway Department. The request is to hire him at \$65,000 which is above midpoint of the salary range. A motion to approve the request was made by Vogt, seconded by Maresh and carried unanimously.

The Committee reviewed the status of vacant positions at the Sheriff's Department and the progress being made in filling those vacancies.

A request from the Sheriff's Department to waive the advertising requirement to hire a current reserve deputy into a corrections officer position was approved upon a motion by Baumann, seconded by Maresh and carried unanimously.

Discussion took place regarding the practice of allowing employees in the Sheriff's Department to purchase food products from the Jail kitchen at the contracted rate from the food supplier. The practice of allowing Highway Department employees to purchase scrap materials and products such as gravel and fill at the job rate was discussed, as was the practice of Highway Department employees purchasing materials and supplies from the supply room vendor at the Highway Department contracted rate.



Steve Rollins advised the Committee that these practices were in conflict with the Ethics Code. When the practices became known both Departments were notified of this conflict and the practice has been stopped.

The Committee also discussed the practice of allowing employees of the Sheriff's Department and Joint Dispatch Center to purchase meals from the Jail kitchen. The expired collective bargaining agreement had authorized this practice. If the County Board would like to authorize the practice to continue we should add this to the Employee Policy Manual. The Health Department has advised that without a restaurant license, the Sheriff's Department could sell meals to their employees only but not employees of other departments. Supervisor Baumann challenged that opinion and asked that further research be done to verify that opinion. No action was taken regarding purchasing meals. This item will be placed on the November agenda.

The Committee reviewed a report that Todd Reckelberg, Comptroller, prepared on the sale of food items at the Sheriff's Department and the sale of materials at the Highway Department. Steve Rollins and Sharon will work on developing a policy which allows employees to continue to purchase items needed on the job such as gloves, safety glasses, hats etc., but will not allow employees to purchase items used for their own personal use including scrap materials.

Staffing in the Corporation Counsel's office was reviewed. Steve told the Committee that Stephanie Strickland will be starting as Assistant Corporation Counsel on 10/30/2014. Recruitment for the Corporation Counsel position has begun. The deadline for applications is 10/24/14 and interviews will be scheduled soon after that time. The appointment of the Corporation Counsel is done by the County Executive and subject to confirmation by the County Board.

Sharon reviewed the County's health insurance with the Committee. She shared the following facts:

- From January 1 – August 30, the Focus Health program has reduced costs by approximately \$114,000 and the County is seeing 78% utilization of the program.
- 99.8% of all services were performed within the Preferred Provider network
- Contracting with Health Payment Systems (HPS) has allowed the County to see discounts in charges by providers of approximately 40%.
- The County has received approximately \$81,000 in rebates since 2012 as a result of the County's participation in the Wisconsin Rx Coalition.
- Administrative costs for the plan account for 6% of the total costs of the plan. Administrative fees will be slightly reduced next year because of negotiating a lower access fee for the wrap-around network.
- Specific stop loss insurance is being marketed again as it is every year.
- The cost of the health plan is primarily a result of the claims incurred. For the period of 1/1/14 – 6/30/14 claims for 12 people (1.4% of the group) accounted for 52% of the claims.

In addition, she reported that WPPA is willing to extend their side letter of agreement regarding their participation in premium contributions of 2, 4, & 7% depending on the plan they choose. They also agree to continue the working spouse provision of the plan. The letter of agreement will last until 12/31/15 or until a successor bargaining agreement is reached, whichever occurs first.

The only changes being recommended for 2015 are discontinuing the County's membership in the Health Care Coalition (HCC). The cost of membership is approximately \$5000 annually. The only financial benefit the County sees as a result of being a member is access to the Easy Care Clinic. Utilization of Easy Care has declined and the County will now be able to access walk-in care at Aurora at a similar cost. A motion to discontinue membership in the HCC was made by Baumann, seconded by Vogt and carried unanimously.

Sharon advised the Committee that she is also evaluating the benefit of purchasing a transplant coverage policy on a fully insured basis. Removing transplant coverage from the County's self-insured plan would provide more stability to the County's self-insured fund and would lower the cost of the County's stop loss insurance. Fully insuring these services would not result in any changes in benefit design. A decision of whether or not to fully insure these services would have to be made at the November Personnel Committee meeting in order to be effective as of January 1.

Bob Ziegelbauer told the Committee that health insurance costs have been increased by 6% in the 2015 budget.

Steve Rollins informed the Committee regarding the following pending litigations matters:

- The Labor and Industry Review Commission (LIRC) dismissed a case filed by a Sheriff's Department Corrections Officer who was discharged near the end of her probationary period. We will know in about two weeks whether or not she will appeal.
- A Human Services Department employee who was terminated has withdrawn her grievance and request for reinstatement. The issue was resolved with the County agreeing to provide a neutral letter of reference (dates employed, position held), and an agreement that we would not appeal the Administrative Law Judge's determination that she is eligible for unemployment benefits.
- The Jim Theyrl claim is scheduled for a mediation session on Friday, October 10, before a Federal Magistrate. Steve will be attending that session.

The next meeting is scheduled for Tuesday, November 4, 2014 at 4:45 p.m.

A motion to adjourn was made by Vogt, seconded by Maresh and carried unanimously.

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Kevin Behnke, Chr.

Date



**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: November 4, 2014  
TIME: 4:45 p.m.  
PLACE: Administrative Office Building, 1110 South 9<sup>th</sup> 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 action required to allow Jail kitchen to sell meals/snacks to employees other than Sheriff's Department employees
4. **Discussion and possible action regarding request from Sheriff's Department employees to donate sick leave**
5. Discussion and possible action regarding Court Commissioner request for 5 days of unpaid leave in 2016
6. Discussion and possible action regarding request to post positions within the administrative support and health and human services professional occupational groups in the same manner as all other internal postings
7. Discussion and possible action regarding Highway Committee recommendation to convert vacant foreman position to Highway Engineer position
8. Discussion and possible action regarding request to waive advertising requirement for Highway Engineer position
9. Discussion and possible action regarding request to hire Highway Department mechanic above midpoint of pay range
10. Discussion and possible action regarding proposed changes to ethics policy and employee policy manual that would clarify under what circumstances employees can purchase materials and meals from Manitowoc County
11. Discussion regarding Sheriff's Department hires/separations/overtime report
12. Discussion regarding recruitment for position of Corporation Counsel
13. Discussion and possible action regarding proposed ordinance amending Manitowoc County Code Chapters 1, 2, and 5
14. Discussion regarding 2015 Focus Health scorecard and updated Focus Health report
15. Discussion and possible action regarding fully insuring transplant services effective January 1, 2015
16. Discussion regarding 2015 budget

The Committee may convene in closed session pursuant to Wis. Stats. §19.85(1)(g) to consider the following matters:

17. Discussion of pending litigation

If the Committee has convened in closed session it will reconvene in open session.

18. Adjournment

Date: October 29, 2014

**Amended: November 3, 2014 @ 12:31 p.m.**

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

November 4, 2014; 4:45 p.m.

PRESENT: Supervisors Vogt, Behnke, Baumann, Nickels and Maresh

The meeting was called to order at 4:45 p.m. All Committee members were present. The October 7, 2014 minutes were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no correspondence or public comment.

The Committee discussed the practice of the Jail kitchen selling meals/snacks to employees other than Sheriff's Department employees. We have recently become aware that a restaurant license would be required to sell food to employees other than Sheriff's Department employees. The Sheriff's Department is not interested in applying for the restaurant license and will stop selling meals/snacks to employees other than Sheriff's Department employees. To avoid any potential conflict with the Ethics Code a policy will be drafted for the Personnel Committee to review at their December meeting that will authorize the practice of selling meals/snacks to Sheriff's Department employees for consumption on premises and during their shift.

A request from the Sheriff's Department employees to be allowed to donate sick leave to a fellow employee with a serious health condition was discussed. In the past, employees have been allowed to donate sick leave so long as equal amounts of other benefit time (vacation, adjustment time, etc.) were also donated. That practice was allowed prior to the elimination of the old sick leave policy and the creation of the short-term disability program that now provides up to 15 weeks per year of short term disability. Sharon recommended that Sheriff Department employees be allowed to donate other accrued benefit time (such as vacation, adjustment, or compensatory time) as well as holiday time, but not sick leave. A motion was made by Vogt and seconded by Maresh to approve the recommendation. Supervisor Nickels moved to amend the original motion and include the donation of sick leave also. The amendment failed due to lack of a second. The original motion passed 4-1 with Supervisor Nickels voting no.

The Committee considered the request from Court Commissioner Steve Olson for 5 additional days of unpaid leave in 2016. The Department Director can grant up to 10 days of unpaid leave which has been done. These five days would be in addition to that. The three Circuit Court Judges and the Family Court Commissioner are supportive of the request. A motion to approve the request was made by Baumann, seconded by Vogt and carried unanimously.

The Committee discussed the request from the Personnel Department to post positions within the administrative support and health and human services professionals occupational group in the same manner as all other internal postings. The postings would include the entire pay range (below minimum to maximum). Doing this would allow current employees the opportunity to take advantage of career advancement opportunities. Employees hired from outside the organization would not be hired at a rate higher than any existing employees in that occupational group. A motion to approve was made by Baumann, seconded by Maresh and carried unanimously.

The Committee discussed the recommendation from the Highway Committee to convert a vacant foreman position into a Highway Engineer and to waive the advertising requirement for the position. Since the rates of pay are relatively equal there would be no fiscal impact.

An applicant for the Highway Superintendent position has the qualifications to fill the Highway Engineer position. In addition to his engineering license his skills would also provide backup for the Highway Superintendents. A motion to approve the request to convert the foreman position to a Highway Engineer and to waive the advertising requirement was made by Vogt, and seconded by Baumann. Supervisor Nickels will not support the waiver of the advertising requirement since the County did not recruit for an engineer, so we really don't know what other candidates may be out there. The motion carried with Supervisor Nickels voting no.

The request from the Highway Department to hire a Highway Department mechanic above midpoint was discussed. Nate Rahmlow left employment on October 17<sup>th</sup> and has reapplied for the position of mechanic within the application period. He is an excellent mechanic and the Highway Department is very interested in having him come back. He will be hired as a new employee in all respects. A motion to approve hiring him at his previous rate of pay was made by Vogt, seconded by Baumann and carried unanimously.

Changes to the ethics policy and the employee policy manual were discussed as it relates to purchasing meals and materials from the County. As previously discussed, a policy will be drafted that will allow employees of the Sheriff's Department to purchase meals from the Jail kitchen. A policy will be drafted that will allow employees to purchase materials from the County at cost so long as those materials and supplies are necessary and related to the employee's performance of their job.

Sharon distributed an updated spreadsheet showing the status of hiring/separations/ and vacancies at the Sheriff's Department.

Steve Rollins advised the Committee that the recruitment for a new Corporation Counsel is going well. 32 candidates applied for the position and 5 were selected for interviews. He anticipates providing the top two candidates to the County Executive by next week. Discussion followed regarding the procedure of the selection and appointment of Corporation Counsel, and the involvement of the Executive Committee in that process. It is anticipated that the County Executive's appointment could be presented to the County Board for confirmation in December.

A motion was made by Vogt and seconded by Maresh to approve the proposed ordinance amendments to Chapters 1, 2, & 5 as it relates to the Personnel Department and Personnel Committee. Motion carried unanimously.

Sharon reviewed the 2015 Focus Health Score Card and the Focus Health report updated through September. The report shows about 82% participation in the Focus Health Program.

Fully insuring organ transplant services effective January 1, 2015 was discussed. The cost of the premium for fully insuring the transplant services is \$79,000. Making this change would be invisible to employees and would not change anything to their coverage. It would simply be a shift of risk from the County's self-insured fund to the insurance company. The County's specific stop loss insurance is set at \$110,000. Removing transplant services from the County's self-insured status reduces our risk and decreases the County's re-insurance costs by about 2% or \$11,000. A motion to approve fully insuring organ transplant services was made by Vogt, seconded by Maresh and carried unanimously.

There was no discussion regarding the 2015 budget or pending litigation.

The next meeting will be held on December 2, 2014 at 4:45 p.m. A motion was made by Baumann and seconded by Maresh to adjourn at 5:30 p.m. Motion carried unanimously.

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Dave Nickels, Secretary

Date



# MANITOWOC COUNTY

## PERSONNEL COMMITTEE

### MEETING NOTICE

DATE: December 2, 2014

TIME: 4:45 p.m.

PLACE: Administrative Office Building, 1110 South 9<sup>th</sup> 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 request to hire Corporation Counsel above midpoint of pay range
4. Discussion and possible action regarding request to hire Building & Grounds Supervisor above midpoint of pay range
5. Discussion and possible action regarding proposed change to employee policy manual that would authorize Sheriff's Department employees to purchase meals from Jail kitchen
6. Discussion and possible action regarding proposed change to the employee policy manual that would allow employees to purchase replacement protective equipment at cost
7. Discussion regarding Sheriff's Department hires/separations/overtime report
8. Discussion regarding Focus Health co-pay report

The Committee may convene in closed session pursuant to Wis. Stats. §19.85(1)(g) to consider the following matters:

9. Discussion of pending litigation

If the Committee has convened in closed session it will reconvene in open session.

10. Adjournment

Date: November 25, 2014

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

December 2, 2014; 4:45 p.m.

PRESENT: Supervisors Vogt, Behnke, Baumann, Nickels and Maresh. Supervisors Brey and Waack were also in attendance.

The meeting was called to order at 4:45 p.m. All Committee members were present. A motion to approve the November 4, 2014 minutes was made by Supervisor Vogt, seconded by Supervisor Maresh and carried unanimously.

There was no correspondence or public comment.

A request to approve a starting salary above midpoint for Corporation Counsel was discussed. The conditional salary offer was a hire rate of \$95,000 with an increase to \$97,850 upon completion of the six month probationary period. A motion to approve the salary offer was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 4-1, with Supervisor Nickels voting no.

A request to approve a starting salary above midpoint for the Building and Grounds Supervisor was discussed. The conditional salary offer was \$60,000. A motion to approve the salary offer was made by Supervisor Bauman, seconded by Supervisor Vogt and carried unanimously.

Proposed policy 11.07 that would allow Sheriff's Department employees to purchase meals and snacks from the Jail kitchen for consumption during their shift and on premises was discussed. Supervisor Baumann noted that it would be impossible to determine actual cost for each meal item. The following revision was made to the last sentence of the policy: "The jail kitchen will charge the employee the cost of items purchased as determined by the Comptroller." A motion to approve the revised policy and forward to the County Board for adoption was made by Supervisor Baumann, seconded by Supervisor Maresh and carried unanimously.

Proposed policy 28.06 that would allow employees to purchase at County cost the additional protective equipment necessary to do their job was discussed. A motion to approve the proposed policy and forward to the County Board for adoption was made by Supervisor Baumann, seconded by Supervisor Maresh and carried unanimously.

The Sheriff's Department separation/hire report was discussed. One .90 corrections officer will begin in December and another candidate for a .90 position will be completing the psychological exam. Deputy interviews will be held on December 18 and 19.

There was no discussion on the Focus Health co-pay report.

Steve Rollins gave an update on pending litigation.

The next meeting will be held on January 20, 2015 at 6:00 p.m. at the UW-Manitowoc County. A motion to adjourn was made by Supervisor Vogt, seconded by Supervisor Maresh and carried unanimously. The meeting adjourned at 5:10 p.m.

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Dave Nickels, Secretary

Date





**MANITOWOC COUNTY**  
**PERSONNEL COMMITTEE**  
**MEETING NOTICE**

**DATE:** December 15, 2014

**TIME:** 4:30 p.m.

**PLACE:** Administrative Office Building, Conference Room B,  
1110 South 9<sup>th</sup> 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 proposed restructuring of Child Support Department and Corporation Counsel Office
4. Adjournment

Date: December 11, 2014

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

December 15, 2014; 4:30 p.m.

PRESENT: Supervisors Behnke, Vogt, Baumann and Chairman Brey; Supervisors Maresh and Nickels were excused.

The meeting was called to order at 4:30 p.m. Supervisors Maresh and Nickels were excused. Chairman Brey informed the Committee that he would be acting as a voting member of the Committee for this meeting. The minutes from the December 2, 2014 meeting were approved upon a motion by Vogt, seconded by Baumann and carried unanimously.

There was no public comment.

The Committee discussed the restructuring of the Child Support Agency. Sharon Cornils distributed a copy of the current organizational chart for the Child Support Office and the Corporation Counsel office.

Manitowoc County is committed to providing a work place that is free from bullying, negativity, rumors and gossip. It is the existence of these types of behaviors in the Child Support Agency that has caused 2 employees to be separated during their probationary period and 2 employees to quit since May of 2013. We have attempted to resolve these issues with individual and general staff meetings but have been unsuccessful. A determination has been made that we need to have a Child Support Director physically present in the office on a full-time basis and the current organizational structure is not providing that.

The proposal coming to the Committee is a request to restructure the current Child Support Director/Attorney position into an Assistant Corporation Counsel position, effective immediately. This position will spend approximately 70% of the time on child support cases. The other 30% would be spent handling contempt cases, small claims, fines and forfeitures, and provide back-up for mental health commitments. This position would be located in the Corporation Counsel Office.

The vacant case manager position in the Child Support office would be restructured to be the Child Support Director. This position would spend about 30% of the time managing the office and performing administrative functions and the balance of the time managing a case load. The proposal is cost neutral for 2015 since it is likely the position would not be filled until approximately March of 2015. The Corporation Counsel's office will be able to bill Child Support for the Assistant Corporation Counsel's time spent processing child support cases.

After some discussion, a motion was made by Brey and seconded by Baumann to approve the restructuring. Motion carried unanimously.

A motion was made by Vogt and seconded by Baumann to adjourn at 4:50 p.m. Motion carried unanimously.

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Dave Nickels, Secretary

Date