



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



DATE: February 2, 2016

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 revised Computer Resources policy
4. Discussion and possible action regarding Human Services Department request for waiver of proposed Section 23.09 of Computer Resources Policy related to private Foster Parent Face Book page
5. Discussion and possible action regarding Human Services Department request for authorization to solicit donations for the Foster Care Program
6. Discussion and possible action regarding District Attorney request to hire temporary Assistant District Attorney
7. Discussion regarding Sheriff's Department Hire and Separation Report
8. Discussion and possible action regarding proposed revision of Policy 8.05 – Productivity
9. Discussion and possible action regarding proposed revision of Policy 8.07 – County Property
10. Discussion and possible action regarding proposed revision to Policy 12.03 - Holidays
11. Discussion and possible action regarding establishing salaries for elected offices of Register of Deeds, Treasurer and County Clerk

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

12. Discussion of pending litigation

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

13. Adjournment

Date: January 27, 2016

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.



# **MANITOWOC COUNTY**

## **PERSONNEL COMMITTEE**

### **MEETING NOTICE**

**DATE:** February 16, 2016

**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 for authorization for out of state travel – Veterans Service Officer
4. Discussion and possible action regarding revised Computer Resources policy
5. Discussion and possible action regarding Human Services Department request for waiver of proposed Section 23.09 of Computer Resources Policy related to private Foster Parent Face Book page
6. Discussion and possible action regarding Human Services Department request for authorization to solicit donations for the Foster Care Program
7. Discussion and possible action regarding District Attorney request to hire temporary Assistant District Attorney
8. Discussion regarding Sheriff's Department Hire and Separation Report
9. Discussion and possible action regarding proposed revision of Policy 8.05 – Productivity
10. Discussion and possible action regarding proposed revision of Policy 8.07 – County Property
11. Discussion and possible action regarding proposed revision to Policy 12.03 - Holidays
12. Discussion and possible action regarding establishing salaries for elected offices of Register of Deeds, Treasurer and County Clerk

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

13. Discussion of pending litigation

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

14. Adjournment

Date: February 5, 2016

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 16, 2016; 4:45 p.m.

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

The meeting was called to order at 4:45 p.m. Minutes from December 1st and 15<sup>th</sup> were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no public comment.

Discussion took place regarding a request for out of state travel for A. Augustine, Veterans Service Officer to attend the National Association of County Veteran Service Officers conference in South Carolina. Attending the conference will provide the necessary training for her to maintain accreditation. Attendance at the conference is included in the department's budget. A motion to approve her attendance was made by Vogt, seconded by Baumann and carried unanimously. A resolution for approval by the full Board will be on the County Board agenda for next week.

The Committee discussed the revised computer resource policy. The policy has been updated to reflect current technology and provide increased security. The policy revision has been approved by the Finance Committee. If approved by the Personnel Committee, this item will be on the County Board agenda for next week. A motion was made by Baumann and seconded by Vogt to approve. The motion carried unanimously.

Section 23.09 of the Computer Resources Policy addresses social media. The Human Services Department is requesting a waiver of this section of the policy to continue to allow the use of a "closed" Facebook page for use by foster parents. Foster parents use this page as a way to communicate with other foster parents and share ideas and advice on how to handle certain situations. Nancy Randolph said recruiting and keeping foster parents is difficult and this is a good tool for communicating with other foster parents. Supervisor Vogt is very much in favor of maintaining this. A question was raised regarding whether or not information posted on Facebook is subject to open records requests. Peter Conrad confirmed that it would be a matter of public record, but if a request were made, any confidential information would be redacted before the information would be released just like any other open records request. A motion was made by Baumann and seconded by Vogt to approve the waiver.

The motion carried unanimously.

The Human Services Foster Care program requested authorization to be able to solicit donations from local businesses to support the foster care program. They are not looking for cash donations but rather discounts from restaurants, movie coupons, donations of beds, car seats, play pens etc. Human services is looking at whatever they can do to recruit and retain foster parents. There is no money in the budget for these "extras".

Sharon Cornils expressed her concern that this practice does not comply with our volunteer policy that does not allow departments to solicit donations from businesses. Allowing this practice for Foster Parents may open up the door for other departments to seek similar waivers. Peter Conrad also has concerns of going out and soliciting. It can be problematic if donations are solicited from businesses that are regulated by a County Department. This practice may cause employees to violate our Ethics Code without realizing it and put themselves in jeopardy.

Supervisor Behnke would support a statement to the general public asking if anyone would like to donate toward the program rather than going to specific businesses and soliciting. Supervisor Baumann is also supportive of a pre-approved general announcement or press release.

Supervisor Nickels made a motion to approve the request from Human services to allow the solicitation of donations for the foster care program. The motion failed for lack of a second.

Supervisor Behnke asked County Executive Bob Ziegelbauer for his opinion, and Executive Ziegelbauer said it is an interesting policy discussion for the Board. He supports the proposal but says it is close.

Peter Conrad asked that the Committee allow him to work with Nancy to develop a practice and policy that would accommodate their needs. They will bring a proposal back to the next Committee meeting.

Jacalyn LaBre, District Attorney, presented her request for authorization to hire a temporary special prosecutor to help fill the void caused by a current ADA going on sabbatical. This request is due to a change made at the State level that restricts the provision of special prosecutors to situations involving an absence caused by the ADA being on family medical leave or an extended leave. In this case, one of the Assistant District Attorneys wants to take a two month sabbatical and they are already short staffed. Jacki LaBre is asking the County to cover the costs of a special prosecutor for 20 hours/week for two months. The cost is estimated at \$6900.

Comptroller Todd Reckelberg stated that the District Attorney's budget had a surplus of \$19,000 at the end of 2015 and he would recommend that \$6900 be taken from that surplus to cover the costs. Bob Ziegelbauer said he would support this request one time and after that the legislature would have to address it. A motion was made by Vogt and seconded by Baumann to approve the request. Motion carried unanimously.

The Sheriff's Department hire/separation report was reviewed. Patrol is fully staffed. Two .9 corrections officer positions remain vacant. We will be interviewing in the near future and have a good pool of people to interview.

Policy §8.05 (Productivity) was discussed. The revision allows incidental use of cellphones in cases of emergency, but employees need to be productive and fully engaged while at work on paid time. A motion was made by Baumann and seconded by Vogt to approve the revision. Motion carried.

Policy §8.07 (County Property) was discussed. This policy addresses when employees are allowed incidental use of telephone and computer resources. The change was approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

Policy §12.03 (Holidays) was discussed. The revision clarifies what happens when the Christmas and New Year holidays fall on a weekend. The revision was approved upon a motion by Vogt, seconded by Baumann and carried unanimously.

Salaries for Register of Deeds, County Treasurer and County Clerk for the next term (2017-2020) were discussed. Supervisor Behnke feels no raises should be approved for anyone based on the County Board's action to not allow an increase for the County Executive's current term. Supervisor Nickels supports an increase for these elected officials in the area of 1.5%. Supervisor Vogt said he feels an increase of 1.5% for 2017 and 2% for 2018 should be given to keep them consistent with the Clerk of Court, Coroner and Sheriff, but he's not sure what to do with the remaining two years of the term. After discussion, a motion was made by Nickels to recommend granting increases of 1.5% for 2017, 2% in 2018, 1.5% in 2019 and 1.5% in 2020. The motion was seconded by Baumann and carried unanimously.

Peter updated the Committee on the status of the WPPA case.

The next meeting will be held prior to the County Board meeting on March 15<sup>th</sup>. A motion was made by Vogt and seconded by Baumann to adjourn at 5:40 p.m. Motion carried.

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Dave Nickels, Secretary

Date



# **MANITOWOC COUNTY**

## **PERSONNEL COMMITTEE**

### **MEETING NOTICE**

**DATE:** March 15, 2016

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

**PLACE:** Room F-175, 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 comment
3. Discussion and possible action regarding request for waiver of nepotism policy – Human Services Department
4. Discussion and possible action regarding request for waiver of posting requirement – Human Services Department
5. Discussion and possible action regarding request for waiver of posting requirement – Clerk of Court office
6. Discussion and possible action regarding request for authorization to solicit donations for Foster Care Program
7. Discussion and possible action regarding request to create 1.0 FTE Jail Nurse position

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

8. Discussion of pending litigation

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

9. Adjournment

Date: March 9, 2016

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  
March 15, 2016; 5:45 p.m.

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

The meeting was called to order at 5:45 p.m. Minutes from the February 16, 2016 meeting were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no public comment.

The requested waiver of the nepotism policy was discussed. The Human Services Department is seeking a waiver of the nepotism policy to allow Matthew Fure to be promoted into the newly created Clinic Manager position. When Jeff Jenswold retires Lori Fure will be promoted into the Director of the Clinical Services Division and she will be responsible for supervising Matthew, who is her brother.

This position was posted internally and Matthew is the most qualified of the internal candidates. The position was listed on the website from January 13 to March 1<sup>st</sup> and only 3 external candidates applied. None of the external candidates possessed the necessary licensure.

Policy 4.12 allows the Personnel Committee to grant waivers of the nepotism policy for positions requiring unique skills that are unavailable elsewhere and when granting the waiver is in the public interest. The Human Services Board has reviewed the request and is recommending that the Personnel Committee grant the waiver.

A motion to approve granting the waiver of the nepotism policy was made by Supervisor Baumann, seconded by Supervisor Maresh and carried 4-1, with Supervisor Vogt voting no.

The requested waiver of the job posting requirement for the newly created Children's Long Term Support /Birth to Three Program Supervisor was discussed. This position was authorized in the 2016 budget and is the restructuring of a current position, not the addition of a new position.

Nancy Randolph, Human Services Director, is requesting the waiver because she has determined which of the existing staff members to promote into the position and posting the job would not change that outcome. A motion to approve granting the waiver of the job posting requirement for the CLTS/Birth to Three Program Supervisor was made by Supervisor Maresh, seconded by Supervisor Vogt and carried unanimously.

The requested waiver of the job posting requirement for the Court Clerk was discussed. An existing employee of the Clerk of Court Office has been providing coverage for this position and is fully trained in the position. Clerk of Court Lynn Zigmunt has determined that she would like to award the position to the fully trained employee and posting the position would not change the outcome. A motion to approve granting the waiver of the job posting requirement for the Court Clerk was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously.

The Committee was updated on the status of the creation of a public relations program for the Foster Care Program. If specific waivers are needed on any policies they will be brought to the Personnel Committee for consideration.

The request to create 1.0 FTE Jail Nurse Position was discussed. The increase in both the complexity of medical needs and the jail population is reason why this additional position is being requested. A motion to approve advancing the resolution authorizing the creation of 1.0 Jail Nurse Position to the County Board was made by Supervisor Baumann, seconded by Supervisor Vogt and carried unanimously.

Corporation Counsel Peter Conrad updated the Committee on the status of the WPPA case.

Due to the County Board election and reorganization scheduled in April no future meeting date was established.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously. The meeting was adjourned at 6:03 p.m.

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Dave Nickels, Secretary

Date





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

DATE: May 3, 2016

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. Election of Officers
4. Discussion and possible action regarding creation of 1.0 FTE Stockroom Clerk – Highway Department
5. Discussion and possible action regarding request to hire mechanic above midpoint of pay grade
6. Discussion and possible action regarding creation of .10 FTE Registered Dietician – ADRC
7. Discussion and possible action regarding proposed revisions to Travel Policy

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

8. Discussion of pending litigation

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

9. Adjournment

Date: April 27, 2016

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  
May 3, 2016

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

ALSO PRESENT: County Board Chair, Jim Brey

The meeting was called to order at 4:45 p.m. Minutes from the March 15, 2016 Personnel Committee meeting were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

A summary of hires/separations/overtime for the Corrections and Patrol Divisions of the Sheriff's Department was distributed. Patrol is fully staffed. All corrections officer positions should be filled by mid-June. One corrections officer is starting next week and the last vacancy should be filled sometime in June.

There was no public comment.

The Committee held election of officers. Jim Baumann nominated Susie Maresh for Vice-Chair. A motion was made by Vogt and seconded by Baumann to close nominations and cast a unanimous ballot for Supervisor Maresh. Motion carried unanimously.

Susie Maresh nominated Rita Metzger for secretary. A motion was made by Vogt and seconded by Maresh to cast a unanimous ballot for Metzger. The motion carried unanimously.

The Committee discussed the request from the Highway Department to create a stockroom clerk position. The County has contracted with an outside vendor for this service since 2007. The current contractor is no longer interested in providing this service. The Highway Department would like to convert the contracted service to create a full-time Stockroom Clerk. This would allow the flexibility to allow this person to provide back-up for other positions as well as give the Highway Department the flexibility to shop for best prices for inventory items. This change would not affect the 2016 budget. A motion was made by Maresh and second by Metzger to recommend approval by the County Board. Motion carried unanimously.

The request to hire a mechanic above midpoint was not acted on as the candidate declined the offer.

The Committee discussed the creation of .1 FTE Dietician position for the ADRC. The current Nutrition Program Director resigned and the ADRC would like to restructure the existing position into a Nutrition Program Coordinator position that will not have the Dietician responsibilities. The Program Coordinator position will be at a lower salary than the Program Director position.

The ADRC will continue to need Registered Dietician services about 4 hours per pay period which would equate to a .1 FTE and the prior Nutrition Program Director would remain employed to provide those services. This staffing change would reduce annual costs by approximately \$9500. A motion to approve the request and recommend passage by the County Board was made by Vogt, seconded by Baumann and carried unanimously.

The Committee discussed proposed changes to the travel policy. Three revisions are being proposed:

- (1) Changing the timeline for requests for reimbursement of travel expenses from 90 days to 60 days. This will ensure that our plan is considered an accountable plan and that reimbursements can be treated as a non-taxable fringe benefit. The Committee approved this proposed change.
- (2) Deleting the example of distribution of meal costs from the policy. The same guidelines will apply but the example is dated and is no longer necessary. The Committee approved this change.
- (3) Changing the procedure currently required for out of state travel. This change is being suggested due to the security concerns for staff and their family when travel dates and destinations are being publicly discussed.

Discussion followed. The consensus of the Committee was to propose a change to the Travel Policy that would require all out of state travel to be approved by the County Executive and County Board Chairperson, with the County Board Chairperson providing the Board a quarterly summary of out of state travel approved. The Committee asked that a resolution be drafted for the June 7<sup>th</sup> Personnel Committee meeting.

Pending litigation was discussed. Peter Conrad advised the Committee that WPPA has until May 5, 2016 to file a brief with the Appeals Court and the County will then have 15 days to file a reply brief. There is no definitive time line of when the Court of Appeals will issue a decision.

Peter briefed the Committee on the status of the Scott Schultz discrimination claim. Manitowoc County has filed an appeal with the Labor and Industry Review Commission.

Sharon inquired if the Committee would be available to meet prior to the County Board meeting on May 17<sup>th</sup> in the case that we do have a conditional offer made to a mechanic that would require a salary above midpoint. Discussion followed. A motion was made by Vogt and seconded by Baumann to approve offering a salary to a new mechanic above midpoint of the pay grade as long as the rate offered is less than the rate paid to current mechanics. Motion carried unanimously.

The next meeting will be June 7, 2016. A motion was made to adjourn at 5:15 p.m. by Maresh, seconded by Baumann and carried unanimously.

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Rita Metzger, Secretary      Date



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

DATE: June 21, 2016

TIME: 5:45 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 comment
3. Discussion and possible action regarding proposed restructuring for positions in Economic Support Division, Human Services Department
4. Discussion and possible action regarding proposed revisions to Travel Policy
5. Discussion regarding impact of announced change to the Fair Labor Standards Act

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

6. Discussion of pending litigation

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

7. Adjournment

Date: June 15, 2016

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 21, 2016

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

The meeting was called to order at 5:45 p.m. A motion to approve the minutes from the May 3, 2016 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously.

There was no public comment.

The Committee discussed the request from the Human Services Department, Economic Support Division, to restructure positions within the Division. The proposal is to eliminate a .85 Economic Support Assistant position and create a 1.0 Economic Support Specialist position. Because we have not promoted an existing Economic Support Specialist into the Economic Support Supervisor position that was approved as part of the 2016 budget, total costs would be reduced by approximately \$6000 for 2016. Supervisor Baumann reported that the Human Services Board has reviewed and approved this proposal. A motion to approve the proposal was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously. A resolution approving the restructuring will be prepared for the July County Board meeting.

The Committee reviewed the proposed revisions to the Travel Policy. The proposed changes are:

- (1) Changing the timeline for requests for reimbursement of travel expenses from 90 days to 60 days. This will ensure that our plan is considered an accountable plan and that reimbursements can be treated as a non-taxable fringe benefit.
- (2) Clarifying language and deleting the example of distribution of meal costs from the policy.
- (3) Changing the procedure for approval of out of state travel.

A motion to approve the proposed resolution was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously.

Sharon Cornils reviewed the proposed changes in the Fair Labor Standards Act which will become effective December 1, 2016. Discussion followed. The following action will be taken on November 20, 2016:

- (1) Increase two salaried positions by \$199 annually to meet the required salary threshold of \$47,476
- (2) Convert 4 part-time salaried positions in the Health Department to hourly positions. The Fair Labor Standards Act will require that all salaried positions earn at least \$47,476 annually, even if the position is less than full-time.

Peter Conrad updated the Committee on pending litigation.

A July meeting has not been scheduled. If a meeting is required it will be held preceding the July 19<sup>th</sup> County Board meeting.

A motion to adjourn the meeting was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously. The meeting was adjourned at 6:05 p.m.

A handwritten signature in black ink, appearing to read "Rita Metzger", is written over a horizontal line.

Rita Metzger, Secretary

Date

Minutes taken by Sharon Cornils, Personnel Director



# **MANITOWOC COUNTY**

## **PERSONNEL COMMITTEE**

### **MEETING NOTICE**

**DATE:** July 19, 2016

**TIME:** 6:00 p.m.

**PLACE:** Room F175, UW-Manitowoc  
705 Viebahn Street, Manitowoc, WI 54220

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 resolution approving settlement of 2011 – 2015 collective bargaining agreement with Sheriff's Department employees represented by Wisconsin Professional Police Association
4. Discussion and possible action regarding proposed restructuring of Clinical Coordinator to Clinical Services Supervisor – Human Services Department
5. Discussion and possible action regarding waiver of Policy 4.02(2) for Reserve Deputies
6. Adjournment

Date: July 12, 2016

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  
July 19, 2016

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

The meeting was called to order at 6:00 p.m. with all members present.

A motion to approve the minutes from the June 21, 2016 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously.

There was no correspondence.

There was no public comment.

The resolution approving settlement of the 2011-2015 collective bargaining agreement with Sheriff's Department employees represented by the Wisconsin Professional Police Association was discussed. A motion to approve the resolution was made by Supervisor Vogt, seconded by Supervisor Metzger and carried unanimously.

The proposed restructuring of a Clinical Coordinator into a Clinical Services Supervisor was discussed. The proposed restructuring was approved by the Human Services Board. Jeff Jenswold explained that the restructuring of this position will allow for greater clinical supervision of contracted service providers and a more manageable supervisory span of control. The salary increase will be covered by billing for clinical supervision of contracted services that are not currently billed for. A motion to approve the restructuring was made by Supervisor Baumann, seconded by Supervisor Maresh and carried unanimously.

The request to waive policy 4.02(2) for Reserve Deputies was discussed. This policy prohibits employing temporary employees for 6 months or more if the average hours worked per week are 30 or greater. Reserve deputies are considered temporary employees because they are not benefit eligible and work at the pleasure of the Sheriff. At times reserve deputies may be scheduled to work 30 or more hours per week due to increased demands for service, particularly prisoner transports. If Policy 4.02(2) is applied to reserve deputies we may be forced to pay another employee at an overtime rate to get the required work done.

A motion to approve waiving Policy 4.02(2) for reserve deputies was made by Supervisor Baumann, seconded by Supervisor Vogt and carried unanimously.

The next Personnel Committee meeting is scheduled for 4:45 p.m. on September 6, 2016.

A motion to adjourn the meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously. The meeting was adjourned at 6:13 p.m.

  
Rita Metzger, Secretary      9-6-16      Date





# MANITOWOC COUNTY

## PERSONNEL COMMITTEE

### MEETING NOTIC

DATE: September 6, 2016

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. Update on Highway Engineer position
4. Discussion and possible action regarding proposed resolution related to HIPAA:
  - (a) Declaring Manitowoc County to be a hybrid entity
  - (b) Designating Corporation Counsel as Privacy Officer
  - (c) Designating Information Systems Director as Security Officer
5. Discussion and possible action regarding deleting Section 27 of Policy Manual (Notice of Privacy Practices) and revising Section 13 (Employee Benefits)
6. Discussion regarding benefit costs included in proposed 2017 budget
7. Adjournment

Date: August 30, 2016

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  
September 6, 2016

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

The meeting was called to order at 4:45 p.m. with Supervisors Behnke, Maresh, Vogt and Baumann present. Supervisor Metzger joined the meeting at 4:50 p.m.

A motion to approve the minutes from the July 19, 2016 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 4-0.

There was no correspondence.

Public Comment: Maura Yost addressed the Committee to advocate for the appointment of a single Human Services Director.

Sharon Cornils updated the Committee on the recent resignation of the Highway Engineer. The Highway Department will not be refilling the position at this time. They will be evaluating the need for engineering services and will be making a recommendation in 2017 regarding contracting for engineering services or hiring another Engineer.

Peter Conrad presented a resolution titled: RESOLUTION DESIGNATING MANITOWOC COUNTY HIPAA HYBRID ENTITY STATUS AND APPOINTING A HIPAA PRIVACY OFFICER AND A SECURITY OFFICER. These actions are needed to be compliant with HIPAA regulations and allow Manitowoc County to efficiently administer its HIPAA compliance plan. Discussion followed. A motion to approve advancing the resolution to the September County Board meeting was made by Supervisor Baumann, seconded by Supervisor Vogt and carried unanimously.

Sharon Cornils presented a resolution titled: RESOLUTION AMENDING EMPLOYEE POLICY MANUAL §13.02(1), ADDING §§13.02(6), (7) AND (8), AND REPEALING SECTION 27. These changes will allow more efficient administration of our HIPAA compliance plan. A motion to approve advancing the resolution to the September County Board meeting was made by Supervisor Maresh, seconded by Supervisor Vogt and carried unanimously.

Sharon presented information regarding the performance of our health and dental insurance plan. Discussion followed.

The next Personnel Committee meeting is scheduled for 4:45 p.m. on October 4, 2016 at 4:45 p.m.

A motion to adjourn the meeting was made by Supervisor Baumann, seconded by Supervisor Vogt and carried unanimously. The meeting was adjourned at 5:35 p.m.

 10/31/16  
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



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

**DATE:** October 31, 2016

**TIME:** 6:30 p.m.

**PLACE:** Room F-175, 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 comment
3. Discussion and possible action regarding offering incentives for use of the providers in the NOVO group
4. Discussion of proposed 2017 budget
5. Adjournment

Date: October 24, 2016

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 31, 2016

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

The meeting was called to order at 6:30 p.m.

A motion to approve the minutes from the September 6, 2016 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously.

There was no public comment.

The Committee discussed the proposal to provide incentives to employees who voluntarily elect to use the NOVO group. A motion to approve the proposal was made by Supervisor Baumann, seconded by Supervisor Vogt and carried unanimously.

A motion to adjourn the meeting was made by Supervisor Metzger, seconded by Supervisor Vogt and carried unanimously. The meeting was adjourned at 6:40 p.m.

  
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Rita Metzger, Secretary      Date

Minutes taken by Sharon Cornils, Personnel Director



## MANITOWOC COUNTY

### PERSONNEL COMMITTEE

### **AMENDED MEETING NOTICE**

DATE: December 6, 2016

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 donation of sick time – Health Department***
4. Discussion and possible action regarding converting contracted Parent Aides to Manitowoc County positions
5. Report of reimbursement of mileage expenses
6. Discussion and possible action regarding proposed reclassification of Counter Clerk to Court Clerk
7. Discussion and possible action regarding Human Services Department employee request for waiver of timeline to submit mileage
8. Discussion regarding process used to determine Elected Official Salaries
9. Discussion regarding Scott Schultz discrimination complaint
10. Discussion and possible action regarding tentative agreement reached for 2016-2017 collective bargaining agreement with Sheriff's Department employees represented by WPPA
11. Discussion and possible action regarding request to authorize a wage offer above midpoint – Human Services Department
12. Adjournment

Date: November 29, 2016

***Amended: December 5, 2016 @ 9:15 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  
December 6, 2016

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

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

A motion to approve the minutes from the October 31, 2016 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 4-0.

There was no correspondence. There was no public input.

A request to allow Health Department employees to donate "old" sick leave to a Health Department employee was discussed. A motion to allow the donation of up to 12 weeks of "old" sick leave to Pang Lee once Ms. Lee has exhausted all paid time off was made by Supervisor Vogt, seconded by Supervisor Maresh and carried unanimously.

A request to convert Parent Support Workers from a contracted service to County positions was discussed. The proposal is to create 3.15 full-time equivalent positions. The positions would be as follows: 2 full-time positions, one part-time position scheduled approximately 33 hours per week and one part-time position scheduled approximately 10 hours per week. There is no fiscal impact associated with this conversion. A motion to authorize the creation of 3.15 full-time equivalent Parent Support Workers was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously.

Sharon Cornils reported that she will be presenting at the Wisconsin County Highway Association on December 7<sup>th</sup> and that the Association will be reimbursing mileage expenses.

The request to reclassify a counter clerk position in the Clerk of Court Office to a court clerk was discussed. The increasing case load in the criminal unit requires additional court clerk services and rather than incur overtime the reclassification is being requested. Reclassifying the position will change the pay grade of the counter clerk from B22 to B23, and will increase the hourly rate from \$17.77 to \$18.79. A motion to approve the reclassification was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 4-0.

The request for a waiver of the 60 day time limit to submit a request for mileage reimbursement was discussed. A motion to deny the request was made by Supervisor Vogt and seconded by Supervisor Maresh. The motion passed 3-1, with Supervisor Baumann voting no.

The Committee discussed the process used to establish elected official salaries. The Committee directed Sharon Cornils to contact the elected officials to request they provide a summary of the responsibilities of their offices. The summary should not exceed one page and would be a supplement to the information included in the annual budget. The Committee also asked that a summary of elected official salaries for other counties of similar size and population be provided at the next meeting.

The Committee discussed the status of the Scott Schultz discrimination complaint.

The Committee reviewed the terms of the 2016-2017 tentative agreement reached with Sheriff's Department employees represented by WPPA. A motion to approve the tentative agreement was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously.

The request for authorization to offer a starting salary above midpoint for the Human Services Department psychiatric nurse was discussed. A motion to approve offering an initial salary not to exceed \$61,000 was made by Supervisor Baumann, seconded by Supervisor Maresh and carried unanimously.

The next meeting is scheduled for February 7, 2017 at 4:45 pm. If a meeting is needed sooner, it will be held immediately prior to the January County Board meeting.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 4-0. Meeting was adjourned at 5:35 p.m.

Minutes taken by Sharon Cornils, Personnel Director

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Rita Metzger, Secretary      Date