



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: January 15, 2018

TIME: 6:15 p.m.

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

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

1. Roll Call
2. Discussion and possible action regarding resolution authorizing the creation of 1.0 full-time equivalent Child Protective Services Intake Social Worker
3. Adjournment

Date: January 3, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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 15, 2019

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

The meeting was called to order at 6:15 p.m. with roll call showing Supervisors Maresh, Metzger, Baumann and Vogt present.

Supervisor Baumann made a motion to approve the resolution authorizing the creation of 1.0 full-time equivalent Child Protective Services Intake Social Worker. The motion was seconded by Supervisor Vogt and carried 4-0.

A motion to adjourn was made by Supervisor Vogt, seconded by Supervisor Baumann and carried, 4-0. Meeting adjourned at 6:17 p.m.

 1-22-19
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: January 22, 2019

TIME: 4:15 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request to waive Policy §3.02 Advertisement for Deputy County Clerk position
4. Discussion and possible action regarding amendment to Policy §18.03 (Compensatory Time Off) and Policy §18.04 (Adjustment Time Off)
5. Discussion regarding County Board compensation
6. Adjournment

Date: January 15, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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 22, 2019

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

The meeting was called to order at 4:15 p.m. with roll call showing Supervisors Maresh, Behnke and Baumann present. Supervisors Vogt and Metzger joined the meeting at 4:17 p.m.

A motion to approve the minutes of the December 4, 2018 and January 15, 2019 meetings was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 3-0.

There was no correspondence or public input.

A motion to waive the advertising requirement for the Deputy County Clerk position was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

A motion to approve the proposed amendments to Policy §18.03 (Compensatory Time Off) and Policy §18.04 (Adjustment Time Off) was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

County Board compensation was discussed and will be placed on the March 5th Personnel Committee agenda.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann, and carried 5-0. The next Personnel Committee meeting is scheduled for March 5th at 4:15 p.m.

Meeting was adjourned at 4:34 p.m.

 2-5-19
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: February 12, 2019

TIME: 6:00 p.m.

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

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

1. Roll Call
2. Discussion and possible action regarding resolution amending Employee Policy Manual §18.03 (Compensatory Time Off) and §18.04 (Adjustment Time Off)
3. Adjournment

Date: January 25, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

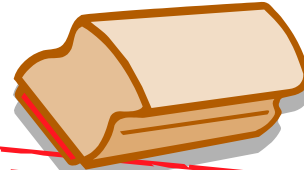
Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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.

**Meeting Rescheduled for: 6:00 p.m. Tuesday, February 19, 2019
at Manitowoc County Heritage Center**



**MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE**



CANCELLED

DATE: February 12, 2019

TIME: 6:00 p.m.

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

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

1. Roll Call
2. Discussion and possible action regarding resolution amending Employee Policy Manual §18.03 (Compensatory Time Off) and §18.04 (Adjustment Time Off)
3. Adjournment

Date: January 25, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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 19, 2019

TIME: 6:00 p.m.

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

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

1. Roll Call
2. Discussion and possible action regarding resolution amending Employee Policy Manual §18.03 (Compensatory Time Off) and §18.04 (Adjustment Time Off)
3. Adjournment

Date: January 25, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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 19, 2019

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

The meeting was called to order at 6:00 p.m. with roll call showing all Supervisors present.

A motion to approve the proposed amendment to Policy §18.03 (Compensatory Time Off) and Policy §18.04 (Adjustment Time Off) was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Metzger, and carried 5-0. The next Personnel Committee meeting is scheduled for March 5th at 4:15 p.m.

Meeting was adjourned at 6:02 p.m.

 3-5-19
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: March 5, 2019

TIME: 4:15 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding reclassification of Human Services Department position
4. Discussion and possible action regarding request to add one AODA Case Manager – Human Services Department
5. Discussion regarding County Board compensation
6. Adjournment

Date: February 26, 2019

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

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

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
March 5, 2019

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

The meeting was called to order at 4:15 p.m. with roll call showing all Supervisors present.

A motion to approve the minutes of the January 22, 2019 and February 19, 2019 Personnel Committee meetings was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

Correspondence: The Sheriff's Department hiring and separation report was reviewed.

There was no public comment.

A motion to approve the reclassification of the Alternative Treatment and Diversion Coordinator position from wage band C43 to C52 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

A motion to approve the creation of 1.0 AODA Case Manager Position for the Human Services Department was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

County Board compensation was discussed. This issue will be placed on the May 7th Personnel Committee agenda.

The next meeting of the Personnel Committee will be May 7, 2019 at 4:15 p.m.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.
Meeting adjourned at 4:40 p.m.


Rita Metzger, Secretary 5-7-19
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: May 7, 2019

TIME: 4:15 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request to donate vacation time to Public Works employee
4. Discussion and possible action regarding request to add 1.0 FTE Child Protective Services Social Worker for the Ongoing Unit
5. Discussion and possible action regarding proposed Letter of Agreement with WPPA (Creation of Recruit Officer position)
6. Discussion and possible action regarding proposed Letter of Agreement with WPPA (Hire of Experienced Law Enforcement Officer – Lateral Entry)
7. Discussion and possible action regarding initial salary above midpoint – County Surveyor position
8. Discussion and possible action regarding Letter of Support for CASA Victims of Crime ACT 2016-2017 Grant
9. Discussion and possible action regarding request for reinstatement of 13.25 hours of vacation – Human Services Department employee
10. Discussion and possible action regarding County Board compensation
11. Adjournment

Date: April 30, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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
May 7, 2019

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

The meeting was called to order at 4:15 p.m. with roll call showing all Supervisors present.

A motion to approve the minutes of the March 5, 2019 Personnel Committee was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

There was no correspondence or public comment.

A motion to approve the donation of one week of vacation to a Public Works employee was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

A motion to approve the creation of 1.0 FTE Child Protective Services Ongoing Social Worker for the Human Services Department was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

The proposed side letter of agreement regarding the Creation of Recruit Officers was deferred until the June Personnel Committee meeting to allow Corporation Counsel time for research.

A motion to approve the side letter of agreement regarding Hire of Experienced Law Enforcement Officer (Lateral Entry) was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

A motion to approve an initial salary above midpoint of the pay range for the County Surveyor was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 4-1, with Supervisor Metzger voting no.

Agenda item 8 (Letter of Support for CASA Victims of Crime Act) was withdrawn.

A motion to authorize reinstatement of 13.25 hours of vacation to a Human Services Department employee was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

A motion to request a resolution be drafted for the June Personnel Committee meeting to establish County Board compensation for the term beginning April 2020 using the salary method that had been in place prior to April 2018 (compensation is based on salary only – no per diem) using the current total compensation possible (\$3300 for County Board Supervisors and \$4800 for County Board Chair) was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

The next meeting of the Personnel Committee will be June 4, 2019 at 4:15 p.m.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

Meeting adjourned at 5:05 p.m.



Rita Metzger, Secretary

6-4-19

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: June 4, 2019

TIME: 4:15 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding proposed Letter of Agreement with WPPA (Creation of Recruit Officer position)
4. Discussion regarding 2018 health insurance plan performance
5. Discussion and possible action regarding changing method of calculating paid time off for part-time employees
6. Discussion and possible action regarding resolution Establishing County Board Compensation for Term Beginning April 2020
7. Adjournment

Date: May 29, 2019

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

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

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

June 4, 2019

PRESENT: Supervisors Maresh, Baumann, Vogt. Supervisors Behnke and Metzger were excused.

The meeting was called to order at 4:15 p.m.

A motion to approve the minutes of the May 7, 2019 Personnel Committee was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 3-0.

There was no correspondence or public comment.

The proposed side letter of agreement regarding the Creation of Recruit Officers was deferred until such time that traditional recruitment methods do not provide qualified candidates.

2018 health plan performance was reviewed.

A motion to approve the proposed method used to pro-rate part-employee paid time off to the next tenth percentile was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 3-0.

A motion to approve the Resolution Establishing Compensation For County Board Supervisors For Term Beginning April 2020 was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 3-0.

The next meeting of the Personnel Committee will be August 6, 2019 at 4:15 p.m.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 3-0.

Meeting adjourned at 4:42 p.m.

 Chair 8-6-19

Rita Metzger, Secretary

Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: August 6, 2019

TIME: 4:15 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request to donate sick time to Highway Department employee
4. Discussion and possible action regarding implementation of Cost Effectiveness Program for prescription medications
5. Review of health and dental insurance plan performance for first six months of 2019
6. Adjournment

Date: July 31, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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
August 6, 2019

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

The meeting was called to order at 4:15 p.m.

A motion to approve the minutes of the June 4, 2019 Personnel Committee was made by Supervisor Vogt, seconded by Supervisor Baumann and carried, 4-0.

There was no correspondence or public comment.

A motion to approve the request to donate sick time to a Highway Department employee was made by Supervisor Vogt, seconded by Supervisor Baumann and carried, 4-0.

The Cost Effectiveness Program for prescription medication was discussed and will be carried over to the September meeting.

The next meeting of the Personnel Committee will be September 3, 2019 at 4:15 p.m.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 4-0.

Meeting adjourned at 4:38 p.m.


Rita Metzger, Secretary 9-3-19
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: September 3, 2019

TIME: 4:15 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request to create 1.0 FTE Jail Counselor/Case Manager (Human Services Department)
4. Discussion and possible action regarding implementation of 12 hour shifts for Jail Division employees effective January 12, 2020
5. Discussion regarding creation of School Resource Officer for Valders Area School District
6. Review of health and dental insurance plan performance for first six months of 2019
7. Discussion and possible action regarding the following changes to health insurance plan design:
 - a. Implementation of Cost Effectiveness Program for prescription medications
 - b. Provision of incentives for utilizing bundled orthopedic procedures through Holy Family Memorial
 - c. Covering genetic testing necessary to determine correct course of treatment for members diagnosed with an illness
 - d. Allowing for additional units of physical, occupational and speech therapy as determined to be medically necessary
8. Adjournment

Date: August 27, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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 3, 2019

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

The meeting was called to order at 4:15 p.m. Supervisor Metzger joined the meeting at 4:18 p.m.

A motion to approve the minutes of the August 6, 2019 Personnel Committee was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0.

There was no correspondence or public comment.

A motion to approve the creation of a Jail Counselor/Case Manager was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

A motion to approve amending Policy 18.02(2)(a) to pay overtime for corrections officers and jail supervisors for hours worked in excess of 12 hours per shift was made by Supervisor Behnke, seconded by Supervisor Baumann, and carried 4-1, with Supervisor Metzger voting no.

The Committee was briefed on the discussions that have occurred with the Valders School Board regarding the possible implementation of a School Resource Officer.

Health and dental plan performance was reviewed. Rates will remain the same for both plans for 2020. The health plan rates have been unchanged since 2015 and the dental plan rates have been unchanged since 2014.

A motion to approve the implementation of the Cost Effectiveness Program for prescription medication effective 1/1/2020 was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 4-1, with Supervisor Metzger voting no.

A motion to approve the implementation of incentives for bundled services offered through Holy Family Memorial effective 1/1/2020 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

A motion to approve the addition of genetic testing required for determination of treatment effective 1/1/2020 was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

A motion to approve the addition of additional units of physical, speech and occupational therapy as determined to be medically necessary effective 1/1/2020 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

The next meeting of the Personnel Committee will be October 1, 2019 at 4:15 p.m. A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Behnke and carried, 5-0.

Meeting adjourned at 5:20 p.m.


Rita Metzger, Secretary 11-5-19
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: September 17, 2019

TIME: 6:15 p.m.

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

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

1. Roll Call
2. Discussion and possible action regarding resolution authorizing implementation of 12 hours shifts for corrections officers and jail supervisors
3. Adjournment

Date: September 13, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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 17, 2019

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

The meeting was called to order at 6:15 p.m. with Supervisors Maresh, Behnke, Baumann and Vogt present.

A motion to approve the resolution authorizing implementation of 12 hour shifts for corrections officers and jail supervisors was made by Supervisor Baumann, seconded by Supervisor Behnke and carried, 4-0.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0.

Meeting adjourned at 6:16 p.m.



Susie Maresh, Chair 12-2-19
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: November 5, 2019

TIME: 6:00 p.m.

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

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

1. Roll Call
2. Discussion and possible action regarding request to reclassify Emergency Services Specialist position
3. Discussion and possible action regarding revision of Policy 18.02 (Overtime)
4. Discussion and possible action regarding revision of Policy 11.03 (1)(a) – Uniform allowance for employees with arrest powers
5. Adjournment

Date: October 29, 2019

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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 5, 2019

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

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

A motion to approve the reclassification of the Emergency Services Specialist to a Program Manager was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

A motion to approve the proposed revision to Policy §18.02 (2) (Overtime) was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0. A resolution will be prepared for the December County Board meeting.

A motion to approve the proposed revision to Policy §11.03(1)(a) (Uniform Allowance) was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0. A resolution will be prepared for the December County Board meeting.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

Meeting adjourned at 6:10 p.m.


Rita Metzger, Secretary 12-2-19
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: December 3, 2019

TIME: 4:15 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding reclassification of Patrol Superintendent position
4. Discussion and possible action regarding waiver of time line to submit expense reimbursement request – Sheriff's Department employee
5. Discussion and possible action regarding establishing salaries for the elected offices of County Clerk, Treasurer and Register of Deeds
6. Discussion regarding 2019 recruitment
7. Discussion regarding performance management plan
8. Discussion regarding pay plan
9. Adjournment

Date: November 25, 2019

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

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

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 3, 2019

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

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

A motion to approve the Personnel Committee minutes of September 3, September 17 and November 5 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0.

There was no correspondence or public input.

A motion to approve the reclassification of the Patrol Superintendent to Patrol Superintendent/Safety Manager was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0.

A motion to approve a waiver of the timeline to submit an expense reimbursement request for a Sheriff's Department employee was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 4-0.


A motion to approve a resolution establishing salaries for the elected offices of County Clerk, Register of Deeds and Treasurer for the 2021 – 2024 term using the method described in Section §5.06 of the Manitowoc County Code was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 4-0.

The status of recruitment, performance management plan and pay plan were discussed.

The next regular Personnel Committee meeting is scheduled for February 4, 2020 at 4:15 p.m.

A motion to adjourn was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 4-0.

Meeting adjourned at 5:00 p.m.

 2-4-2020
Susie Maresh, Chair Date

Minutes taken by Sharon Cornils, Personnel Director