



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: February 4, 2020

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: Administrative Support Specialist to Administrative Support Supervisor
4. Discussion and possible action regarding reclassification of Human Services Department position: In-Home Safety Worker/Parenting Coach to CPS Social Worker Supervisor
5. Discussion and possible action regarding creation of School Resource Officer – Sheriff's Department
6. Discussion regarding performance management plan history
7. Adjournment

Date: January 28, 2020

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 4, 2020

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

The meeting was called to order at 4:15 p.m. with all members present.

A motion to approve the Personnel Committee minutes of December 3, 2019 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

There was no correspondence.

Public Comment:

Jamie Aulik spoke in support of the School Resource Officer for the Valders School District.

Public comment was closed at 4:20 p.m.

A motion to approve the creation of a School Resource Officer was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

A motion to approve the reclassification a Human Services Department position (Administrative Support Specialist to Administrative Support Supervisor) was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

A motion to approve the reclassification of a Human Services Department position (In-Home Safety Worker/Parenting Coach to CPS Social Worker Supervisor) was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

The performance management plan was discussed.

The next regular Personnel Committee meeting is scheduled for March 3, 2020 at 4:15 p.m.

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

Meeting adjourned at 4:37 p.m.

 3-3-20
Susie Maresh, Chair Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: March 3, 2020

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 join Cyber Security Team
4. Discussion and possible action regarding elected official compensation in years with 27 pay dates
5. Adjournment

Date: February 25, 2020

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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Personnel Committee
March 3, 2020

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

The meeting was called to order at 4:15 p.m. with all members present.

A motion to approve the Personnel Committee minutes of February 4, 2020 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

There was no correspondence.

Public Comment:

Lynn Zigmunt spoke regarding elected official compensation in years with 27 pay dates and possible recovery of overpayment made in 2009.

Preston Jones spoke regarding elected official compensation.

Public comment was closed at 4:26 p.m.

A motion to approve the request to allow the Senior Network Engineer to join the State Cyber Response Team contingent upon the State providing indemnification language that is approved by Corporation Counsel was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

Elected official compensation in years with 27 pay periods was discussed. In 2020 there will be 27 pay dates. This occurs every 11 years – there are usually 26 pay periods in the year. When calculating elected official compensation bi-weekly salary amounts for 2020 the established salary was originally divided by 26, which would have resulted in an overpayment. The error was identified and corrected for 2020.

Todd Reckelberg researched how elected official compensation was calculated in 2009, which is the last year in which 27 pay periods occurred. In 2009 the bi-weekly salary was calculated by taking the established salary and dividing by 26, which resulted in the overpayment of salaries to elected officials.

The auditors have reviewed the 2009 calculations and have confirmed that the 2009 calculated overpayment amounts are correct.

Corporation Counsel was asked if there is discretion in recovery of the overpayments or is the County obligated to recover the overpayment. The County does have discretion in that decision and recovery of the overpayments may not be possible due to the length of time which has elapsed and a number of legal defenses that could be raised by the parties from whom the overpayment is sought.

Todd Reckelberg apologized for the error and reported that the County Executive has informed him that he will be repaying the 2009 overpayment.

A motion to recommend to the Finance Committee to not require repayment from the elected officials who were overpaid in 2009 was made by Supervisor Metzger, seconded by Supervisor Vogt and carried, 5-0. This item will be on the March 9th Finance Committee agenda.

The next meeting of the Personnel Committee is scheduled for April 7, 2020 at 4:15 p.m.

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

Meeting adjourned at 4:50 p.m.

6-2-2020
Date

Minutes taken by Sharon Cornils, Personnel Director

Keta Metzger



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: June 2, 2020

TIME: 4:15 p.m.

PLACE: Heritage Center, County Board Meeting Room
1701 Michigan Avenue, 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. Election of Officers
4. Discussion and possible action regarding payment of stipend to certain Health Department and Emergency Management staff
5. Adjournment

Date: May 26, 2020

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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Personnel Committee
June 2, 2020

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

The meeting was called to order at 4:15 p.m. with all members present.

A motion to approve the Personnel Committee minutes of March 3, 2020 was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

There was no correspondence or public comment.

A motion to cast a unanimous ballot nominating Supervisor Baumann as Vice Chair of the Personnel Committee was made by Supervisor Behnke, seconded by Supervisor Metzger and carried, 5-0.

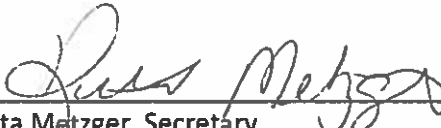
A motion to cast a unanimous ballot nominating Supervisor Metzger as Secretary of the Personnel Committee was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

The proposal to provide a \$250 weekly stipend to certain Health Department and Emergency Services personnel was discussed. These personnel have worked an excessive number of additional hours since the COVID pandemic began. Payment of the stipend would be effective with the week of March 15th and would continue so long as the additional work load justifies it. The stipend is a reimbursable expense from Federal pandemic funds that will be available. A motion to approve the payment of the \$250 weekly stipend to certain Health Department employees and Emergency Services personnel was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.


The next meeting of the Personnel Committee is scheduled for August 4, 2020 at 4:15 p.m.

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

Meeting adjourned at 4:30 p.m.



Rita Metzger, Secretary



Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: August 4, 2020

TIME: 4:15 p.m.

PLACE: Heritage Center, County Board Meeting Room
1701 Michigan Avenue, 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 request for unpaid leave of absence – ADRC employee
4. Update on Valders School Resource Officer position
5. Update on Health Department staffing
6. Discussion regarding health insurance plan performance
7. Discussion and possible action regarding High Dollar Claim Review program administered by WI Rx
8. Discussion regarding UW Extension Agent vacancy
9. Discussion regarding proposed revision to Computer Resources Policy and creation of Work From Home Policy
10. Discussion and possible action regarding conversion of contracted service to creation of three Youth Justice Support Case Manager positions – Human Services Department
11. *Discussion and possible action regarding request to waive advertising requirement for one of the Youth Justice Support Case Manager positions*
12. Adjournment

Date: July 28, 2020

Amended: July 31, 2020 @ 9:19 a.m.

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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Personnel Committee
August 4, 2020

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

The meeting was called to order at 4:15 p.m. with all members present.

A motion to approve the Personnel Committee minutes of June 2, 2020 was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

There was no correspondence or public comment.

A motion to approve a 2-week unpaid leave of absence for an ADRC employee was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 5-0.

The status of the Valders School Resource Officer was discussed.

Health Department staffing is increasing due to the demands of the pandemic. The additional positions will be paid for with the Federal CARES Act funding we are receiving through the State. We have hired 4 new Public Health Nurses, all of whom will be starting work in August. The number of Public Health Nurses will temporarily exceed the 2020 authorized full-time equivalent positions. We will also be hiring for a temporary Public Health Communication Specialist. This position will remain in effect until mid-March.

The 5-year health insurance plan trend was discussed.

A motion to approve the High Dollar Claim Review program administered by Wisconsin Rx was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 5-0. This program will become effective January 1, 2021.

The Agriculture Agent vacancy at UW-Extension was discussed.

The proposed revision to the Computer Resources Policy and the new Work from Home Policy was discussed. Department Directors are reviewing the policies and have been asked to provide their comments and suggestions to the Personnel Department by August 17th. These policies will be on the September 1st Personnel Committee agenda for review and possible approval.

A motion to approve the conversion of contracted services at the Human Services Department to the creation of 3 Youth Justice Support Case Manager positions was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 5-0. A resolution authorizing these positions will be on the August County Board agenda.

A motion to approve the waiver of the advertising requirement for one Youth Justice Support Case Manager position was made by Supervisor Baumann, seconded by Supervisor Behnke and carried 5-0.

The next meeting of the Personnel Committee is scheduled for September 1, 2020 at 4:15 p.m. The meeting will be held in the County Board meeting room.

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

Meeting adjourned at 5:00 p.m.


Rita Metzger, Secretary

9-1-2020
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: September 1, 2020

TIME: 4:15 p.m.

PLACE: Manitowoc County Heritage Center, County Board Meeting Room
1701 Michigan Avenue, 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 proposed resolution authorizing revision to Computer Resources Policy
4. Discussion and possible action regarding proposed resolution authorizing Work From Home Policy
5. Discussion and possible action regarding proposed resolution to Section §8.05 of the Employee Policy Manual (Productivity) and Section §8.07 (County Property)
6. Adjournment

Date: August 26, 2020

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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

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Personnel Committee
September 1, 2020

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

The meeting was called to order at 4:15 p.m. Supervisor Behnke joined the meeting at 4:16 and Supervisor Metzger at 4:17.

A motion to approve the Personnel Committee minutes of August 4, 2020 was made by Supervisor Vogt, seconded by Supervisor Baumann and carried, 4-0, with Supervisor Metzger absent at the time of the vote.

There was no correspondence or public comment.

A motion to approve the resolution authorizing revision to the Computer Resources Policy was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 5-0.


A motion to approve the resolution authorizing the creation of the Work from Home Policy was made by Supervisor Behnke, seconded by Supervisor Baumann and carried 5-0.

A motion to approve the resolution authorizing revision to Section §8.05 (Productivity) and Section §8.07 (County Property) was made by Supervisor Behnke, seconded by Supervisor Vogt and carried 5-0.

The next meeting of the Personnel Committee is scheduled for October 6, 2020 at 4:15 p.m.

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

Meeting adjourned at 4:35 p.m.



Rita Metzger, Secretary

10-20-20

Date



MANITOWOC COUNTY PERSONNEL COMMITTEE MEETING NOTICE

DATE: October 20, 2020

TIME: 4:00 p.m.

PLACE: **Manitowoc County Heritage Center**
1701 Michigan Avenue, Manitowoc, WI 54220
(County Board Meeting Room)
Also available remotely via Zoom conferencing.

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. Members of the PERSONNEL COMMITTEE have the option of attending the meeting in person, or remotely via Zoom conferencing due to the public health emergency declared by the County and the Wisconsin Governor's Office. **Members of the public may attend the meeting in person at the address listed above or remotely using Zoom at the following link:**

Join Zoom Meeting: <https://zoom.us/j/97248163368?pwd=RXIENFdRak4zcW80SjlDaTR2b0Q0dz09>

Webinar ID: 972 4816 3368

Passcode: 263924

Or Telephone: +1-312-626-6799

Meeting ID: 972 4816 3368

Passcode: 263924

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 on request for approval of salary above midpoint for Health Officer candidate**
4. **Adjournment**

Date: October 15, 2020

Susie Maresh, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
October 20, 2020

PRESENT: Supervisors Maresh, Behnke, Baumann, Vogt. Supervisor Metzger attended the meeting remotely.

The meeting was called to order at 4:00 p.m.

A motion to approve the Personnel Committee minutes of September 1, 2020 was made by Supervisor Vogt, seconded by Supervisor Behnke and carried, 4-0.


There was no correspondence or public comment.

A motion to approve the salary for the Health Officer above midpoint of pay grade D72 was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 4-0.

The next meeting of the Personnel Committee is scheduled for December 1, 2020 at 4:15 p.m.

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

Meeting adjourned at 4:10 p.m.



Rita Metzger, Secretary



Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: Tuesday, December 1, 2020

TIME: 4:15 p.m.

PLACE: **Manitowoc County Heritage Center**
County Board Meeting Room
1701 Michigan Avenue, Manitowoc

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Discussion and possible action regarding request for waiver of 60-day timeline for submission of mileage expenses
4. Discussion and possible action regarding request for waiver of 6-month limit for limited term employees hired due to pandemic response
5. Discussion and possible action regarding approval of resolution of 2.0 Full-Time Equivalent Human Services Employees (AODA Counselor and AODA Case Manager)
6. Discussion and possible action regarding resolution approving the creation of 1.0 FTE Program Assistant
7. Discussion and possible action regarding 2021 collective bargaining agreement with Sheriff's Department employees represented by Wisconsin Professional Police Association
8. Adjournment

Date: November 24, 2020

Susie Maresh, Chair
By: Sharon Cornils, Personnel Director

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

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Personnel Committee
December 1, 2020

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

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

A motion to approve the October 20, 2020 Personnel Committee minutes was made by Supervisor Behnke, seconded by Supervisor Vogt and carried, 5-0.

There was no correspondence or public comment.

A motion to approve waiving the 60-day time limit for submission of mileage expenses for ADRC employee Ann Johnson was made by Supervisor Vogt, seconded by Supervisor Behnke and carried, 5-0.

A motion to approve waiving the six-month time limit for the 5 limited term employees who have been hired in the Health Department and 1 limited term employee who has been hired in the Human Services Department to assist in our pandemic response was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0.

A motion to approve the Human Services Department request to add 2.0 Full-Time Equivalent Human Services Department employees – one AODA Counselor and one AODA Case Manager – was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0. A resolution authorizing these positions will be advanced to the County Board on December 15th.


A motion to approve the Human Services Department request to add 1.0 Full-Time Equivalent Program Assistant position was made by Supervisor Behnke, seconded by Supervisor Baumann and carried, 5-0. A resolution authorizing this position will be advanced to the County Board on December 15th.

A motion to approve the Resolution Approving Settlement of the 2021 Collective Bargaining Agreement with Sheriff's Department Employees Represented by Wisconsin Professional Police Association was made by Supervisor Metzger, seconded by Supervisor Baumann and carried, 5-0.

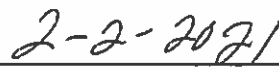
The next meeting of the Personnel Committee is scheduled for February 2, 2021 at 4:15 p.m.

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

Meeting adjourned at 4:30 p.m.



Rita Metzger, Secretary



Date