

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 7th 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 17th 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.

Rita Metzger, Secretary Date