



*Sawyer County Wisconsin*



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## **Personnel and Administrative 02/18/2014**

DRAFT - minutes of the meeting of the Personnel and Administrative Committee

Sawyer County Board of Supervisors

February 18, 2014, 8:30 a.m., Assembly Room, Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Warren Johnson, Kathy McCoy, Fred Zietlow, Jim Bassett, Dale Schleeter

also present: Human Resource Manager Michelle Jepson, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Zietlow, 2<sup>nd</sup> by Johnson, to approve the meeting agenda. Motion carried.

Motion by Schleeter, 2<sup>nd</sup> by Zietlow, to approve the January 14, 2014 meeting minutes. Motion carried.

County Clerk Kris Mayberry advised the Committee that he had made presentations before most of the committees of the County Board and to a meeting of County department heads concerning the need for establishing a procedure to review, prioritize, and reduce the County's expenditures during 2014. The need to do this results from an early projection that the expenditures and revenues from the 2013 Sawyer County Budget will not result in a net surplus of funds from the over-projection of expenditures and/or under-projection of revenues, and that there may even be a deficit for the year 2013. Mr. Mayberry noted that the 2014 Sawyer County Budget includes the use of \$330,278 from an audited surplus from the 2012 Sawyer County Budget as revenue to reduce the levy, and that developing the 2015 Sawyer County budget would be problematic if there is not a surplus available to utilize from the 2013 Sawyer County Budget. The Committee discussed that, in addition to utilization of the \$330,278 to reduce the levy, the Health and Human Services Department utilized \$62,430 from the Health and Human Services Department Fund balance to reduce their requested allocation to offset Health and Human Services Department expenses in the 2014 Sawyer County Budget.

Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart's current wage as Deputy Clerk of Court is \$17.97 per hour and that Ms. Burgan's wage as Chief Deputy Clerk of Court was \$19.99 per hour. The Committee discussed that there is no requirement that there is a Chief Deputy Clerk of Court. Motion by Schleeter, 2<sup>nd</sup> by Bassett, to refer the issue back to the Courthouse Committee for further discussion and consideration. Motion carried.

The Committee reviewed the Public Safety Committee recommendation for approval to fill a vacant (due to retirement) Patrol Deputy position and any resulting vacancies. Sheriff Kelsey had informed the Public Safety Committee that Deputy Pat Retzlaff will be retiring and that Deputy DePew has posted into Deputy Retzlaff's position. The Committee discussed that negotiations are pending with Sawyer County's law enforcement employee bargaining unit for a bargaining unit agreement for 2014, that the cost of Sheriff's Department positions are therefore not established, and that the Sheriff's Department is able to fill the Patrol Deputy shifts with part-time deputies until the full-time position is filled. Motion by Kinsley, 2<sup>nd</sup> by Zietlow, to refer filling the full-time position back to the Public Safety Committee for further consideration. Motion carried.

The Committee discussed that Sawyer County Veterans Service Officer (CVSO) Boeckman advised the Public Safety Committee that he plans to retire March 31, 2014. Mr. Boeckman requested permission to fill the CVSO position and recommended that Renee Brown, the Assistant CVSO, be hired to fill the CVSO position, and pending approval of that recommendation, that the Assistant CVSO position be filled. The Public Safety Committee recommends Personnel and Administrative Committee and County Board approval to fill the vacant CVSO position with Renee Brown pending testing requirements, and recommends a beginning compensation for the CVSO position from \$38,000 to \$45,000 per year. Motion by Johnson, 2<sup>nd</sup> by Bassett, to offer the CVSO position to Renee Brown with a starting wage of \$21.00 per hour. The motion failed. Motion by Kinsley, 2<sup>nd</sup> by Zietlow, to recommend County Board approval to offer the CVSO position to Renee Brown with a starting wage of \$21.63 (\$45,000 annual) with a review of the position compensation after 6 months. Motion carried.

Motion by McCoy, 2<sup>nd</sup> by Schleeter, to recommend County Board approval to fill the Assistant Sawyer County Veterans Service Officer (CVSO) position as a 40 hour a week position with a starting wage between \$16 and \$18 per hour. Motion carried.

The Committee discussed the Agriculture and Extension Education Committee recommendation to fill the Secretary/Administrative Assistant position in the University of Wisconsin-Extension Department with a part-time Secretary/Administrative Assistant. The position is vacant due to the transfer of a full-time employee to another department. University of Wisconsin-Extension Department Chair Lori Laberee advised the Personnel and Administrative Committee that the Department continues to believe that a full-time Secretary/Administrative Assistant is needed to support the programs of the Department. Motion by Kinsley to approve filling the position with a full-time employee. There was no second to the motion. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to refer the issue back to the Agriculture and Extension Education Committee for further consideration. Motion carried.

The Committee reviewed a request to fill a Prevention Specialist/AODA Counselor position in the Health and Human Services Department. The need to fill the position results from the resignation of an employee in that position. The Committee discussed that the Health and Human Services Board will meet this evening to review the request and determined to table consideration of the request until it has been addressed by the Health and Human Services Board. The Committee reviewed a request to approve allowing a current AODA Counselor to work 40 hours a week until the vacant Prevention Specialist/AODA Counselor position is filled. Motion by McCoy, 2<sup>nd</sup> by Johnson, to recommend County Board approval of the request. Motion carried.

County Forest Administrator Greg Peterson presented information and requested approval to hire a Forester/Recreational Coordinator for the Forestry Department. Motion by Zietlow, 2<sup>nd</sup> by Johnson, to recommend County Board approval of the request. Motion carried.

Human Resource Manager Michelle Jepson presented a proposed resolution establishing annual compensation for the Clerk of Court position and the Sheriff position for 2015 through 2018. Motion by Johnson, 2<sup>nd</sup> by Zietlow, to table consideration of the resolution. Motion carried.

Human Resource Manager Michelle Jepson presented a proposed resolution establishing annual compensation for the Coroner position for 2015 through 2018. Motion by Johnson, 2<sup>nd</sup> by Bassett, to recommend County Board approval for the compensation of the Coroner to remain the same as the current compensation for 2015 through 2018. Motion carried.

Health and Human Services Board Chair Kathy McCoy reviewed with the Committee a self-evaluation form she intends to use for the evaluation of the Health and Human Services Department Director. Input would be received from Health and Human Services Department unit directors. The results of the evaluation would be reviewed by the Executive Committee of the Health and Human Services Board.

The Committee reviewed the Highway Committee recommendation to approve a \$1 per hour wage increase for the Highway Department Office Manager position, effective February 23, 2014. The Committee discussed whether a wage increase should be considered pending completion of the compensation study now in progress. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to table consideration of the Highway Committee recommendation. The motion failed. Motion by Kinsley, 2<sup>nd</sup> by Zietlow, to recommend County Board approval the Highway Committee recommendation. Motion carried.

The Committee discussed a request for a wage adjustment for Accounting Manager Melissa Roach. Motion by McCoy, 2<sup>nd</sup> by Kinsley, to have Human Resource Manager Michelle Jepson do a formal evaluation of Ms. Roach for the Committee's consideration. Motion carried.

The Committee reviewed County Board members Bruce Paulsen's proposal to establish an Administrative Coordinator position. Motion by Bassett, 2<sup>nd</sup> by Zietlow, to table consideration of the proposal. Motion carried.

The Committee reviewed Human Resource Manager Michelle Jepson's request for approval to attend a meeting of personnel directors being held March 7<sup>th</sup> in the Wisconsin Dells. Motion by McCoy, 2<sup>nd</sup> by Zietlow, to approve the request. Motion carried.

Accounting Manager Melissa Roach presented a written report and requested approval for the payment of dues and for her attendance at an annual meeting of Wisconsin finance officers. Motion by McCoy, 2<sup>nd</sup> by Johnson, to approve the requests. Motion carried.

The Committee discussed E.O. Johnson's proposal for a print management system for the County. The proposal includes an agreement with E.O. Johnson for the lease of printers/copiers/scanners throughout the Courthouse. The Committee determined to refer the proposal for discussion at an upcoming meeting of County department heads. The Committee also requested that a proposal for a document management system be discussed at the meeting of County department heads.

The Committee discussed having the evaluation of department heads and employees on the March meeting of the Committee.

Motion by Schleeter, 2<sup>nd</sup> by Bassett, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry