



Sawyer County Wisconsin



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Personnel and Administrative 01/14/2014

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

Sawyer County Board of Supervisors

January 14, 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

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

Motion by Zietlow, 2nd by Bassett, to approve the meeting agenda. Motion carried.

Motion by Bassett, 2nd by Kinsley, to approve the December 17, 2013 meeting minutes. Motion carried.

The Committee reviewed the Courthouse Committee recommendation for approval to fill the Deputy Circuit Court Clerk position that is vacant due to the transfer of Alishia Webster from the Clerk of Court's Office into the Health and Human Services Department. Motion by Kinsley, 2nd by Bassett, to recommend County Board approval to fill the Deputy Circuit Court Clerk position. Motion carried.

The Committee reviewed the Courthouse Committee recommendation to approve County Surveyor/Land Records Department Director Dan Pleoger's request for approval to continue to utilize a retired Real Property Lister from another county as a limited-term employee to assist with real property listing and to train the new Real Property Lister. The limited-term employee would continue to work up to 4 days a week at \$25 per hour, and be provided with lodging 3 nights a week. Motion by Johnson, 2nd by McCoy, to recommend County Board approval of the request for an additional 60 days. Motion carried.

The Committee reviewed the request of 2 Economic Support Specialists in the Health and Human Services Department to adjust their hours of work. Currently both work the normal 35 hours per week with full benefits. One of these employees would like to work 30 hours per week while retaining full benefits and the other would work 40 hours a week. The Committee discussed that benefits would be prorated for the employee that reduced hours of work to 30 hours a week.

The Committee reviewed a request to fill a Child Protective Services Supervisor position in the Health and Human Services Department and a proposed position description for the position. The need to fill the position results from a reorganization being considered by the Health and Human Services Department which includes separating the Child Protective Services Supervisor position from the Juvenile Court Supervisor position. The Health and Human Services Department is considering funding the Child Protective Services Supervisor position by not filling a clerical position included in the 2014 Health and Human Services Department budget and by eliminating the Human Services Assistant position in the Department. Motion by Bassett, 2nd by Johnson, to recommend County Board approval of the request to fill a Child Protective Services Supervisor position in the Health and Human Services Department. Motion carried.

The Committee reviewed the Finance Committee recommendation to approve County Treasurer Dianne Ince's request to fill a vacant Deputy County Treasurer position. The position is vacant due to the transfer of Lavonne Nedlose into the Land Records Department. Motion by Bassett, 2nd by Johnson, to recommend County Board approval to fill the Deputy County Treasurer position. Motion carried.

The Committee discussed that consideration of a proposed addendum to the independent contractor agreement for consulting for the operation of the County's radios, paging system, and communication towers will be addressed first by the Public Safety Committee.

County Clerk Kris Mayberry requested that the Committee consider 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, 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 determined to present the proposal for establishing a procedure to review, prioritize, and reduce the County's expenditures during 2014 to the full County Board for their consideration.

Human Resource Manager Michelle Jepson presented a written department report (copy in meeting file), including the implementation of new time cards that specify beginning and ending times for each work period to be in compliance with requirements of the Wisconsin Department of Workforce Development and the U.S. Department of Labor.

Accounting Manager Melissa Roach provided a written department report (copy in meeting file), including continued work on employee travel expense policies and accounting policies and procedures, evaluation of the County's financial software, and County Board priorities.

Representatives of office equipment suppliers E.O. Johnson presented a proposal and demonstration 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.

Motion by Kinsley, 2nd by Zietlow, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry