

JOINT PERSONNEL/PUBLIC PROPERTY

August 23, 2017

Call to order The meeting was called to order at 10:00 a.m. by Chairman Gerry Krachey. Personnel Committee members present were Larry Kelley, Brad Steiner and Gari Lorenz. Public Property members present were Duane Rogers, Geri Kozelka and Derek Flansburgh. Board Chairman Tom Cornford, John Poots from Maintenance and Clerk Janet Geisler were also present.

Verify posting The Chairman verified that the meeting notice was properly posted.

App of minutes Kelley moved, Lorenz seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.

Maintenance area The maintenance shop had been viewed previously by the Personnel Committee and was not in very good shape. Duane Rogers, Chairman of Public Property, advised that he had met with John Poots on July 20th to discuss the concerns of the Personnel Committee regarding the shop area. John admitted that improvements could be had as far as cleaning and the work area now is much cleaner. Duane asked John about personal use of the facility and John reported that this will no longer happen. Duane felt that it was a very productive meeting. Duane reported this information back to Gerry Krachey. Supervisor Krachey suggested that a joint meeting be held of Personnel and Public Property for any further questions that needed to be answered. The committee left to view the maintenance area.

Supervisor Carl Orr arrived at 10:10 a.m. and joined the committee in the maintenance shop area.

The committee returned and had some further questions for John.

Question: The County truck was seen in the Bridgeport area during the day at Dunkin Doughnuts when it was under construction. Were you working for Bridgeport?

Answer: If working for Bridgeport the County truck isn't taken and this would only happen on breaks or lunch hour.

Question: Were there some personal things in the maintenance area?

Answer: Yes. It won't happen again.

Question: What happened to the copper that was taken since it was not listed on the check receipts and was not listed as taking to be recycled?

Answer: There is still copper inside of the shop. Anything outside the shop was taken by the County for

recycling. Does not recall any 4" copper outside of the shop.

Question: Is the County truck used on weekends and after hours to snowplow driveways?

Answer: No. It never happened. There are signs on the County truck. The bike path in Bridgeport is plowed and then the Highway bills Bridgeport for time and materials.

Question: Is The County truck being used to plow his apartment buildings?

Answer: No.

Supervisor Orr asked if a housekeeping checklist of the maintenance shop area was done on a weekly basis? This would help to keep things in order. He will forward a copy of the form that he uses at his place of employment and this will be put on the next Public Property agenda for consideration.

Personnel Policy The Clerk distributed two changes that need to be made in the Personnel Policy. The first change pertains to Section 4.07 – Sick Leave. The auditors have advised the County that this provision should be revised from the policy to provide a cash election only to avoid any tax issues concerning taxable and nontaxable benefits. The revision is as follows:

4.07 – SICK LEAVE.

(6) Upon termination, retirement, forced retirement due to disability, or in the event of death, an employee shall receive pay for one-half of his/her unused accumulated sick leave. ~~The employee or spouse may also use the aforesaid sick leave payout to apply toward payment of premiums for the County health insurance plan upon the employee's termination or retirement.~~

The second change pertains to life insurance in Section 4.03 – Introductory Period and Benefits. This section needs to be updated to reflect that new employees no longer have a six month waiting period. The revision is as follows:

4.03 – INTRODUCTORY PERIOD AND BENEFITS.

(4) For purposes of life insurance coverage, new employees ~~who were previously covered by the Wisconsin Retirement System~~ are covered on the first of the month following their hire date. ~~All other employees shall have a 6 month waiting period.~~

An ordinance would need to come before the County Board in October in order to change the Personnel Policy.

Steiner moved, Orr seconded to approve the Personnel Policy changes. The motion carried with no negative votes cast.

Next meeting September 27, 2017 at 10:00 a.m.

A proposed revision to a side agreement with the Highway Department concerning the Commercial Driver's License was distributed by Highway Commissioner Dennis Pelock. This agreement had been revised by Corporation Counsel and not the labor attorney. This will be forwarded to the labor attorney for his opinion and put on next month's agenda in order for any action to be taken. This is not part of the County's Personnel policy.

The committee discussed having a county-wide policy concerning a drug/alcohol violation.

Adjourn Kelley moved, Lorenz seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:17 a.m.

Janet Geisler, County Clerk