

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, February 13, 2006 at 8:00 a.m.
Conference Room – Land Resources Building Merrill**

MEMBERS PRESENT: Daniel Caylor, Robert Lussow, Frank Saal, Melissa Schroeder, Patricia Woller

VISITORS: Nancy Bergstrom, John Mulder, Becky Byer, and Donna Winker

OPEN MEETING

- 1. Call Meeting to Order:** Dan Caylor called the meeting to order at 8:00 a.m.
- 2. Approve Minutes of Previous Meetings:** Motion by Woller, second by Lussow to approve the minutes of the previous meeting. All ayes, motion carried.
- 3. Corporation Counsel:**
 - a. **Monthly Report & Financial Report- Q and A on written report:** Nancy Bergstrom presented her monthly report. Motion by Schroeder, second by Lussow to place the report on file. All ayes, motion carried.
- 4. Administrative Coordinator:**
 - a. **Report- Q and A on written report:** John Mulder presented his monthly report.
 - b. **Health Insurance Report- Q and A on financial report:** John Mulder explained the expanded health insurance report.
 - c. **2005 Recruitment Report:** John Mulder presented a recruitment report for 2005. Motion by Woller, second by Lussow to place all the reports on file. All ayes, motion carried.
- 5. Request for Court Security Officer:** Becky Byer presented a request for a Court Security Officer. This request had been presented in September, 2005 and at that time the Personnel Committee stated it would review the position again in 6 months. Motion by Lussow, second by Schroeder to layover until firm plans are set by the County Board regarding space needs for the courts. Motion passed 3-2 with Woller, and Saal voting no.
- 6. Employee Wellness Contract:** John Mulder stated that this is more accurate to state this as an employee assistance program. The contract with Aspirus Employee Assistance Services would allow the County to purchase employee assistance services if the need came up. John Mulder explained that this may be an option for County wide training on a new harassment policy. John Mulder also explained this service may be used to assist the drug and alcohol testing program. Motion by Schroeder, second by Lussow to approve a fee for service contract with Aspirus Employee Assistance Services for employee assistance programs only as needed. All ayes, motion carried
- 7. Reclassifications**
 - a. **Positions with no change recommended:** John Mulder explained that the reclassifications had been discussed at the June 2005 meeting. The positions have been reviewed by the County's compensation consultant. The consultant determined that 3 positions (County Surveyor, GIS/Surveyor Assistant and the Payroll Specialist) were properly classified. No action was necessary on these 3 positions.
 - b. **Victim Witness Coordinator-District Attorney:** Based on the determination of the compensation consultant, John Mulder recommended reclassifying the Victim Witness Coordinator to Grade 6, Step 4 effective 01/01/06. John Mulder pointed out that a new job description had been prepared and was included in the packet.

RESOLUTION: Motion by Lussow, second by Caylor to approve the reclassification as recommended. All ayes, motion carried.

- c. **Benefit Specialist-Commission on Aging:** Based on the determination of the compensation consultant, John Mulder recommended reclassifying the Benefit Specialist to Grade 4, Step minimum effective 01/01/06 and there would be no step increase in 2006. John Mulder pointed out that a new job description had been prepared and was included in the packet.

RESOLUTION: Motion by Schroeder, second by Saal to approve the reclassification as recommended. All ayes, motion carried.

CLOSED SESSION

8. Convene into Closed Session Pursuant to Sec. 19.85(1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.

- a. Bargaining update

Motion by Lussow, second by Schroeder to convene into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session to discuss item a on the agenda. All ayes, motion carried. John Mulder, and Nancy Bergstrom would be allowed to participate in closed session.

Motion by Lussow, second by Woller to reconvene into open session. All ayes, motion carried.

OPEN SESSION

9. Take any necessary action on Items Discussed in Closed Session: No action necessary.

10. Set next meeting date(s); Adjourn: The Committee set the next meeting date for March 7, 2006 at 8:00 a.m. Motion by Lussow, second by Woller to adjourn. All ayes, motion carried. The meeting adjourned at approximately 8:45 a.m.

Minutes prepared by John Mulder