

**Meeting Minutes of
Lincoln County Personnel Committee
Tuesday, March 7, 2006 at 8:00 a.m.
Conference Room – Land Resources Building Merrill**

MEMBERS PRESENT: Daniel Caylor, Frank Saal Jr., Melissa Schroeder, Patricia Woller

MEMBERS ABSENT: Robert Lussow

VISITORS: Nancy Bergstrom, John Mulder, and Jim Bestul

OPEN MEETING

- 1. Call Meeting to Order:** Dan Caylor called the meeting to order at 8:30 a.m.
- 2. Approve Minutes of Previous Meetings:** Motion by Woller, second by Saal 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 Woller 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. Motion by Woller, second by Schroeder to place the report on file. All ayes, motion carried.
- 5. Policy-Equal Opportunity:** John Mulder reviewed the revised draft of the EEO policy and recommended approval.

ORDINANCE

Motion by Schroeder, second by Saal to approve the revised policy and forward an ordinance to the County Board. All ayes, motion carried.

- 6. Policy-Sexual Harassment:** John Mulder presented a revised policy prohibiting harassment in the workplace. The current policy is at least 10 years old. A revised policy is necessary to improve communications with employees and supervisory staff regarding the County's expectation in this area. The revised policy is also the first step toward reducing the County's liability risk. Training and compliance following the adoption of the policy is also essential to minimize the County's exposure to liability issues. The revised policy contains all the legally required elements of sexual harassment policy.

ORDINANCE:

Motion by Saal, second by Woller to approve the policy and forward an ordinance to County Board to adopt policy. All ayes, motion carried.

CLOSED SESSION

- 7. 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 and Sec. 19.85(1)(c) Wis. Stats. For considering employment, promotion, compensation, or performance evaluation data for any public employee,
 - a. Bargaining update-Potential Tentative Agreements
 - b. Starting Wage Rate-Social Work Supervisor

Motion by Schroeder, second by Saal 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 and Sec. 19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee. All ayes, motion carried. Jim Bestul would be allowed to participate in closed session for item B, and John Mulder and Nancy Bergstrom would be allowed to participate in closed session for all items. All ayes, motion carried.

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

OPEN SESSION

8. Take any necessary action on Items Discussed in Closed Session: Motion by Schroeder, second by Woller to approve starting wage rate of Grade II, Step 4 for Social Work Supervisor. All ayes, motion carried.

RESOLUTION:

Motion by Schroeder, second by Saal to approve the settlement offer to Highway union and if ratified, forward to County Board for adoption. All ayes, motion carried.

9. Set next meeting date(s); Adjourn: The Committee set the next meeting date for Tuesday, April 4, 2006 at 8:00 a.m. Motion by Woller, second by Schroeder to adjourn. All ayes, motion carried. The meeting adjourned at approximately 8:40 a.m.

Minutes prepared by John Mulder