

**Meeting Minutes of
Lincoln County Personnel Committee
Tuesday, February 13, 2007 at 8:00 a.m.
3rd Floor Conference Room-Health & Human Services Bldg.**

MEMBERS PRESENT: Daniel Caylor, Robert Lussow, Frank Saal, and Greta Rusch

MEMBERS ABSENT: Patricia Woller

VISITORS: Mike Soucy, Jeff Jaeger, Debbie Rauchle, John Spiegelhoff, Donna Winker, and John Mulder

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 Saal, second by Lussow to approve the minutes of the last meeting. All ayes, motion carried.

The Committee skipped to number 7 on the agenda at this time to accommodate the visitors.

CLOSED SESSION

- 7. Convene into Closed Session Pursuant to Sec. 19.85(1)(e) 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. Grievance- Courthouse Union employee

Motion by Lussow, second by Rusch to convene into closed session. All ayes, motion carried. Debbie Rauchle, union president and John Spiegelhoff the union representative along with the management staff of Sheriff Jeff Jaeger, Chief Deputy Soucy and John Mulder would be allowed to stay in closed session to discuss the grievance.

Motion by Lussow, second by Saal to re-convene into open session. All ayes, motion carried.

OPEN SESSION

- 8. Take any necessary action on items discussed in closed session:** Motion by Woller, second by Lussow to deny the grievance. All ayes, motion carried.

The Committee went back to number 3 on the agenda.

- 3. Staffing and Recruitment Reports:** John Mulder reported that Administration was involved in recruiting 19 positions with 440 applicants and 54 interviews. It took an average of 7.5 weeks to fill a position. In addition, there were 10 postings to fill internal union positions.

The Administrative & Legislative Committee approved filling 20 vacancies. Chief Deputy Soucy, and Sheriff Jeff Jaeger presented organizational charts from 1999 to 2007 to show the staffing changes in the Sheriff's Department.

- 4. Update on changes in Health Department:** For informational only, the part time Environmental Specialist was promoted to the newly created Registered Sanitation position. We are now recruiting an intern for 2 days a week to assist in completing inspections. We have not had much response so we may need to review other options to ensure that inspections are being done in a timely manner.
- 5. Wages for Sheriff's Dept. Trip Team:** The Sheriff's department has 5 employees on the Prisoner Transport Team. These employees are paid a straight hourly rate for the hours worked and receive no other benefits.

The current hourly rate was set at \$12.00 per hour effective August 16, 2004. Unlike the Jury Attendants in the Clerk of Courts office, the wage rate for this position does not increase along with the non-represented employees. Motion by Lussow, second by Rusch to approve an increase to \$13.11 and authorize annual increases consistent with increases given to non-represented employees. Motion by Saal to amend not to include automatic increase. Amendment dies for lack of a second. Motion passed 4-1 with Saal voting no.

- 6. Extension of limited term employee in COA:** In April 2005, the Personnel Committee approved a temporary employee for up to 18 months in the Commission of Aging to assist with the Medicare Part D drug program. The employee works less than 15 hours per week. The grant money for this program has been extended until June 2007. Motion by Woller, second by Rusch to approve an extension of the limited term employee through June of 2007. All ayes, motion carried.
- 9. Administrative Coordinator's Report-Q and A on written report:** John Mulder presented his written report. The report was placed on file.
- 10. Set next meeting date; Adjourn:** The Committee set the next meeting date for March 13, 2007 at 8:00 a.m. The meeting will be held in the Lower Level Conference Room at the Human Services Building. Motion by Lussow, second by Woller to adjourn. All ayes, motion carried. The meeting adjourned at approximately 9:05 a.m.

Minutes prepared by John Mulder