

**Meeting Minutes of  
Lincoln County Personnel Committee  
Tuesday, November 11, 2008 at 8:00 a.m.  
Lincoln County Service Center Room 248**

**MEMBERS PRESENT:** Daniel Caylor, Patricia Woller, Carl Short, and Frank Saal

**MEMBERS ABSENT:** Greta Rusch

**VISITORS:** John Mulder, Don Schlising, and Nancy Bergstrom

**OPEN MEETING**

1. **Call Meeting to Order:** Dan Caylor called the meeting to order at 8:00a.m.
2. **Approve Minutes of Previous Meeting:** Motion by Woller, second by Saal to approve the minutes of the last meeting. with the correction that Frank Saal requested that the U.W. Extension Support Staffing levels be reviewed in 6 months. All ayes, motion carried.

The Committee took item 4 next.

4. **District Attorney Staffing:** Don Dunphy requested a Limited Term Employee (LTE) for 90 days and then have another LTE six months later. He proposed covering the expense with bond forfeitures from the Clerk of Courts office.

John Mulder informed the Committee that the contract limited LTE to 2 months and could not have successive appointments. John also recommended that all employees in the District Attorney's office work 40 hours per week.

Motion by Woller, second by Short to approve a 60 day LTE with a report back from the District Attorney about the impact of the LTE and about moving all employees to a 40 hour work week. All ayes, motion carried.

3. **Health Insurance Compliance Issues:** On November 7, 2008, John Mulder presented three ordinance changes to the Health Insurance Trustees in order to improve the Counties compliance with qualified medical child support orders and the Health Insurance Portability and Accountability Act (HIPAA).

**Qualified Medical Child Support Orders:** This procedure would be in place to deal with court orders related to Medical Child Support orders. The attached Ordinance 1 would be the actual ordinance and the attachment would be the procedure that would be used and, if necessary, be amended when needed.

**Health Insurance Portability and Accountability Act (HIPAA):** Proposed ordinances 2 and 3 deal with requirements related to privacy practices and Certificates of Creditable Coverage required under HIPAA. Each ordinance has an attachment which would be used to meet the requirements.

The Health Insurance Trustees approved the ordinance changes.

**ORDINANCE**

Motion by Saal, second by Woller to approve proposed ordinances with Qualified Medical Child Support Orders and the Health Insurance Portability and Accountability Act (HIPAA). All ayes, motion carried.

5. **Administrative Coordinator's Report-Q and A on written report:** John presented his report. The report was placed on file.

**CLOSED SESSION**

6. 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. Sec. 19.85(1)(e).
  - a. Workforce Reduction Strategies
  - b. Bargaining Update

Motion by Saal, second by Woller 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. John Mulder and Nancy Bergstrom would be present. All ayes, motion carried.

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

**OPEN SESSION**

7. **Take any necessary action on Items Discussed in Closed Session:** The Committee directed John Mulder to begin drafting some strategies for workforce reductions in 2009 and report back at the next meeting.
8. **Set next meeting date(s); Adjourn:** The Committee set the next two meetings for December 2, 2008, and January 7, 2009 at 8:00 a.m. The meetings will be held in the Lincoln County Service Center Room 248. Motion by Woller, second by Saal to adjourn. All ayes, motion carried. The meeting adjourned at 9:15a.m.

Minutes prepared by John Mulder