

**Meeting Minutes of
Lincoln County Personnel Committee
Wednesday, January 7, 2009 at 8:00 a.m.
Lincoln County Service Center Room 248**

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

MEMBERS ABSENT:

VISITORS: John Mulder, Robert Lussow, Nancy Bergstrom, Dan Miller, Bob Reichelt, Nate Walrath, and Jeff Jaeger

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. All ayes, motion carried.
3. **Administrative Coordinator's Report-Q and A on written report:** John presented his report. The report was placed on file.
4. **Vacation Carry over Request-Corporation Counsel:** Nancy Bergstrom requested to carry 330 hours of vacation. Motion by Woller, second by Rusch to approve the carry over. All ayes, motion carried.

CLOSED SESSION

5. 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. Grievances-Courthouse Union (4)
 - b. Workforce Reduction Strategies

Motion by Rusch, second by Short 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 with the following people present: John Mulder, Nancy Bergstrom, John Spiegelhoff, Robert Lussow, Jason Meister, Garrett Dinges, Debbie Rauchle, Sheriff Jaeger, and Nate Walrath. Roll call vote was taken. All ayes, motion carried.

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

OPEN SESSION

6. **Take any necessary action on Items Discussed in Closed Session:**
 - a. Grievances-Courthouse (4):
 - Motion by Saal, second by Woller to deny grievance number 7-08 of Garrett Dinges. All ayes, motion carried.
 - Motion by Woller, second by Caylor to deny grievance number 11-08 of Jason Meister. All ayes, motion carried.
 - Motion by Saal, second by Woller to sustain grievance number 6-08 of the Union. All ayes, motion carried.
 - Motion by Woller, second by Rusch to deny grievance number 9-08 of the Union. All ayes, motion carried.

Caylor and Woller left the meeting at 9:50.

7. **Hiring Freeze:** Over the past two month, the Personnel Committee has discussed several options to reduce the work force. At the last meeting the Committee discussed the issue of implementing a hiring freeze. In our discussions, we have talked about ways to encourage departments and committees to review options to simply filling positions without looking at alternatives. Any hiring freeze would supplement and not replace the existing process.

This process was implemented in the fall of 2002 after the county had implemented a temporary hiring freeze in February of 2002. The Committee discussed several issues related to implementing a hiring freeze.

Consideration	Recommendations
Duration:	Effective for the all of 2009
Continuance:	Reviewed in October for continuance/discontinuance
Effective Date:	For all current and future vacancies that have not been approved to filled by the Admin & Legis Committee as of 1/5/09
Exemptions:	Only Pine Crest, and the positions of Sheriff Deputies, Correctional positions, and 911 Telecommunicators are exempt from the temporary hiring freeze.
Waiting Period:	All departments must wait at least 120 days from the last day of actual work. There have been discussion about whether the size of the department (small with 5 or less employees) and large departments should be treated the same or different. Given that many of the small departments are located near each other, it was recommended that they all be treated the same, and that other departments will be asked to assist those small departments if a vacancy should occur.
Process:	Following the waiting period, all positions would have to be approved through the process outline in Sec 4.07 of the Code of ordinances

RESOLUTION:

Motion by Saal, second by Short to approve a hiring freeze and direct the Administrative Coordinator to draft a resolution based on the discussion of the committee regarding the various considerations. All ayes, motion carried. (Caylor and Woller were absent)

8. **Set next meeting date(s); Adjourn:** The Committee set the next meeting date for February 5, 2009 at 8:00 a.m. The meeting will be held in the Lincoln County Service Center Room 248. Motion by Saal, second by Rusch to adjourn. All ayes, motion carried. The meeting adjourned at 10:20a.m.

Minutes prepared by John Mulder