

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, June 6, 2016 8:00 a.m.
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248**

MEMBERS PRESENT: Carl Vander Sanden, Julie Allen, and Greta Rusch,

MEMBERS NOT PRESENT: Corey Nowak and Patsy Woller

VISITORS: Randy Scholz, Bob Lee, Renee Krueger, and Shelley Hersil

1. Call Meeting to Order:

Meeting was called to order at 8:00 a.m. by Chair Vander Sanden

2. Approval of minutes of previous meetings:

Motion by Rusch, second by Allen to approve minutes as presented. All ayes.

3. Request to fill authorized position(s):

Health Department – Public Health Nurse – Health Department Director Hersil explained the vacancy is because of a retirement, and she also explained what job duties this position performs. Motion by Vander Sanden, second by Rusch to approve the request. All ayes.

4. Request time off without pay – Social Services Department – Susan Locke:

Social Services Director Krueger explained to the committee the reason for the request. Administrative Coordinator Scholz explained the request did not fall within his discretion or the department head's discretion to approve the time off. Motion by Vander Sanden, second by Allen to approve the request. All ayes.

5. Vacation Language for new employees for 911 Telecommunicators and Correction Officers:

Administrative Coordinator Scholz explained that on May 4, 2015 the Committee approved the use of one week vacation upon being hired and a second week after six months of employment. This language clarifies how employees hired as 911 Telecommunicators and Correction Officers will have their vacation calculated and prorated until the first of the year after they are hired. All other employees go by anniversary date but because these employees have to pick vacation for the upcoming year, they receive their vacation at the beginning of each year. Motion by Allen, second by Rusch to approve the language. All ayes.

6. Update on Fair Labor Standards Act:

Administrative Coordinator Scholz explained that the final rule came out, and it takes effect December 1, 2016. The threshold for wages that can qualify as exempt is \$47,476. There are currently nine positions that are now exempt that will need to be changed to non-exempt. Scholz has contacted the affected department heads and will come back to the Committee with a recommendation before December. No action taken

7. Administrative Coordinator's report: The report was placed on file.

8. Set next meeting date(s): July 11, 2016 at 8:00 am.

9. Adjourn: Motion by Rusch, Second by Vander Sanden to adjourn at 8:40 a.m. All ayes.

Minutes prepared by Randy Scholz