



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
AMENDED AGENDA

Date: Wednesday, May 27, 2015

Time: 11:00 a.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Conference Room

1. Call to Order
2. Roll Call
3. Approve May 27, 2015 Agenda
4. Approve April 9, 2015 Minutes
5. Review Vehicle Usage Report: IS Department
6. Update on Employee Vacancies - Recruitment
 - a. Sheriff's Department: IT position
 - b. Veterans Service Officer Recruitment Update
 - c. Promotion + Recreation Director Recruitment Update
7. Consider a motion to convene in closed session to discuss a notice of claim submitted to the County from a former human services employee. This discussion will involve sensitive personnel matters and provide the Committee the opportunity to confer with legal counsel pursuant to Wis. Stat. s. 19.85(1)(f)&(g).
8. Consider a motion to convene in closed session to consider a request for a compensation increase from Veterans Service Department and Promotion & Recreation Department pursuant to Wis. Stat. s. 19.85(1)(c).
9. Consider a motion to convene in closed session for the preliminary consideration of and investigation into personnel problems in the Kewaunee County Department of Human Services which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such problems or investigations pursuant to Wis. Stat. s. 19.85(1)(f).
10. Consider a Motion to Return to Open Session
11. Other Matters Authorized by Law
12. Next Meeting
13. Adjournment



The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
MEETING MINUTES

Date: Thursday, April 9, 2015

Time: 10:30 a.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Conference Room

Call to Order: The meeting was called to order at 10:30 a.m. by Ron Heuer.

Roll Call: Members present were Ron Heuer, Tom Romdenne, Lee Luft, Kaye Shillin, Larry Kirchman, Bob Weidner, Bruce Heidmann, Linda Sinkula.

Members Excused: John Pagel

Others Present: Scott Feldt, Jeff Wisnicky, Ross Loining, Matt Joski, Pat Benes

Adoption of April 9 Agenda: Motion by Bruce Heidmann, second by Lee Luft to adopt April 9 Agenda. Motion carried.

Approval of March 26 Minutes:
There were no minutes to approve at this time.

Discuss, Review and Approve Vacancies:
Sheriff Joski discussed the need to fill two Radio Operator/Jailer positions due to two retirements. Motion by Lee Luft, second by Linda Sinkula to approve and fill the two vacancies. Motion carried.

Lee Luft inquired about the status of the Sheriff's IT position. Sheriff Joski will work with Scott Feldt to find a strategy regarding the position.

Update on Employee Vacancies – Recruitment:
Scott Feldt handed out a Personnel Report. April 17 is the application deadline for the Public Health Nurse, Promotion and Recreation Director and Veteran Service Officer positions.

Approve Open Records Policy – Jeff Wisnicky:
Jeff Wisnicky was asked to put together an Open Records policy. When a request comes in you have to follow the law. Jeff reviewed the custodian of record with the committee. Discussion followed regarding email records archive and storage. Scott Feldt will coordinate with IT to have County Supervisor email changed from their district # to their name.



Motion by Bob Weidner, second by Bruce Heidmann to table the open records policy until the County Administrator has the opportunity to review other policies in place. Motion carried.

Bruce Heidmann recommended that the County Administrator look at the records retention policy in addition to open records policy.

Update on Discussion with Horton Group – Scott Feldt:

Rae Anne Beaudry was here last week regarding stop loss insurance renewal. Scott is asking Horton for more details and will have a recommendation for the committee in the future.

Lee reminded the committee regarding the focus group for health insurance from last year. Discussion followed regarding plans for beginning the review process this year. Discussion followed regarding a Wellness Program.

Update Door/Kewaunee Legislative Days – Scott Feldt:

Legislative Days is April 15 & 16. Scott reminded the committee to make calls for team leader appointments. Issues are groundwater and maritime infrastructure. Review and discussion on concept of Team Leaders and current practices and roles of Team Leaders.

Update on Committee Appointments – Scott Feldt:

Veteran Service Commission - Scott is asking interested individuals to complete applications.

ADRC Board - Scott will have this appointment completed soon.

Other Matters Authorized by Law:

Bruce Heidmann wanted the committee to be aware of a safety concern that will be coming up at Parks Department. Office staff may be having office hours without anybody else in the building. Scott Feldt will talk further with the Promotion and Recreation Department.

Next Meeting – Setting Future Meeting Dates:

Future meeting dates for the Personnel Committee will be the 2nd Thursday of the month.

Next Meeting Dates:

May 14 at 10:30.

June 11 at time TBD.



Adjournment:

Motion by Bruce Heidmann, second by Larry Kirchman to adjourn the meeting.
Motion carried. Adjourned at 11:58 a.m.

Respectfully submitted,
Peggy Jeanquart, Recording Secretary

Peggy Jeanquart



KEWAUNEE COUNTY PERSONNEL REPORT

April 9, 2015

Job Change			
<i>NAME</i>	<i>FROM</i>	<i>TO</i>	<i>DATE</i>
Tyler Tuttle	Deputy	Jail Sergeant	March 22

Resignation		
Matt Payette	Promotion & Recreation Director	April 20

Retirement		
Dan Bellin	Dozer Operator	April 3

Recruitment

- ✓ Applications and resumes are due April 17: Public Health Nurse, Veterans Service Officer, Promotion and Recreation Director
- ✓ Radio Operator Jailer Eligibility List – 5 applicants selected for eligibility list, 2 of the 5 applicants are moving forward with additional pre-employment testing at this time.

Information Systems Van Usage Report

Contact Information

Ross A Loining
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Cell 255-1499

In November, I approached the Personnel Committee for the use of the Information Technologies van full time. The Personnel Committee agreed to suspend the Personnel Policy from December 1st through June 1st. A detailed report was also asked to be presented to justify the use of the van.

Job Duties:

I use this van as one of many tools to complete my job. I service the Kewaunee County Highway Shop, Luxemburg's Emergency Management, Kewaunee Counties Sheriff's Department, Courthouse, Administration Center, and Health and Human Services buildings. I services these 24hrs a day, 365 days a year. To manage these, as one person, the use of a vehicle is very important. Response to the Sheriff Department's 911 center, EOC activation, Information Technologies Equipment in many locations in Kewaunee County in a timely manner is also very important. I outfit the van with equipment to manage and support Kewaunee County technology needs. The use of the van in a full time capacity would greatly allow me to complete my job.

The times listed are all times before and after normal working hours of 8:00am – 4:30pm. The van also is used during the day for many tasks and duties.

I would ask that the current personnel policy be amended to add a special circumstances section for situations like this.

Ross Loining
Information Technologies Director



Use of Van Report

Nov 20 Luxemburg (Correct EOC Wireless and Copier)
Nov 21 Shopko (pickup cmos battery)
Nov 25 Luxemburg (Install pc for Land &Water)
Nov 27 Admin Center (Reboot E-mail Server for Sheriff Dept)

Dec 2 Highway Dept (Setup stock room email account)
Dec 3 Land & Water (Installed Autocad)
Dec 11 EOC and Land Water (Setup Terri for both areas)
Dec 13 Admin Center (Power condition with Sans)
Dec 15 Highway "Remove old Novell server and Clean up"
Dec 16 Admin "Sans Drive Fail, Reseated Drive"
Dec 21 Kewaunee Dispatch
Dec 28 Luxemburg, Reboot phone server
Dec 29 Luxemburg, Fix Terri EOC phone

Jan 8 Luxemburg (Update phone system)
Jan 9 Admin (Alarm on Router)
Jan 15 Luxemburg (Setup new user)
Jan 20 Admin, (Alarm on Wireless link to Highway)
Jan 22 Luxemburg (Install phone on pc's)
Jan 23 Highway (Julies computer issues)
Jan 27 Luxemburg Phone setup
Jan 28 Luxemburg Phone Training
Jan 29 Luxemburg Phone Training

Feb 2 Luxemburg Conf Phone 3300
Feb 5 Highway
Feb 6 Admin Center, Phone Issue (Vacation)
Feb 23 Highway Stockroom issue
Feb 24 Highway rebuilt pc
Feb 24 Bestbuy Ipad purchase (evening)
Feb 28 Courthouse router issue

Mar 3 Luxemburg install pc
Mar 4 Highway Install pc
Mar 8 Admin Center Groupwise
Mar 9 Luxemburg Dispatch
Mar 12 Highway (Slow Internet)
Mar 17 Luxemburg (Reset Wireless Routers)
Mar 19 Highway (Todd's Micollab Client)
Mar 24 Luxemburg, issue with Printer
Mar 26 Luxemburg Install Second Monitor
Mar 27 (9:30pm) Luxemburg Wireless issue

April 2 (Luxemburg (Printer Issue)

April 5 (Highway Wireless Link)
April 17 (Admin Center Groupwise)
April 20 (Highway Printer Issue)
April 21 Luxemburg PC Issue
April 23 Highway Groupwise Client
April 28 (Luxemburg Inventory)

May 3rd Admin (EMC Power)