



Kewaunee County  
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

**AGENDA**

Date: Thursday, September 10, 2015

Time: 10:30 a.m., Conference Room

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

1. Call to Order
2. Roll Call
3. Approve September 10, 2015 Agenda
4. Approve August 6, 2015 and August 11, 2015 Meeting Minutes
5. Consider a motion to convene in closed session under Wis. Stat. s. 1985(1)(c) for "considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility," to-wit: 180 - day performance evaluation of County Administrator.
6. Consider a Motion to Return to Open Session
7. Authorization to Fill Sheriff Assistant Position
8. Review and Clarification With Possible Action: Sick Leave Personnel Policy
9. Update on Dominion
10. Other Matters Authorized by Law
11. Next Meeting
12. 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, August 6, 2015  
Time: 1:00 p.m., Conference Room  
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 1:00 p.m. by Ron Heuer.

Roll Call: Members present were Ron Heuer, Lee Luft, Kaye Shillin, Larry Kirchman, Bob Weidner, Bruce Heidmann

Members Excused: Tom Romdenne, John Pagel, Linda Sinkula

Staff Members Present: Scott Feldt, Jeff Wisnicky

Approve August 6, 2015 Agenda: Motion by Bruce Heidmann, second by Lee Luft to approve the August 6, 2015 agenda. Motion carried.

Approve June 11, 2015 and July 23, 2015 Meeting Minutes: Motion by Bruce Heidmann, second by Lee Luft to approve the June 11, 2015 and July 23, 2015 meeting minutes. Motion carried.

Update on Employee Vacancies - Recruitment

- Authorization to Fill Behavioral Health Services Manager Vacancy
- Authorization to Fill Human Services Director Vacancy

Scott Feldt distributed the August Personnel Report.

Motion by Bob Weidner, second by Lee Luft authorizing Scott Feldt to begin preliminary hiring process for Behavioral Health Services Manager and Human Services Director with salary range to be determined. Motion carried.

Discuss Worker's Compensation Policy: Jeff Wisnicky and Scott Feldt will review workers compensation policy for clarification regarding employees on workers compensation for an extended period of time. Jeff Wisnicky and Scott Feldt to review a policy/recommendations.

Update - Union Negotiations: Scott Feldt indicated negotiations have not started because deputies have decided to have a different group represent them, not Teamsters, instead WI Professional Police Association.

Consider a motion to convene in closed session pursuant to s. 19.85(1)(b) to consider the dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person and pursuant to s. 19.85(1)(g) to confer with legal counsel for the government body who is rendering oral or written advice concerning a strategy to be adopted by the body with respect to litigation in which it is or is likely to become; to-wit: Human Services Department personnel matters: Motion by Larry Kirchman, second by Lee Luft to convene in closed session per Wis. Stat. s. 1985(1)(b)(g) for reasons stated on the agenda. Motion carried.

Consider a Motion to Return to Open Session: Motion by Bruce Heidmann, second by Kaye Shillin to return to open session. Motion carried.

Other Matters Authorized by Law: None.

Next Meeting: September 10<sup>th</sup> at 10:30 a.m.

Adjournment: Motion by Larry Kirchman, second by Lee Luft to adjourn the meeting. Motion carried. Adjourned at 2:21 p.m.

Submitted by,  
Peggy Jeanquart, Recording Secretary

A handwritten signature in cursive script that reads "Peggy Jeanquart". The signature is written in black ink and is positioned below the typed name of the Recording Secretary.

Kewaunee County  
PERSONNEL, ADVISORY, AND LEGISLATIVE  
SUB-COMMITTEE MEETING

MINUTES

Date: Tuesday, August 11, 2015

Time: 2:00 p.m.

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

1. Call to Order – The meeting was called to order at 2:00 p.m. by Chairman Heuer.
2. Roll Call – Members Present: Supervisors Heuer, Luft, Romdenne and Weidner.  
  
Others Present: Scott Feldt, County Administrator, Steve Hanson, Land Information Director,
3. Approve Agenda – Luft moved, Weidner seconded to approve agenda. Motion carried.
4. Consider a motion to convene in closed session to confer with legal counsel concerning strategy to be adopted by the body with respect to litigation in which the County is or is likely to be involved pursuant to Wis. Stat. s. 19.85(1)(g); to-wit: Discuss a strategy for Kewaunee County's role, if any, in the anticipated litigation over the assessment of the Kewaunee Power Station.  
  
Weidner moved, Luft seconded to go into closed session. Motion carried unanimously.
5. Consider a Motion to Convene in Open Session. Luft moved, Romdenne seconded to return to open session. Motion carried unanimously.
6. Other Matters Authorized by Law - None
7. Next Meeting
8. Adjournment – Luft moved, Romdenne seconded to adjourn. Motion carried. Meeting adjourned at 2:52 p.m.

Submitted by:

Scott Feldt

## Chapter 5 Benefit Policies

### N. SICK LEAVE

6. **Unused sick leave.** Upon retirement, an employee shall be credited with the cash equivalent of eighty-five percent (85%) of the employee's accumulated but unused sick leave up to a maximum of seven hundred twenty (720) hours. Said monies shall remain on account with the Employer and shall be used to pay for the cost of continued group health insurance coverage until exhausted.

Retirement for the purposes of use of unused sick leave means you terminated employment with Kewaunee County and are eligible for a Wisconsin Retirement System Retirement benefit as determined by the Wisconsin Department of Employee Trust Funds within \*one year of termination. Retirement for the purposes of use of unused sick leave does not include those employees only eligible for a separation benefit under the Wisconsin Retirement System.

Eligible for a retirement benefit does not require an employee to begin taking the WRS retirement benefit. Eligible simply means the employee meets all the requirements established by ETF and could begin receiving the retirement benefit if the employee elected to do so.

\* Employees are generally not eligible for a retirement benefit until the 76<sup>th</sup> day following termination from a WRS employer. A period of one year provides employees ample time and flexibility in their retirement planning. If an employee is not eligible for a retirement benefit under WRS within one year of separation from Kewaunee County, the employee is not eligible for the use of unused sick leave policy.

NOTE: The limitations described in paragraph 8. will remain:

#### 8. **Employees hired on or after January 1, 2013:**

- a. The maximum accumulation set forth in Paragraph 2 above shall be eight hundred fifty (850) hours.
- b. The maximum accumulation set forth in Paragraph 4 above shall be eight hundred fifty (850) hours.
- c. The unused sick leave credit set forth in **Paragraph 6** above shall be seventy percent (70%) of the employee's accumulated but unused sick leave up to a maximum of five hundred ninety-five (595) hours.