

Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

Meeting Minutes

Date: Wednesday, May 11, 2016 / Time: 10:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 10:00 a.m. by Bob Weidner.

Roll Call: Members present were Scott Jahnke, Larry Kirchman, John Mastalir, Gary Paape, John Pagel, Tom Romdenne, Kaye Shillin (arrived 10:08), Linda Sinkula, Bob Weidner.

Others present: Scott Feldt, Jeff Wisnicky, Aerica Bjurstrom, Jennifer Schneider, Steve Hanson, Jack Schad, Gerald Correthers, Brandon Robinson.

Approve May 11, 2016 Personnel Committee Meeting Agenda and Approve March 9, 2016 Meeting Minutes as presented: Motion by John Pagel, second by Gary Paape to approve the May 11, 2016 agenda and to approve the March 9, 2016 meeting minutes. Motion carried unanimously.

Review Committee Duties (PAL/Executive Committee): Scott Feldt distributed a copy of the committee duties for the Personnel Committee. Bob Weidner indicated that PAL committee needs to update to an executive committee of the county that handles all policy matters that aren't the responsibility of another committee.

Personnel Report – Scott Feldt, County Administrator: Scott Feldt distributed a Personnel Report.

Scott Feldt talked about union election results. The courthouse, professional and jailor groups each did not get 51% to be in favor of a union.

Review and Possible Action to Fill

- a. UW Extension Job Description and Position
- b. Human Services Director Job Description and Position
- c. Human Services Administrative Assistant Position
- d. Land Information Office Administrative Assistant Position
- e. Circuit Court Judicial Administrative Assistant Position:

UW Extension Job Description and Position Gerald Correthers, East-Metro Regional Director UWEX was introduced. Gerald explained he was at this meeting to support UWEX in their quest to fill the position. Aerica Bjurstrom informed the committee that they did not change jobs other than shuffling the duties. Tom Romdenne reminded the committee that filing this position has the full support of the prior and current UWEX Committee. Gerald Correthers updated the committee regarding the re-organization implementation and indicated development and design/engagement meetings with counties will be held June – August of this year. Aerica informed the committee that Chancellor Cathy Sandeen may be here sometime in June/July for a Q+A.

Motion by Tom Romdenne, second by Gary Paape to approve the job descriptions as presented and fill the position as soon as possible. Motion carried unanimously.

Human Services Director Job Description and Position: Scott Feldt requested approval to fill the Human Services Director position. The advertisement has been placed. Scott is hoping to have the new Human Services Director selected by the end of May.

Motion by Linda Sinkula, second by Kaye Shillin for approval for Scott to update the job description and fill the position. Motion carried unanimously.

Human Services Administrative Assistant Position: Scott Feldt indicated he has looked closely at the Human Services department. Scott informed the committee that Human Services needs their own CPA. Scott is putting together a job description. Scott indicated the committee cannot vote on this at this time but he is making the committee aware that he is convinced a CPA needs to be put in the human services department. Scott indicated this is not an addition to staff this is a shift in duties. Scott went on to explain the current structure of the Finance portion of Human Services. Scott asked the committee if he could start the recruitment of the position and the committee had no objections.

Land Information Office Administrative Assistant Position: Steve Hanson spoke regarding changing the job title from Administrative Assistant to Real Property Assistant. Steve indicated he would like someone to step in to transition to include all real property listing duties. The wage would be the same as it is now.

Motion by Gary Paape, second by Larry Kirchman to approve the job description and fill the position. Motion carried unanimously.

Circuit Court Judicial Administrative Assistant Position: Scott Feldt indicated he has started the recruiting process with Judge Elect Keith Mehn. Scott is hoping to fill the Judicial Administrative Assistant position the first of August.

Motion by Linda Sinkula, second by Scott Jahnke to fill the position. Motion carried unanimously.

Scott Feldt asked the committee if he could begin filling the Human Services Transportation Coordinator position and next month he will ask for the official vote to fill it. The committee had no objections.

Discuss County Comprehensive Plan – Steve Hanson, Land Information Director: Brandon Robinson from Bay Lake Regional Planning Commission introduced himself to the committee. Brandon indicated that the 1) farmland preservation and 2) comprehensive plan updates have started. Land information funds are being used and grants from the State. Bob Weidner indicated that we encourage business, tourism and expansion as much as possible. Bob indicated he is hoping we could provide guidance or the plan be written in such a way that is both encouraging and enabling. Brandon Robinson displayed a Kewaunee County map with agriculture and commercial outlined. Brandon indicated agriculture was 95%. The vision to layout is asking towns where do you want to put economic growth on the map? If farmland preservation area is on the map and it is designated a growth area, then growth trumps that. Scott Feldt discussed a county wide meeting regarding the map and areas for economic growth.

Review and Possible Action – WCA Resolutions Due June 27 – Library Funding, etc.: Scott Feldt referenced a WCA letter asking if Kewaunee County wanted to present a resolution at the annual conference. Scott will bring a draft resolution to the next meeting for committee review.

Review Oconto Resolution Opposing UWEX Reorganization: The committee agreed to review this next month and to look at other resolutions from other counties as well.

Other Matters Authorized by Law: Larry Kirchman asked if new county board members were going to have an orientation here. Scott Feldt indicated he would like to have a board orientation session before the board meeting next week. Kaye Shillin discussed provisions regarding per diem pay.

Public Comment: Scott Jahnke regarding protective classification.

Next Meeting: Wednesday, June 15, 2016 at 1:00 p.m.

Adjournment: Motion by Larry Kirchman, second by Tom Romdenne to adjourn the meeting. Motion carried unanimously. Adjourned at 11:43 a.m.

Submitted by,
Peggy Jeanquart, Recording Secretary

