

Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

Meeting Minutes

Date: Wednesday, June 15, 2016 / Time: 1:00 p.m., County Board Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 1:02 p.m. by Bob Weidner.

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

Others present: Todd Every, Mary O'Leary, Dave Myers, Jack Schad, Matt Joski.

Approve June 15, 2016 Personnel Committee Meeting Agenda and Approve May 11, 2016 Meeting Minutes: Motion by John Pagel, second by Linda Sinkula to approve the June 15, 2016 agenda and to approve the May 11, 2016 meeting minutes. Motion carried.

Personnel Report

- a. Review & Approve - Position Vacancy – 1.0 FTE Human Services Transportation Coordinator
- b. Review & Approve - Position Vacancy & Job Description – 1.0 FTE Hum. Serv. Financial Accountant
- c. Review & Approve - Job Description – Human Services Director
- d. Review & Approval – Highway Department Account Clerk II .5 to 1.0 FTE

Review & Approve - Position Vacancy – 1.0 FTE Human Services Transportation Coordinator:

This is actually a .5 FTE position not a 1.0 FTE position as stated on the agenda.

Motion by Tom Romdenne, second by Kaye Shillin to approve filling the position. Motion carried.

Review & Approve - Position Vacancy & Job Description – 1.0 FTE Hum. Serv. Financial Accountant:

Jack Schad explained the needs of the department for this position.

Motion by Linda Sinkula, second by Kaye Shillin to approve the job description. Motion carried.

Motion by John Pagel, second by Scott Jahnke to approve hiring the position 1 FTE. Motion carried.

Review & Approve - Job Description – Human Services Director: The committee discussed the updated job description. Motion by Kaye Shillin, second by Gary Paape to approve the job description.

Review & Approval – Highway Department Account Clerk II .5 to 1.0 FTE: Todd Every reviewed the history of the Stock Room Clerk position with the committee. During the last 6 months, Todd and Mary O'Leary have been doing discovery on the job and duties associated with it. Todd indicated they realized some duties were more administrative than field. Todd recommended going from 1.5 FTE in the office to having 2 full time staff in the office. The Highway Committee recommended adding a .5 position.

Motion by Larry Kirchman, second by John Mastalir to accept the Highway Committee position recommendation to hire .5 FTE administrative position within the Highway Department and to let the wage issue up to the Commissioner, Highway Office Manager and County Administrator.

Motion carried.

Review & Discussion – County Board Committees – Roles and Duties: Linda Sinkula and Matt Joski commented regarding needed changes to the Law Enforcement and Emergency Management Committee Roles and Duties document. The committee will review all of the roles and duties documents at a later date with County Administrator Feldt.

Approval of Contract Between Kewaunee County & Dynamic Concepts – Completion of PSC Grant Requirements : Bob Weidner indicated the County needed to complete the feasibility study looking at another contractor. Dynamic Concepts has until the end of this month to have the study ready and submitted. The County produced a contract to engage this new company.

Motion by Tom Romdenne, second by Linda Sinkula to refer agenda item #7 Dynamic Concepts Contract with PSC to County Board for action by the County Board. Motion carried.

Discuss Comprehensive Plan – Possible appointment of a subcommittee to coordinate with other municipalities: Bob Weidner indicated he would like to appoint Larry Kirchman and Gary Paape to work with townships and others doing comprehensive plans. Bob would like this to be a subcommittee. Bob indicated he will make this an appointment at the County Board Meeting for the subcommittee.

Other Matters Authorized by Law: None

Public Comment: None

Next Meeting: July 14, 2016 at 12:00 (noon)

Adjournment: Motion by John Pagel, second by Kaye Shillin to adjourn the meeting. Motion carried. Adjourned at 2:25 p.m.

Submitted by:

Peggy Jeanquart, Recording Secretary

