Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

Meeting Minutes

Date: Thursday, July 14, 2016 / Time: 12:00 Noon / Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 12:00 noon by Bob Weidner.

Roll Call: Members present were Scott Jahnke, Larry Kirchman, John Mastalir, Gary Paape, John Pagel arrived at 12:07 p.m., Tom Romdenne, Kaye Shillin, Linda Sinkula, Bob Weidner

Others present: Scott Feldt, Matt Joski, Paul Kunesh

Approve July 14, 2016 Personnel Committee Meeting Agenda and Approve June 15, 2016 Meeting Minutes: Motion by Tom Romdenne, second by Linda Sinkula to approve the July 14, 2016 agenda and to approve the June 15, 2016 meeting minutes. Motion carried.

Administrator's Comments: Scott Feldt informed the committee that the Finance Committee is looking at ways to generate revenue and looking at expenditure cuts for the 2017 budget. August 2 will be another Finance Committee meeting. The hopes is that in August, Finance would be making recommendations to the Board regarding fees or cuts. Scott Feldt informed the committee that the Finance Committee voted to deny the claim for Roach and Associates regarding the invoice. Scott also indicated Aerica Bjurstrom will be updating Scott Feldt and Bob Weidner regarding the recent meeting regarding UW Extension re-organization.

Personnel Report: Scott Feldt informed the committee that he has appointed Bob Mattice to the Human Services Director position as of July 24, then by confirmation from the County Board. Scott Feldt has also appointed himself Co-Human Services Director. Scott Feldt distributed the Personnel Report.

Approval to Fill: Child Support Worker: Scott Feldt informed the committee of the need to fill this position. Motion by Linda Sinkula, second by Gary Paape to fill the position. Motion carried.

Approval to Fill: Register in Probate Secretary: Scott Feldt informed the committee of the need to fill this position. Motion by John Pagel, second by Tom Romdenne to approve filling this .5 position. Motion carried.

Approval to Fill: Jailer/Dispatcher (2): Sheriff Matt Joski indicated this is replacing Pam Beilke and Justin Farley. Motion by Linda Sinkula, second by Scott Jahnke to fill the 2 positions. Motion carried.

Approval: Account Clerk II Job Description : The committee reviewed/discussed the job description. Motion by Larry Kirchman, second by Gary Paape to approve the job description. Motion carried.

Approve Change to Personnel Policy – Radio Operator/Jailer Scheduling: Scott Feldt indicated there is a resolution in the Personnel Policy approving jail staff scheduling. Scott is asking to rescind the resolution to allow the Sheriff's Department to schedule a new 5,4,3,2, schedule and give them the flexibility to schedule as need be. Scott indicated the new schedule is on a trial basis and is for jailers only. Motion by John Mastalir, second by John Pagel to approve to rescind the resolution. Motion carried.

Approval: One Time Excess Vacation Payout = Sheriff's Department: Scott Feldt informed the committee that because of the flexibility and willingness of jail staff to make this new schedule work, some may lose vacation when it comes to their anniversary date. Scott indicated we want the new schedule to begin on solid footing and would prefer a one time pay out of that possible unused vacation. If we had to make the jailers use that vacation we would have to pay overtime to fill it. Under a broad review there are 176 hours of unused vacation at an estimated cost of $5,000, to pay overtime would be $6,800. Scott is recommending this one time because we want this schedule to work as it will eliminate most overtime. We don't want to penalize staff by losing vacation by following this new schedule. Motion by Gary Paape, second by Linda Sinkula to approve one time payout if needed to payout vacation for jailer staff only. Motion carried.

Discussion: Oversight Committee Structure and Roles and Duties: Scott Feldt indicated that at the last two department head meetings June 7 and June 28, he made department heads aware we were looking at the roles and duties of the committees. Many have discussed them with committees thus far. The committee, along with Sheriff Joski and Scott Feldt, reviewed Sheriff Joski's suggested wording changes to the Law/EM committee roles and duties. Linda Sinkula referenced the listing of committees that was put in the agenda packet. Scott Feldt indicated that is a first draft of what the oversight committees could look like and that it is a working document. Bob Weidner indicated that every employee should report to an oversight committee.

Discussion: Emergency Water Protocol: Bob Weidner informed the committee that DNR and EPA gave suggestions on how to solve some of our water problems. Bob Weidner indicated this committee needs to address emergency water. Bob indicated his proposal is to get the consent of the Personnel Committee to engage Scott Feldt to put together all of the working points (needs assessment, water options etc.). The committee had no objections.

Other Matters Authorized by Law: Bob Weidner suggested the Law Enforcement Committee issue a resolution regarding a job well done to our Law Enforcement Department and issue it to the full Board.

Public Comment: None

Next Meeting: August 11, 12:00 noon

Adjournment: Motion by Linda Sinkula, second by Tom Romdenne to adjourn the meeting. Motion carried. Adjourned at 2:02 p.m.

Submitted by:
Peggy Jeanquart, Recording Secretary
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