



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

Date: Wednesday, October 12, 2016 / Time: 12:00 Noon / **Training Room**  
**Kewaunee County Health and Human Services Center**, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve October 12, 2016 Personnel Committee Meeting Agenda
4. Approve September 15, 2016 Meeting Minutes
5. Adoption of HIPAA Policy
6. Adoption of Drug Endangered Children Protocol
7. Discussion and Possible Action - Pay Plan Proposal
- 7A. - Reconsideration of Employee Wage Request
8. Other Matters Authorized by Law
9. Public Comment
10. Next Meeting
11. 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, September 15, 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 12:02 p.m. by Bob Weidner.

Roll Call: Members present were Scott Jahnke, Larry Kirchman (left meeting at 1:55 p.m.), John Mastalir, Gary Paape, John Pagel, Tom Romdenne, Kaye Shillin, Linda Sinkula, Bob Weidner.

Others present: Dave Myers, Ross Loining, Jennifer Schneider, Lee Luft, Todd Every

Approve September 15, 2016 Personnel Committee Meeting Agenda: Motion by Tom Romdenne, second by John Mastalir to approve the September 15 agenda. Motion carried.

Approve August 11, 2016 Meeting Minutes : There was a question about attendance but that was reviewed with no change. Motion by Larry Kirchman, second by Tom Romdenne to approve the August 11, 2016 meeting minutes. Motion carried.

Update on County Tourism Website: Jennifer Schneider discussed the focus of the tourism website and distributed a site map for committee review and thoughts. Price points were also discussed.

Reclassification Request: Scott Feldt brought a LWCD reclassification request to the committee for committee review and action. Motion by Linda Sinkula, second by John Mastalir to deny the request. Motion carried.

Approval to Fill Transportation Coordinator Position: Scott Feldt explained that the part-time Transportation Coordinator position in Human Services has a vacancy. Scott will not fill this as a county position but will fill it as a contracted position.

Discuss Codification of County Ordinances: Jeff Wisnicky discussed his process to assemble all of the county ordinances and put them in order. The committee was asked to review the ordinances.

Review of HIPAA Policy: Jeff Wisnicky discussed the County HIPAA Policy updates. The committee was asked to review the updated policy.

Review of Drug Endangered Children Protocol: Jeff Wisnicky explained Endangered Children Protocol to the committee.

Update on Project Phoenix: Scott Feldt informed the committee that the Dynamic Feasibility Study Report was completed in a timely manner and is available on the county website. Scott explained some of the findings in the report.

Discussion of Committee Rules and Duties: Bob Weidner is delaying this discussion. Some committees have submitted a list that was approved by their department.

Review Pay Plan Proposal: Scott Feldt distributed his pay plan proposal. Scott explained the process he used to develop the pay plan. Scott explained this is a step plan that is sustainable as well as gives the employees a clear path of where their pay is going to go in the future and has rationale why you are getting a raise and not getting a raise. The proposed pay plan assumes a 1.5% wage increase and in addition the cost of living increase. Scott asked the committee to review the document.

Discuss Donation of Items to County 1) Hinesh Tractors 2) painting: Scott Feldt asked the committee for clarification on donation of items vs lending of items to the County. The committee responded that they would rather the County not accept lending of items. Items for donation will be brought in front of the committee for acceptance/approval.

Other Matters Authorized by Law: Scott Feldt distributed the Personnel Report.

John Mastalir inquired that since we brought up codification of ordinances is now the time to bring up to date or create a policy manual of the entire County such as departmental policies. Discussion followed regarding each individual department reviewing their department policies annually and keeping their own binder up to date.

Bob Weidner explored the topic of taking votes by phone in meetings with the committee. We don't have an existing policy. The committee agreed to not entertain this topic at this time.

Bob Weidner informed the committee he is monitoring the fees we are getting for the library system. Bob suggested ways to get more information out to the public. Bob will continue to talk to the townships.

Public Comment: None

Next Meeting : The next meeting was previously set for October 12 at noon.

Adjournment: Motion by Linda Sinkula, second by Scott Jahnke to adjourn the meeting. Motion carried. Adjourned at 2:15 p.m.

Submitted by:  
Peggy Jeanquart, Recording Secretary

