



MINUTES

Personnel and Veterans Service

March 8, 2010
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Steve Dill, Ken Keller, Jerry Martens and Connie Seefeldt

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Boivin, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, Supervisor Russ Bauer, Shaun McHugh-Business Representative for Highway Union, Carl Meverden-Highway Construction/Maintenance Supervisors, Steve Berman – Highway Union Steward

1. Call to order

Chair Seefeldt called the meeting to order at 9:00 a.m.

2. Agenda

Motion (Dill/Martens) to approve the agenda and addendums. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Martens/Dill) to approve the minutes of February 12, 2010. Motion carried.

5. Highway Grievance

Motion (Martens/Keller) to deny Highway Grievance relating to forestry work dated September 10, 2009. Motion carried.

6. WCA Education Seminar

Motion (Casper/Martens) to approve committee members attendance at WCA seminar "From Hiring to Firing and Steps In-Between" in Stevens Point, Monday, March 29, 2010. Motion carried. Voting No – Supervisor Keller

7. Resolution Opposing Classification of Jailers as Protective Occupation

Motion (Keller/Martens) to recommend County Board adopt resolution opposing Assembly Bill 634 classifying county jailers as protective occupation participants. Motion carried. Exhibit A

8. Human Resources Director's Report

Exhibit B

9. Schedule of Vouchers

Motion (Casper/Dill) to approve payment of Schedule of Vouchers totaling \$2,531.33. Motion carried.

10. Future Agenda Items

None

11. Creation and Deletion of Highway IUOE Local 139S Positions

Motion (Casper/Martens) to recommend County Board create the following Highway IUOE Local 139S positions effective March 30, 2010:

Pembine Shop One state patrol/bridgetender position
Crivitz Shop One screed operator position
Crivitz Shop One paver operator position

and eliminate the following Highway IUOE Local 139S positions as positions are vacated but not later than May 14, 2010:

Peshtigo Shop One heavy truck operator position
Peshtigo Shop One grader position
Peshtigo Shop One screed operator position
Peshtigo Shop One paver operator position
Crivitz Shop One heavy truck operator position
Pembine Shop One heavy truck operator position

Motion carried. Exhibit C

12. Court Security Officer LTE Position

Motion (Keller/Martens) to recommend County Board creation of a Court Security Officer LTE position not to exceed 599 hours annually, pending Law Enforcement Committee approval. Motion carried. Exhibit D

13. Closed Session

Motion (Dill/Martens) to enter closed session at 10:23 a.m. per Wisconsin Statute 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to-wit: WPPA and Highway Union negotiations

Roll Call Vote - All supervisors present voting yes. Motion carried.

Present: Committee members, Corporation Counsel, HR Director and County Administrator

14. Open Session

Motion (Casper/Keller) to enter open session at 11:15 a.m. per Wisconsin Statute 19.85 (2). Motion carried.

15. Adjournment

Motion (Martens/Casper) to adjourn at 11:16 a.m.

Next meeting date: April 9, 2010

BobbieJean Boivin
Marinette Deputy County Clerk

Date approved/corrected:

RESOLUTION No. _____

**RESOLUTION OPPOSING 2009 ASSEMBLY BILL 634 CLASSIFYING
COUNTY JAILERS AS PROTECTIVE OCCUPATION PARTICIPANTS**

WHEREAS, Assembly Bill 634 would specifically classify county jailers as protective occupation participants; and,

WHEREAS, the state of Wisconsin has had a long history of collective bargaining between counties and their respective employees and this collective bargaining resulted in a process whereby bargaining units and county Employers engage in labor negotiations regarding such topics; and,

WHEREAS, it is a much more efficient process if county employers and bargaining units are able to negotiate whether certain positions are protective status qualified; and,

WHEREAS, a bill introducing protective status for jailers is an expensive and financially exponential benefit; and,

WHEREAS, this would increase Marinette County's contribution to the Wisconsin Retirement system for correctional officers substantially; and,

WHEREAS, this increase in benefits would be borne entirely by the Marinette County taxpayers.

THEREFORE BE IT RESOLVED, the Marinette County Board of Supervisors is opposed to the passage of Assembly Bill 634.

BE IT FURTHER RESOLVED, a copy of this resolution is to be provided to the Governor James Doyle, members of the Legislature representing Marinette County, other Wisconsin counties through their respective County Clerks and the Wisconsin Counties Association.

Hereby granted this _____ day of _____ 2010 by a majority of a quorum of the Marinette County Board of Supervisors.

George Bousley, Chairperson

Katherine K. Brandt, County Clerk

Recommended: Personnel and Veterans Service Committee

Date:



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
 Personnel Agenda Report

Personnel Committee Date: **March 8, 2010**

WORKER'S COMPENSATION

Description of Injury

Cut on Forehead
 Soar left leg, lower-right back, neck
 Irritated left eye
 Cut on tip of right thumb
 Headache

Report Type

Medical
 Medical
 Report Only
 Report Only
 Report Only

Total Number of Claims this Month: 5 2 - Medical, 3 - Report Only, 0 - Lost Time
 YTD Lost Time: 0
 Pending YTD Lost Time: 0

Updates/Additional Comments:

DEPARTMENT OF COMMERCE

Monthly Trainings

March Defensive Driving
 April Heat Stress Safety

EXITING EMPLOYMENT

Resignations ---
 Retirements 1
 Layoffs ---
 Dismissals ---

NEW HIRES

Date of Hire	Job Title	Department

POSTINGS

Date Closed	Job Title	Department
02/19/2010	Library Assistant, Stephenson – 50%	Library
03/02/2010	CCO 40-Hour Fill	Sheriff
03/02/2010	CCO 40-Hour Fill, TEMPORARY	Sheriff
03/03/2010	Adult Protective Services Social Worker	Health & Human Services
03/10/2010	Library Assistant, <600 Coleman	Library
03/10/2010	In-Home Social Worker	Health & Human Services

JOB DESCRIPTIONS

Health & Human Services	3
Courts	1
District Attorney	1
Child Support	1
Emergency Management	1

NOTE: Will be working with Administration to update non rep job descriptions with annual review process.

Analysis of Highway Division Positions by Shop

CLASSIFICATION	PESHTIGO SHOP		CRIVITZ SHOP		PEMBINE SHOP		TOTAL CLASS
	Current	Adjust Proposed	Current	Adjust Proposed	Current	Adjust Proposed	
DOZER OPERATOR	1	1		0		0	1
EXCAVATOR OPERATOR	1	1		0		0	1
CHIEF MECHANIC	1	1		0		0	1
MECHANIC	1	1	1	1		0	2
SIGN PAINTER	1	1		0		0	1
TRACTOR TRAILER OPERATOR/TIRE CHANGER	1	1		0		0	1
GRADER OPERATOR	2	(1)	1	1	1	1	3
PAVER OPERATOR	1	(1)		1		0	1
SCREED OPERATOR	1	(1)	1	1	2	0	2
ROLLER OPERATOR			1	1		0	1
LOADER OPERATOR			1	1		0	1
FUEL TRUCK OPERATOR			1	1		0	1
STATE PATROL BRIDGETENDER	4		2	2	1	1	8
HEAVY TRUCK OPERATOR	3	(1)	3	(1)	3	(1)	6
TOTAL # EMPLOYEES	17	(4)	11	1	5	0	30



MARINETTE COUNTY
LIMITED TERM EMPLOYEE/PROJECT POSITION EMPLOYEE
REQUEST FORM

Complete and Submit to the Finance Director for Funding Approval

Employment Requested:

- Limited Term Employee (599 or less total hours in 12 month period)
Project Position Employee

Department: SHERIFF
Position Reports to: ''
Total Hours: 450 OR LESS
Pay Rate: \$ 15.50
Number of Positions: 1

Justification:

PLEASE SEE ATTACHED.

Qualifications

- Specialized
Attach copy of updated job description
Office/Clerical
Complete the following if applicable:
Microsoft Excel 2000 - Standard (0-100)
Microsoft Word 2000 - Standard (0-100)
Typing (0-100)

If you feel additional testing is required, please list tests along with justification.

Department Head Signature:

James Kankkula

03/01/2010

Funding Approval (Finance Director)

NOTE: It is the responsibility of the Department to ensure funding is approved

- Funding is available through Salaries WITHOUT Fringes (Object 112)
Funding is available through Salaries WITH Fringes (Object 111), Department must obtain signed approval from County Administrator to transfer funds.
Funding is NOT available through Salaries WITHOUT or WITH Fringes, Department must obtain the following:
1. Signed approval from County Administrator to transfer funds
2. Signed approval from Governing Committee Chairperson and Governing Committee minutes recommending Personnel Committee creates position and Finance Committee considers budget transfer
3. Signed approval from Personnel Committee Chairperson or Personnel Committee minutes approving position
4. Signed approval from Finance Committee Chairperson or Finance Committee minutes approving the transfer of funds
5. County Board minutes approving position and/or transfer of funds

Account Number:

Finance Director:

County Administrator:

Governing Committee Chair:

Personnel Committee Chair:

Finance Committee Chair:

Approval lines for Finance Director, County Administrator, Governing Committee Chair, Personnel Committee Chair, Finance Committee Chair.

Department must submit completed form to Human Resources once funding is approved.

Justification for LTE Position Request

The Sheriff Department is requesting using a LTE to fill in for the Court Security Officer during his/her absences such as vacation, sick, special assignment, and training. This will avoid the necessity of removing other patrol deputies from their duties to replace the Court Security Officer and will also reduce overtime.

The LTE position will have limited powers to arrest when acting as the Court Security officer. The powers will be limited to arrest when acting as the Court Security Officer. The LTE Court Security position will not have other powers of arrest or law enforcement.

Job Description

This position is a fill-in Court Security Officer. Responsibilities include providing court security within the Courthouse and on Courthouse grounds. Additional duties include making financial deposits for Marinette County Departments.

Qualifications:

- Requires United States Citizenship
- Must be 21 years of age or older
- Requires established residency in Marinette County
- Must be Law Enforcement Certifiable, having completed Department of Justice Training and Standards for law enforcement officers
- Must not have been convicted of a felony, unless the judgment of conviction has been reversed or a complete pardon has been granted
- Possess and maintain an insurable valid driver's license