



## MINUTES

### Personnel and Veterans Service

April 9, 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, County Administrator Steve Corbeille, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, Sheriff Jim Kanikula, Chief Deputy Jerry Sauve, Civilian Jail Administrator Bob Majewski, Health and Human Services Finance Director Glenn Sartorelli, Supervisors Russ Bauer and Vilas Schroeder, and Peshtigo Times

#### 1. Call to order

Chair Seefeldt called the meeting to order at 9:15 a.m.

#### 2. Agenda

Motion (Martens/Casper) to approve the agenda as amended. Motion carried.

#### 3. Public Comment

None

#### 4. Minutes

Motion (Dill/Martens) to approve the minutes of March 8<sup>th</sup> and 30<sup>th</sup>, 2010. Motion carried.

#### 5. Increasing Public Health Nurse Position from 50% to 60%

Motion (Casper/Dill) to recommend County Board approve increasing the Public Health Nurse position from 50% to 60% through December 2010, utilizing ARRA funding for Immunization Initiative. Motion carried. Exhibit A

## **6. Restore Entry Level Sheriff Deputy Position**

(Main)

Motion (Keller/Dill) to recommend County Board approve to restore and equip an entry level Sheriff Dept. deputy position, effective 1/1/2011.

(Amendment)

Motion (Keller/Seefeldt) to forward the Law Enforcement Committee recommendation to restore and equip an entry level Sheriff Dept. deputy position, effective 1/1/2011 without recommendation to County Board. Motion failed. Voting No – Supervisors Casper, Dill, and Martens

(Amendment)

Motion (Casper/Dill) to forward Personnel Committee recommendation to not restore and equip an entry level Sheriff Dept. deputy position, effective 1/1/2011 to County Board . Motion carried. Voting No Supervisor Martens

Main motion as amended passes. Voting No – Supervisors Keller and Martens

See Law Enforcement Minutes of 4/05/2010 for position information.

## **7. Continue Inmate Education and Program Correction Officer Position**

(Main)

Motion (Keller/Dill) to recommend County Board approve continuing the Inmate Education & Programs Correction Officer position after federal grant funding plus extension ends (Federal grant funding to end 8/31/2011, with potential to be extended to 12/31/2011).

(Amendment)

Motion (Seefeldt/Casper) to recommend County Board approve continuing the Inmate Education & Programs Correction Officer position to 12/31/2011 if grant funds are extended to 12/31/2011. Voting No – Supervisor Keller

Main motion as amended carried.

See Law Enforcement Minutes of 4/05/2010 for position information.

**8. Continue Three Correction Officer Positions**

Motion (Martens/Casper) to recommend County Board approve continuing three Correction Officer positions, funded 50% by federal grant funding, to 12/31/2011, if grant funds are extended to 12/31/2011. Motion carried. Voting No – Supervisor Keller

See Law Enforcement Minutes of 4/05/2010 for position information.

Break 10:45 a.m. to 10:55 a.m.

**9. WCA Educational Seminar “From Hiring to Firing-and Steps in-between”**

Report from Supervisors Dill and Casper on the WCA educational seminar .

**10. Human Resources Director’s Report**

Exhibit B

**11. Future Agenda Items**

Administration will bring a consortium recommendation for random/post-accident/on-site drug/alcohol testing.

**12. Closed Session**

Motion (Martens/Dill) to enter closed session at 11:42 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 Bargaining

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

Present: Committee members, Corporation Counsel, HR Director, County Administrator, and Supervisors Vilas Schroeder and Russ Bauer

Supervisor Ken Keller excused at 11:50 a.m.

### **13. Open Session**

Motion (Casper/Dill) to enter open session at 1:05 p.m. per Wisconsin Statute 19.85 (2).  
Motion carried.

Motion (Dill/Casper) to recommend County Board approve International Union of Operating Engineers Local #139 Agreement (Highway employees) effective 1/1/2010 – 12/31/2012. Motion carried.

### **14. Schedule of Vouchers**

Motion (Casper/Martens) to approve payment of Schedule of Vouchers totaling \$3,424.30. Motion carried.

### **15. Adjournment**

Motion (Martens/Dill) to adjourn at 1:08 p.m.

Next meeting date: May 4, 2010 at 10:00 a.m. with an alternate date of May 11, 2010 at 9:00 a.m., pending scheduling with AFSCME union

BobbieJean Boivin  
Marinette Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY  
NEW PERSONNEL REQUEST FORM

EXHIBIT A

Steps to Be Completed

1. Begin job description process with Human Resources by March 15<sup>th</sup> to complete draft job description by March 31<sup>st</sup>. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
2. Complete Department Section of New Personnel Request Form and submit to Human Resources by March 15<sup>th</sup>.
3. Submit draft job description and fully completed New Personnel Request Form to Administration by April 1<sup>st</sup>. The County Administrator will review the draft job description, the new personnel request form and follow the process outlined in 1.10 Classification and Compensation Plans, (a) Classification Plan, (4) Establishing Positions, of the Personnel Policies & Procedures Manual.
4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

Department Completes and submits to Human Resources by March 15<sup>th</sup>

Department: HEALTH & HUMAN SERVICES Position Type:  Permanent 50%  
 Seasonal (14 wks max)  
 Department Head: ROBIN ELWNER  
 Project (6 mos-2yrs)  
 Position Title: PUBLIC HEALTH NURSE  
 LTE (599 hours max)  
 Old Position Title: SAME  
 Justification for Position: See Reverse Side SEE ATTACHED

Human Resources Completes and submits to Finance

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> AFSCME LOCAL 1752 (Courthouse) | <input checked="" type="checkbox"/> | AFSCME LOCAL 1752A (Professional)        |
| <input type="checkbox"/> AFSCME LOCAL 1752 (Library)    | <input type="checkbox"/>            | IUOE, Local 139 (Highway Union)          |
| <input type="checkbox"/> WPPA (Deputies)                | <input type="checkbox"/>            | Non-Union (Chapter 4, Code of Ordinance) |

Union Acknowledgement:

Name (Print): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Status:

- New Position  
 Modified Position  
 Additional of Current Position

Hours per Week: \_\_\_\_\_  
 Hours per Year: 60%

Effective Start Date of Position: UPON PASSAGE BY COUNTY BOARD  
3-24-10 4:20pm

Human Resources Initials: \_\_\_\_\_

Finance Completes and returns to Administration

Account Number: \_\_\_\_\_  
 Funding taken from: SEE ATTACHED

Cost of Request:

Wages: \$ _____	Workers Comp: \$ _____
FICA: \$ _____	Life Insurance: \$ _____
Retirement: \$ _____	Longevity: \$ _____
Other (explain): _____	\$ _____
<b>Total Cost:</b> \$ _____	<b>Finance Initials:</b> _____

Approval

Department Head:	<u>Robin Elwner, MScW</u>	<u>3/22/10</u>
County Administrator:	<u>[Signature]</u>	<u>3/24/2010</u>
Committee of Jurisdiction Chair:	<u>Minutes Attached</u>	____/____/____
Personnel Committee Chair:	_____	____/____/____
Finance Committee Chair:	_____	____/____/____
County Board Chair:	_____	____/____/____

*if applicable*

Personnel Request Justification:

Marinette County Health & Human Services (Public Health) was notified in January of the availability of immunization funds from the American Recovery and Reinvestment Act (ARRA) of 2009. Our award of \$9,082 is to increase the number of children and adults who are adequately immunized in our county. This contract runs through Dec 31, 2011, however, the state requested we obligate all funds in 2010 if possible. These funds will be used to complete installation of an alarm system for vaccines and to increase nursing time to administer vaccines at WIC clinics and school based flu clinics this fall.

Request: Increase Public Health Nurse 50% position to 60% until December 31, 2010. We will increase part-time nurse by two days a month to add time for additional immunization activities.

Mary Mursau, RN  
Public Health Director

payments. Funds remain to help prevent disconnects but, as of this date, it is unlikely that there will be any funds remaining to prebuy propane and fuel oil during the summer months. Linda Djupstrom will take a pro-active measure by requesting that funds from those counties who have excess be diverted to those counties needing additional funds.

**12. Update/Report on the Mississippi Valley Health Services Commission (MVHS) meeting held on March 3, 2010. Discussion only.**

Robin Elsner and Bob Fraik participated in a MVHS phone conference on March 3, 2010. MVHS is running about 10% light on its census. Currently, Marinette County has three placements at MVHS. Outagamie and Winnebago Counties are in the process of joining MVHS which will, eventually, increase the census. Admission policies need to be developed and both Robin and Bob were asked to participate in the drafting process of those policies to admit new members.

**13. Public Health Activity Report for February 2010.**

**A. Communicable Disease Report** – The February Public Health Activity Report was reviewed. Of note, Health Officer, Mary Mursau, stated there was a high number of Chlamydia cases (10), there was one case of cadmium metal poisoning, one case of lead poisoning, and one case of a latent tuberculosis infection. Lyme Disease (3) reports continue even though it is not tick season. Discussion followed on testing sites for sexually transmitted diseases. The H1N1 flu vaccinations have dropped off from 1,700 in January to 131 in February. Vaccine is still available at the Health Department free.

**B. Consider and Act on Request to increase 50% PHN to 60% with ARRA Funding for Immunization Initiative.**

**MOTION (Bauer/Cassidy)** to increase the Public Health PHN position from 50% to 60% with ARRA Funding for Immunization Initiative until the end of 2010 and forward on to the Personnel Department and County Board for approval. Motion carried. No negative vote.

**C. County Health Rankings. Discussion only.**

Mary distributed copies of the *County Health Rankings* showing a Snapshot 2010: Marinette County. Marinette County ranked 63 out of 72 counties. Because some factors were changed in compiling the data, the report is presented differently than last year and for that reason the results should not be compared to last year's. This is the first year the Population Health Institute, which is part of the University of Wisconsin School of Medicine and Public Health, was commissioned to study all states.

The Health Department is planning to conduct its third "Community Health Assessment" in 2011. This snapshot will be a useful tool for identifying health behaviors in need of change.



# MARINETTE COUNTY HUMAN RESOURCES DEPARTMENT Personnel Agenda Report

Personnel Committee Date: **April 9, 2010**

### WORKER'S COMPENSATION

<b>Description of Injury</b>	<b>Report Type</b>
Sore right heel/knee/back	Report Only
Sore right ring finger	Report Only
Sore/burning back/shoulder/arm	Medical

Total Number of Claims this Month: 3      1 - Medical, 2 - Report Only, 0 – Lost Time  
 YTD Lost Time: 0  
 Pending YTD Lost Time: 0

Updates/Additional Comments:

### DEPARTMENT OF COMMERCE

#### **Monthly Trainings**

April                      Heat Stress Safety

### EXITING EMPLOYMENT

Resignations                      2  
 Retirements                      2  
 Layoffs                              ---  
 Dismissals                         ---

### NEW HIRES

<b>Date of Hire</b>	<b>Job Title</b>	<b>Department</b>
03/18/2010	Library Assistant – Stephenson, <600	Library
03/31/2010	Library Assistant – Coleman, <600	Library
04/01/2010	CCO, 40-Hour Fill (50% Permanent, 50% Grant)	Sheriff
04/01/2010	Library Assistant – Crivitz, <600	Library
04/05/2010	Receptionist	Health & Human Services
04/08/2010	CCO, 40-Hour Fill (50% Permanent, 50% Grant)	Sheriff

### POSTINGS

<b>Date Closed</b>	<b>Job Title</b>	<b>Department</b>
03/17/2010	CCO 40-Hour Fill, TEMPORARY	Sheriff
03/29/2010	State Patrol/Bridgetender – Crivitz	PW – Highway TAKEN DOWN
03/31/2010	Child Support Specialist	Child Support
04/06/2010	State Patrol/Bridgetender – Crivitz	PW – Highway
04/08/2010	State Patrol/Bridgetender – Pembine	PW – Highway
04/08/2010	Asphalt Paver Operator – Crivitz	PW – Highway
04/08/2010	Screed Operator – Crivitz	PW – Highway
04/12/2010	Treasurer	Treasurer

### 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.