



MINUTES

Personnel and Veterans Service

May 13, 2016
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Russ Bauer, Mike Behnke, Ken Keller, and Joe Policello

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator Shawn Hennessee, Supervisor Kathy Just, Veterans Service Officer Bill Kowalski, Eagle Herald and Peshtigo Times

1. Call to order

Chair Joe Policello called the meeting to order at 9:30 a.m.

2. Agenda

Motion (Behnke/Bauer) to approve agenda. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Policello/Anderson) to approve minutes of March 11, 2016. Motion carried.

5. Extended Leave of Absence for Courthouse Employee

Motion (Anderson/Behnke) to approve extended leave of absence for courthouse employee until May 1, 2016. Motion carried.

6. Human Resources Director's Report

Exhibit A

7. Schedule of Paid Invoices

Committee reviewed March and April Schedule of Paid Invoices.

8. Future Agenda Items

9. Adjournment

Motion (Bauer/Anderson) to adjourn at 10:28 a.m. Motion carried.

Next meeting date: Thursday, June 9, 2016 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: May 13, 2016 (No April 2016 Meeting)

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include Sore lower back, Acute Corneal Abrasion, R Eye, Irritated R Eye, Sore R shoulder, tailbone, neck, Spit in Face, Twisted R ankle, Hairline fracture R ankle.

Total Number of Claims this Month: 7 3 - Medical, 4 - Report Only, 0 - Lost Time
2016 YTD Lost Time: 0
Pending YTD Lost Time: 0
Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

- March Chainsaw Safety
April Traffic Control & Work Zone Safety
May Hearing Protection

EXITING EMPLOYMENT

Table with 2 columns: Category, Count. Rows include Resignations (3), Retirements (4), Layoffs (---), Dismissals (1).

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Lists various hires from 03/14/2016 to 06/01/2016 across departments like Dispatch, Health & Human Services, Highway, Land Information, etc.

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Lists open positions like Deputy Treasurer, Dispatcher, Parks Caretaker, and Dispatcher (40-Hour Fill).

04/20/2016	Dispatcher; Nights	Dispatch
04/21/2016	CCO; 40-Hour Fill	Sheriff
04/28/2016	EO II	Highway
04/29/2016	Dispatcher – Nights	Dispatch
05/03/2016	After Hours Crisis Worker	Health & Human Services
05/05/2016	Economic Support Worker	Health & Human Services
05/18/2016	Dispatcher – 40-Hour Fill	Health & Human Services

JOB DESCRIPTIONS

- All applicable HHS positions requiring data entry/recording client contacts verbiage into new computer programs/software.
- Accountant – Finance, pending change status from County Administrator
- Forestry & Parks Administrator, pending change status from County Administrator
- Legal Secretary – District Attorney’s Office