



## MINUTES

### Personnel and Veterans Service

June 11, 2010  
Jury Assembly Room  
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, and Connie Seefeldt  
MEMBERS EXCUSED: Supervisors Steve Dill and Jerry Martens  
OTHERS PRESENT: Deputy County Clerk BobbieJean Boivin, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator Steve Corbeille, Veterans Service Officer Bill Kowalski and Peshtigo Times

#### 1. Call to order

Chair Seefeldt called the meeting to order at 9:03 a.m.

#### 2. Agenda

Motion (Casper/Keller) to approve agenda. Motion carried.

#### 3. Public Comment

None

#### 4. Minutes

Motion (Casper/Keller) to approve minutes of May 4, 2010. Motion carried.

#### 5. Eliminate the Highway IUOE Local 139S Heavy Truck Position in Crivitz

Motion (Keller/Casper) to recommend County Board eliminate the Highway IUOE Local 139S Heavy Truck position at Crivitz effective July 16, 2010. Motion carried.

#### 6. WCA Seminar "Collective Bargaining and Binding Arbitration"

Motion (Seefeldt/Casper) to approve committee members attending WCA seminar entitled "Collective Bargaining and binding Arbitration" in Pewaukee, WI on Monday, July 26, 2010. Motion carried.

**7. WCA Seminar “Health Care Reform and the Effect on Local Government”**

Motion (Casper/Seefeldt) to approve committee members attending WCA seminar entitled, “Health Care Reform and the Effect on Local Government” in Stevens Point, WI on Monday, June 28, 2010. Motion carried.

**8. Non-Rep Hours Worked and Employee Time Recording Procedures**

Discussion on non-represented employee hours. The committee would like to see the report on an annual basis. Exhibit A

**9. Finance Director’s Interim Work with City of Marinette**

Exhibit B

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

Exhibit C

**11. Schedule of Vouchers**

Motion (Casper/Seefeldt) to approve payment of Schedule of Vouchers totaling \$7,364.40. Motion carried.

**12. Veteran Service Officer Report**

- Federal VA and State WDVA Benefits, 2009 final figures, program update
- Veterans Service Commission – meeting expenditures
- M&M DAV Van Transportation Program, 2009 final figures, program update
- CVSOT Training, Presentations, Meetings, etc.

**13. Future Agenda Items**

None

**14. Closed Session**

Motion (Seefeldt/Casper) to enter closed session at 10:11 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 negotiations

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

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

**15. Open Session**

Motion (Casper/Seefeldt) to enter open session at 11:20 a.m. per Wisconsin Statute 19.85 (2). Motion carried.

**16. Adjournment**

Motion (Keller/Casper) to adjourn at 11:20 a.m.

Next meeting date: July 12, 2010 at 10:00 a.m.

BobbieJean Boivin  
Deputy County Clerk

Date approved/corrected:

## Marinette County Non-Represented Employee Hours

2009 Hours

Reporting Range 1/1/09 through 12/26/09

Number of Working Days in Report Range: 257

	A		B	C	D	E
Employee Name	Average Hours Worked (B divided by C)	2009 Total Unpaid Hours	Employee Hours Worked	Days Worked (261 less D (Days not Worked))	Days Not Worked (E divided by base hours)	Vacation, Holiday & Other Non-work Hours
Aleson	7.17	39.25	1650.25	230.14	26.86	188.00
Baker	8.57	358.25	1953.00	227.82	29.18	204.25
Bender-Krachey	8.67	127.00	1732.50	199.86	57.14	400.00
Boyle	7.38	89.00	1744.25	236.46	20.54	143.75
Burmeister	7.97	220.00	1812.00	227.43	29.57	207.00
Christensen	7.52	110.50	1595.00	212.07	44.93	314.5
Corbeille	8.31	269.50	1705.00	205.07	51.93	363.50
Camps	7.28	57.00	1504.50	206.79	50.21	351.50
Cleereman	8.00	215.50	1731.50	216.57	40.43	283.00
Cleven	7.51	109.75	1608.50	214.11	42.89	300.25
Dionne	7.72	154.50	1650.00	213.64	43.36	303.50
Djupstrom	7.64	132.00	1579.25	206.75	50.25	351.75
Drier	7.47	98.25	1559.75	208.79	48.21	337.50
Elsner	7.59	119.04	1610.84	212.29	44.71	313.00
Holtger	7.37	73.95	1475.70	200.25	56.75	397.25
Kass	7.75	154.75	1602.50	206.82	50.18	351.25
Kowalski	7.75	152.50	1583.50	204.43	52.57	368.00
Lefebvre	7.70	147.00	1613.00	209.43	47.57	333.00
Marzofka	9.01	449.00	2014.00	223.57	33.43	234.00
Mattison	7.23	47.50	1497.50	207.14	49.86	349.00
Matykowski	8.00	219.50	1753.50	219.14	37.86	265.00
Mursau	8.23	267.50	1795.50	218.29	38.71	271.00
Parkansky	7.14	28.50	1430.00	200.21	56.79	397.50
Sartorelli	7.84	182.00	1706.00	217.71	39.29	275.00
Schultz	7.95	216.00	1808.00	227.43	29.57	207.00
Scott	7.54	112.75	1575.75	209.00	48.00	336.00
Strassler	7.26	58.00	1595.25	219.61	37.39	261.75
Thiele	7.21	46.25	1615.25	224.14	32.86	230.00
Villas *	7.14	28.75	1533.00	214.71	41.29	289.00

5/21/2010

Unpaid Hours Report.xls

Prepared by Finance

# Marinette County Non-Represented Employee Hours

2009 Hours

Reporting Range 1/1/09 through 12/26/09

Number of Working Days in Report Range: 257

	A		B	C	D	E
Employee Name	Average Hours Worked (B divided by C)	2009 Total Unpaid Hours	Employee Hours Worked	Days Worked (261 less D (Days not Worked))	Days Not Worked (E divided by base hours)	Vacation, Holiday & Other Non-work Hours

Exempt Employees - 8 Hour	Albright	8.16	36.00	1797.25	220.16	36.84	294.75
	Baranek *	10.27	286.50	1296.50	126.25	23.75	190.00
	Desotell	9.81	411.50	2233.00	227.69	29.31	234.50
	Duddek	10.80	606.00	2431.00	225.13	31.88	255.00
	Hansen	8.31	67.75	1824.50	219.59	37.41	299.25
	Majewski	8.22	47.00	1722.25	209.41	47.59	380.75
	Meverden	10.25	501.00	2279.00	222.25	34.75	278.00
	Powers	8.11	24.75	1789.75	220.63	36.38	291.00
	Sauve	8.33	68.50	1728.50	207.50	49.50	396.00
	Schoen *	8.00		1289.50	161.11	48.89	391.09
	Yoder	8.74	168.45	1980.35	226.49	30.51	244.10
Zimmerman	8.41	92.50	1908.00	226.94	30.06	240.50	

Non-Exempt	Gross	7.25	52.75	1539.75	212.43	44.57	312.00
	Schingick	7.26	49.50	1491.75	205.54	51.46	360.25
	Sullivan	7.08	17.25	1466.75	207.07	49.93	349.50
	Yates	7.10	20.00	1461.75	205.96	51.04	357.25
	Mans	7.59	130.25	1679.50	221.32	35.68	249.75
	Vienstenz	7.38	9.25	1556.25	211.00	46.00	322.00

\* Villas - 1 unpaid day (snow day) taken in 2009

\* Schoen - became non-represented 8 hour employee on 3/9/09

\* Baranek - became non-represented 8 hour employee on 5/31/09

5/21/2010

Unpaid Hours Report.xls

Prepared by Finance

# Marinette County Non-Represented Employee Hours

2010 Hours

Reporting Range 12/27/09 through 5/1/10

Number of Working Days in Report Range: 90

	A		B	C	D	E
Employee Name	Average Hours Worked (B divided by C)	2010 Total Unpaid Hours	Employee Hours Worked	Days Worked (261 less D (Days not Worked))	Days Not Worked (E divided by base hours)	Vacation, Holiday & Other Non-work Hours
Aleson	7.12	8.50	512.00	73.14	16.86	118.00
Baker	8.04	86.25	579.25	82.75	7.25	50.75
Bender-Krachey	8.76	45.00	628.00	76.86	13.14	92.00
Boyle	7.46	37.75	569.75	81.39	8.61	60.25
Burmeister	8.10	92.00	585.50	83.64	6.36	44.50
Christensen	7.36	29.00	561.25	80.18	9.82	68.75
Corbeille	8.13	90.00	556.50	79.50	10.50	73.50
Camps	7.20	15.00	515.50	73.64	16.36	114.50
Cleereman	7.61	50.75	577.75	82.54	7.46	52.25
Cleven	7.07	5.25	543.75	77.68	12.32	86.25
Dionne	7.87	63.25	511.50	73.07	16.93	118.50
Djupstrom	7.26	19.25	526.25	75.18	14.82	103.75
Drier	7.84	59.50	495.00	70.71	19.29	135.00
Elsner	8.12	89.00	554.50	79.21	10.79	75.50
Holtger	7.45	32.75	510.00	72.86	17.14	120.00
Kass	8.20	99.00	576.25	82.32	7.68	53.75
Kowalski	7.86	66.00	536.50	76.64	13.36	93.50
Lefebvre	7.11	8.00	526.00	75.14	14.86	104.00
Marzofka	9.07	153.50	519.50	74.21	15.79	110.50
Mattison	7.25	19.50	554.00	79.14	10.86	76.00
Matykowski	7.52	26.50	354.50	50.64	9.36	65.50
Mursau	8.30	107.00	576.50	82.36	7.64	53.50
Parkansky	7.05	3.25	446.50	63.79	26.21	183.50
Sartorelli	8.03	85.00	580.00	82.86	7.14	50.00
Schultz	8.20	95.00	554.50	79.21	10.79	75.50
Scott	7.73	51.50	493.50	70.50	19.50	136.50
Strassler	7.22	17.00	550.00	78.57	11.43	80.00
Thiele	7.22	18.00	580.50	82.93	7.07	49.50
Villas	7.12	10.25	578.50	82.64	7.36	51.50

Exempt Employees - 7 Hour

# Marinette County Non-Represented Employee Hours

2010 Hours

Reporting Range 12/27/09 through 5/1/10

Number of Working Days in Report Range: 90

	A		B	C	D	E	
Employee Name	Average Hours Worked (B divided by C)	2010 Total Unpaid Hours	Employee Hours Worked	Days Worked (261 less D (Days not Worked))	Days Not Worked (E divided by base hours)	Vacation, Holiday & Other Non-work Hours	
Exempt Employees - 8 Hour	Albright	8.22	19.50	696.00	87.00	3.00	24.00
	Baranek	10.36	159.00	540.00	67.50	22.50	180.00
	Desotell	9.82	150.50	660.00	82.50	7.50	60.00
	Duddek	10.28	188.50	662.00	82.75	7.25	58.00
	Hansen	8.44	36.25	654.00	81.75	8.25	66.00
	Majewski	8.13	9.50	584.25	73.03	16.97	135.75
	Meverden	10.18	191.50	702.00	87.75	2.25	18.00
	Powers	8.11	9.25	659.00	82.38	7.63	61.00
	Sauve	8.20	17.00	679.00	84.88	5.13	41.00
	Schoen	8.00		595.25	74.41	15.59	124.75
	Yoder	8.74	64.00	690.20	86.28	3.73	29.80
Zimmerman	8.45	38.00	678.50	84.81	5.19	41.50	
Non-Exempt	Gross	7.17	13.25	559.25	79.89	10.11	70.75
	Schingick	7.53	43.75	574.75	82.11	7.89	55.25
	Sullivan	7.16	13.00	567.75	81.11	8.89	62.25
	Yates	7.19	14.00	524.25	74.89	15.11	105.75
	Mans	7.27	22.00	575.50	82.21	7.79	54.50
	Vienstenz	7.07	6.00	568.50	81.21	8.79	61.50

## Marinette County

Report to Personnel on City of Marinette Interim Finance Director Fill In Project -  
Month of April, 2010

	<u>Hours</u>	<u>Amount</u>
Finance Director - City of Marinette	79.25	\$ 2,853.00
LTE Postion	88.75	\$ 1,665.11
	Surplus	<u>\$ 1,187.89</u>

	<u>Pay Period Ending</u>	
Finance Director Hours	April 3, 2010	87.00
	April 17, 2010	91.50
	May 1, 2010	88.75



# MARINETTE COUNTY HUMAN RESOURCES DEPARTMENT Personnel Agenda Report

Personnel Committee Date: **June 11, 2010**

### WORKER'S COMPENSATION

<b>Description of Injury</b>	<b>Report Type</b>
Irritated left eye	Report Only
Sore left knee	Report Only
Pulled lower back muscle	Report Only
Sore lower back	Report Only
Wood Ticks	Report Only
Wood Ticks	Report Only

Total Number of Claims this Month: 6      0 - Medical, 6 - Report Only, 0 - Lost Time  
 YTD Lost Time: 0  
 Pending YTD Lost Time: 0

Updates/Additional Comments:

### DEPARTMENT OF COMMERCE

#### Monthly Trainings

June Blood Borne Pathogens (required annually)  
 July Back Injury Prevention (required annually)

### EXITING EMPLOYMENT

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

### NEW HIRES

<b>Date of Hire</b>	<b>Job Title</b>	<b>Department</b>
06/02/2010	Treasurer	Treasurer

### POSTINGS

<b>Date Closed</b>	<b>Job Title</b>	<b>Department</b>
05/17/2010	Legal Secretary	District Attorney
05/18/2010	Public Health Nurse	HHS
06/07/2010	Clerk Typist	District Attorney
06/07/2010	Adult Services Librarian	Library
06/09/2010	Library Assistant - 50%, Stephenson, 2 Positions	Library
06/09/2010	Mental Health Therapist	HHS
06/11/2010	Library Assistant - Less 600, Stephenson	Library

### JOB DESCRIPTIONS

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

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