



MINUTES

Personnel and Veterans Service

August 5, 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, County Administrator Steve Corbeille, District Attorney Allen Brey, HHSD Director Robin Elsner, Supervisors Bauer and Just and Peshtigo Times

1. Call to order

Chair Seefeldt called the meeting to order at 10:00 a.m.

2. Agenda

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

3. Public Comment

None

4. Minutes

Motion (Casper/Martens) to approve minutes of July 12 & 19, 2010. Motion carried.

5. District Attorney Legal Secretary and Clerk Typist Positions

Motion (Keller/Casper) to recommend County Board approve District Attorney's request for office coverage by hiring current Clerk Typist as Legal Secretary on October 16, 2010 while still compensating the current Legal Secretary for a total cost \$18,362.83, which extends the retirement date to November 17, 2010 and hire new Clerk Typist to begin October 16, 2010. Motion carried. Exhibit A

6. Human Resources Director's Report

Exhibit B

7. Schedule of Vouchers

Motion (Casper/Martens) to approve payment of Schedule of Vouchers totaling \$3,886.12. Motion carried

8. Future Agenda Items

Grievance Courthouse Disciplinary Progression and Management Rights

9. Closed Session

Motion (Dill/Martens) to enter closed session at 10:00 a.m. (a) 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 Contract Negotiations

(a) 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: AFSCME Courthouse Union Disciplinary Progression Grievance

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

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

10. Open Session

Motion (Casper/Martens) to enter open session at 11:04 a.m. per Wisconsin Statute 19.85 (2). Motion carried.

Motion (Dill/Keller) having heard the arguments of the union and the County, the Personnel Committee denies the grievance and upholds the discipline imposed, finding the County followed the union agreement relating to discipline, specifically article 19.02. Motion carried. Progression Discipline Process 08-05-10

11. Adjournment

Motion (Martens/Dill) to adjourn at 11:06 a.m.

Next meeting date: September 14, 2010 at 9:00 a.m.

BobbieJean Boivin
Deputy County Clerk

Date approved/corrected:



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: District Attorney

Position Reports to: District Attorney

Total Hours: _____

Pay Rate: \$ _____

Number of Positions: _____

Justification:

See attached Memorandum.

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: _____

Alan ...

6/10/10

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.

X 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: 100-22-51310-111

Finance Director: *Carol ...*

6/22/2010

County Administrator: *[Signature]*

6/25/2010

Governing Committee Chair: _____

 / /

Personnel Committee Chair: _____

 / /

Finance Committee Chair: _____

 / /

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



OFFICE OF THE
DISTRICT ATTORNEY

Allen R. Brey
District Attorney

Kent Hoffmann
Assistant District Attorney

DeShea D. Morrow
Assistant District Attorney

MEMO

RECEIVED
JUN 10 2010

TO: Appropriate County Officials and Committees
FROM: Allen R. Brey, District Attorney
DATE: June 10, 2010
RE: Justification for District Attorney Employees

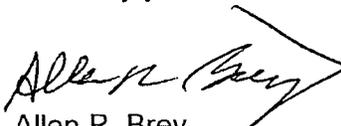
On October 15, 2010, Legal Secretary Mary Plewa is retiring and she will be leaving the office at the close of business on that date. She will be off the payroll on November 17, 2010 when she has exhausted her vacation and sick time.

Department employee Clerk/Typist Annette Vogt successfully passed the appropriate testing and will be moving into the Legal Secretary position being vacated by Mrs. Plewa.

The District Attorney Clerk/Typist position was posted with the union and no one applied for the position. That position will now go to outside hiring.

I request that effective October 16, 2010, Mrs. Vogt be moved into the Legal Secretary position and I be given the authority to hire someone as the Clerk/Typist effective that date.

Sincerely yours,


Allen R. Brey
District Attorney

ARB/pjb





OFFICE OF THE
DISTRICT ATTORNEY

Allen R. Brey
District Attorney

Kent Hoffmann
Assistant District Attorney

DeShea D. Morrow
Assistant District Attorney

MEMO

TO: Appropriate County Officials and Committees
FROM: Allen R. Brey, District Attorney
DATE: June 24, 2010
RE: Justification for District Attorney Employees

A legal secretary position was eliminated from this office a few years ago. It caused a great delay in processing of referrals in this office. The office has not completely recovered from the loss of that position.

If the position being vacated by Legal Secretary Plewa remains vacant from October 16 through November 17, 2010, the net result will be in essence a 60 day delay in processing of referrals. The remaining legal secretary will be required to work only on those matters demanding immediate attention. New referrals, excluding anything extraordinary, would be delayed until the position is filled.

Many of the cases in the court system would not be able to be processed and this office would have to seek delays in those cases. This would dislocate the courts' calendars and further frustrate justice for crime victims. When the legal secretary position would be filled so that the office again has two legal secretaries, it would take many months to approach the current delay in processing of complaints.

Sincerely yours,

Allen R. Brey
District Attorney

ARB/pjb



DISTRICT ATTORNEY - POSITION RETIREMENT/HIRING PROPOSAL

Current Budget:

	Hours from:		3 Months					Total
	10/18-12/31/10	Rate	Pay	Social Security	Retirement	Health & Dental	Workers Comp	
Legal Secretary	385	\$ 18.69	\$ 7,195.65	\$ 550.47	\$ 791.52	\$ 4,801.95	\$ 12.23	\$ 13,351.82
Clerk Typist	385	\$ 16.14	\$ 6,213.90	\$ 475.36	\$ 683.53	-	\$ 10.56	\$ 7,383.35
			<u>\$13,409.55</u>	<u>\$ 1,025.83</u>	<u>\$ 1,475.05</u>	<u>\$ 4,801.95</u>	<u>\$ 22.79</u>	<u>\$ 20,735.17</u>

Proposal: Clerk Typist move into Legal Secretary Position, while still paying Legal Secretary, and have new Clerk Typist hired.

Legal Secretary	168	\$ 18.69	\$ 3,139.92	\$ 240.20	\$ 345.39	\$ 4,801.95	\$ 5.34	\$ 8,532.80
Legal Secretary	385	\$ 17.03	\$ 6,556.55	\$ 501.58	\$ 721.22	-	\$ 11.15	\$ 7,790.50
Clerk Typist	385	\$ 14.19	\$ 5,463.15	\$ 417.93	\$ 600.95	\$ 2,225.25	\$ 9.29	\$ 8,716.57 (Fam. H&D 1 Mo.)
			<u>\$15,159.62</u>	<u>\$ 1,159.71</u>	<u>\$ 1,667.56</u>	<u>\$ 7,027.20</u>	<u>\$ 25.78</u>	<u>\$ 25,039.87</u>
Additional cost not in budget:								<u><u>\$ 4,304.70</u></u>

Payout Costs for Retiree:

Vacation	7.38	\$ 18.69	\$ 137.93	\$ 10.55			\$ 0.23	\$ 148.71
Sick Leave	654.50	\$ 18.69	\$ 12,232.61	\$ 935.79			\$ 20.80	\$ 13,189.20
Comp Time	35.74	\$ 18.69	\$ 667.98	\$ 51.10			\$ 1.14	\$ 720.22
			<u>\$13,038.52</u>	<u>\$ 997.44</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22.17</u>	<u>\$ 14,058.13</u>
Total Cost								<u><u>\$ 18,362.83</u></u>

(Calculated as of 6/21/10 anticipating employee will use 168 hours of current vacation bank to extend retirement date to 11/18/10, and no benefits will be used from now until their date of retirement.)

**2010
MARINETTE COUNTY FINANCE DEPARTMENT
BUDGET TRANSFER FORM**

Entry#:	
Date Posted:	
Current Date:	
Initials	

Department: District Attorney

Date: 7/8/10

Transfer From:

Account Number:							Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	-	00	-	34291	-	-	Contingency	\$ 18,362.83		
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
								\$ 18,362.83		

Transfer To:

Account Number:							Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	-	22	-	51310	-	111	Salaries	\$ 14,788.59	\$ 97,099.00	\$ 53,640.65
-	-	-	-	-	-	151	Social Security	\$ 1,131.32	\$ 7,811.00	\$ 4,087.87
-	-	-	-	-	-	152	Retirement	\$ 192.51	\$ 11,233.00	\$ 5,879.49
-	-	-	-	-	-	154	Health & Dental	\$ 2,225.25	\$ 38,032.00	\$ 19,016.26
-	-	-	-	-	-	159	Workers Comp	\$ 25.16	\$ 173.00	\$ 90.26
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
								\$ 18,362.83		

Explanation: Transfer contingency funds to cover position training prior to retirement, and retiree payout benefits.

FOR FINANCE USE ONLY	
DOES TRANSFER "FROM ACCOUNT" INVOLVE CONTINGENCY FUNDS?	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Level of Approval:	Date
Administrator <input checked="" type="checkbox"/>	_____
Governing Committee <input checked="" type="checkbox"/>	_____
Finance Committee <input checked="" type="checkbox"/>	_____
County Board <input type="checkbox"/>	_____

APPROVAL:

Department Head

Finance Department

Administrator



MARINETTE COUNTY HUMAN RESOURCES DEPARTMENT Personnel Agenda Report

Personnel Committee Date: **August 5, 2010**

WORKER'S COMPENSATION

Description of Injury			Report Type
Stubbed right toe			Report Only
Left ear infection			Medical
Total Number of Claims this Month:	2	1 - Medical, 1 - Report Only, 0 - Lost Time	
YTD Lost Time:	0		
Pending YTD Lost Time:	0		

Updates/Additional Comments:

DEPARTMENT OF COMMERCE

Monthly Trainings

August Confined Spaces - required annually

EXITING EMPLOYMENT

Resignations	0
Retirements	1
Layoffs	---
Dismissals	---

NEW HIRES

Date of Hire	Job Title	Department
08/02/2010	In-Home Social Worker	Health & Human Services

POSTINGS

Date Closed	Job Title	Department
07/23/2010	Children Services Librarian	Library
07/30/2010	FAC - Community Support Program (CSP)	Health & Human Services
08/18/2010	Child & Family Services Manager	Health & Human Services
08/09/2010	FAC - Clinic Billing/Accounts Receivable	Health & Human Services
08/10/2010	Library Page	Library

JOB DESCRIPTIONS

Health & Human Services	4
Emergency Management	1
Veterans Services	1
Corporation Counsel	1
Public Works - Highway	All Highway Union Job Descriptions

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