



## MINUTES

### Personnel and Veterans Service

December 1, 2011  
Jury Assembly Room  
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Nick Lakari,  
Jerry Martens and Connie Seefeldt

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human  
Resources Director Jennifer Holtger, Corporation Counsel  
Gale Mattison, County Administrator Ellen Sorensen, Library  
Director Jennifer Thiele, Supervisor Bob Fraik, Union  
Representative Randy Etten, Michelle Brownson, Cheryl  
Krueger and Peshtigo Times

#### 1. Call to order

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

#### 2. Agenda

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

#### 3. Public Comment

None

#### 4. Minutes

Motion (Casper/Keller) to approve minutes of October 14<sup>th</sup>, 25<sup>th</sup> and November 7<sup>th</sup>,  
2011. Motion carried.

#### 5. Extended Leave of Absence for Library Employee

Motion (Keller/Martens) to deny extended leave of absence for Library employee.  
Motion carried. Voting no – Supervisor Casper

#### 6. Method of Determining Salary of Elected Officials

- Discussion only – CPI and COLA
- Establishing per diem rate based on length of meeting

**7. Potlucks for County Staff**

Motion (Martens/Keller) to approve potlucks for county staff and authorize the Administrator to define and monitor. Motion carried. Voting no – Supervisor Seefeldt

**8. Amendment to the Marinette County Personnel Policies and Procedures Manual Section 1.27 (i) Excused Absences**

Motion (Keller/Lakari) to recommend County Board approve amendment to the Marinette County Personnel Policies and Procedures Manual – Section 1.27 (i) Excused Absences. Motion carried. Exhibit A Voting no – Supervisor Martens

**9. Union Grievance – Courthouse, Pros, and Library**

Motion (Casper/Lakari) to deny AFSCME Courthouse union grievance #2011-10 due to the Personnel Committee determination that collective bargaining agreement ends December 31, 2011. Motion carried.

Motion (Martens/Keller) to deny AFSCME Library union grievance #2011-10 due to the Personnel Committee determination that collective bargaining agreement ends December 31, 2011. Motion carried.

Motion (Martens/Keller) to deny AFSCME Pros union grievance #2011-10 due to the Personnel Committee determination that collective bargaining agreement ends December 31, 2011. Motion carried.

**10. Amendment to the Personnel Policies and Procedures Manual – Section 1.31 Committees (a) Wellness**

Motion (Martens/Casper) to recommend County Board approve the amendment to the Personnel Policies and Procedures Manual – Section 1.31 Committees (a) Wellness. Motion carried. Exhibit B

**11. Human Resources Director's Report**

Exhibit C

**12. Schedule of Invoices**

Committee reviewed October and November Schedule of Invoices.

**13. Future Agenda Items**

Veterans Service Report

**14. Adjournment**

Motion (Martens/Casper) to adjourn at 11:09 a.m. Motion carried.

Next meeting date: January 13, 2012 at 9:30 a.m.

BobbieJean Borkowski  
Deputy County Clerk

Date approved/corrected:



AMENDMENT  
**MARINETTE COUNTY**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**  
**SECTION 1.27 EXCUSED ABSENCES**

The following language shall be added to Section 1.27 Excused Absences:

**1.27 Excused Absences**

...

**(i). Leave of Absence for Organ/Bone Marrow Donation.**

- (1) To be eligible for paid leave, an employee who is an organ/bone marrow donor must request the leave of absence through and follow the FMLA process. The recipient need not be a family member.
- (2) Upon approval of leave and verification of organ donation, an employee shall be granted up to 30 days of regular straight time paid leave per year.
- (3) Upon approval of leave and verification of bone marrow donation, an employee shall be granted up to 7 days of regular straight time paid leave per year.
- (4) Total time off of work shall be based on medical certification. An employee shall receive paid leave up to 30/7 days only for the time a physician has determined the employee is unable to work.
- (5) Donation leave pay shall be based on 7/8/12 hours per day as is applicable to the donor employee.
- (6) Part time employees shall receive a prorated paid leave.

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT  
MARINETTE COUNTY  
PERSONNEL POLICIES AND PROCEDURES MANUAL  
SECTION 1.31 COMMITTEES**

The Marinette County Policies and Procedures Manual shall be amended to read as follows:

**1.31 Committees**

**(a) Wellness.**

- (1) The Wellness Committee ~~is a standing committee of the Administration and~~ encourages employees to make changes in lifestyles while promoting wellness to prevent high costs of health care. Employee participation is optional.
- (2) Membership forms are available from the Finance Department.
- (3) A one-dollar (\$1.00) individual donation or a two-dollar (\$2.00) family donation is deducted through payroll deduction each pay period for participating members.
- (4) Members shall elect ~~eight~~ seven at large employee members to serve as voting members on the Committee. One County Board Supervisor shall be appointed in the usual manner to serve as a voting member of the Committee.
- (5) The membership allows the employee to provide input at scheduled meetings, participate in planned health promotion activities and the use of exercise equipment located in the County buildings.
- (6) An employee may terminate membership at anytime by notifying the Finance Department.
- (7) Meetings are held during non-working hours. ~~Attendance is subject to supervisor approval. and members receive no compensation. Wellness committee members who are working on the Group Health Trust Wellness Grant may do so on county time, subject to supervisor approval.~~ No overtime or comp time may accrue due to participation.
- (8) Marinette County employees coordinating or giving blood related to the Red Cross Blood Drive held in the Courthouse may do so on County time, subject to supervisor approval. No overtime or comp time may accrue due to participation.

DRAFT

**Approved by Personnel Committee:**

**Approved by County Board:**



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: December 2, 2011

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Includes entries like Spit in face (eyes/mouth), Sore left knee, Bruises on legs, sore right thumb, etc.

Total Number of Claims this Month: 7 1 - Medical, 6 - Report Only, 0 - Lost Time
YTD Lost Time: 2 - 2011 Injuries, total lost time pending
Pending YTD Lost Time:
Updates/Additional Comments:

DEPARTMENT OF COMMERCE

Monthly Trainings

Table with 2 columns: Month, Training Topic. Includes November Tuberculosis, December Hazardous Chemical Waste Management.

EXITING EMPLOYMENT

Table with 2 columns: Category, Count. Includes Resignations ---, Retirements 8, Layoffs ---.

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Includes Administrative Secretary, Child Protective Services Ongoing Social Worker, Forester, etc.

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Includes CCO - 40-Hour Fill, Deputy Treasurer, CSP Supervisor, etc.

**JOB DESCRIPTIONS**

PW – Highway  
Health & Human Services

All Highway Union job descriptions  
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