



MINUTES

Personnel and Veterans Service

December 4, 2015
1st Floor, Courthouse
Land Information Conference Room

MEMBERS PRESENT: Supervisors Ken Casper, Melissa Christiansen, Ken Keller, Nick Lakari 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, County Clerk Kathy Brandt, Eagle Herald, Peshtigo Times, and Bay Cities Radio

1. Call to order

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

2. Agenda

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

3. Public Comment

None

4. Minutes

Motion (Christiansen/Keller) to approve minutes of November 6, 2015. Motion carried.

5. Deputy Register in Probate/Legal Secretary LTE

Motion (Keller/Christiansen) to recommend County Board approve a Deputy Register in Probate/Legal Secretary LTE position, effective January 1, 2016, pending Law Enforcement Committee approval. Motion carried. Exhibit A

6. General Code of Ordinances – Citizen Members

Motion (Christiansen/Keller) to recommend County Board approve amending the General Code of Ordinances of Marinette County – Chapter 2 County Government, Section 2.06 County Board Compensation and Reimbursement, (8) Citizen Members per diem to be changed from \$28.00 to \$35.00, effective January 1, 2016. Motion carried. Exhibit B

7. Compensation for Constitutionally Elected Officials for 2017 – 2020 – Discussion only.

Committee reviewed and discussed the compensation for constitutionally elected officials for 2017-2020. Discussion only.

8. Human Resources Director's Report

Exhibit C

9. Schedule of Paid Invoices

Committee reviewed February Schedule of Paid Invoices totaling \$2,162.07

10. Future Agenda Items

- Compensation for Constitutionally Elected Officials for 2017-2020

11. Adjournment

Motion (Keller/Christiansen) to adjourn at 10:29 a.m. Motion carried.

Next meeting date: Friday, January 8, 2016 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 12-7-15
Personnel Committee 12-4-15
Finance Committee
County Board 12-15-15

Permission to proceed:

SH

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Court Commissioner/Register in Probate
Department Head: Court Commissioner/Register in Probate
Supervisor: Same
Position Title: Deputy Register in Probate/Legal Secretary LTE
Old Position Title: NA
Hours per Week/Year: 1040/Year
Requested Start Date: 01/01/2016

New Positions: Permanent, Seasonal, Project, LTE, Addition of Current Position

Changes to Existing: Hours of Work, Title Change, Location Change

Account Number(s): 100-26-51240-112

Funding taken from: (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Marinette County
Pay Rate/Salary: \$ 13.46 - 16.82
Pay Level: 12 @ 75%

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:

Wages: \$
FICA: \$
Retirement: \$
Other (explain):
Workers Comp: \$
Life Insurance: \$
Longevity: \$

Total Cost: \$ SEE Attached

Finance Initials: PK

Finance Committee approval? Yes No unless unless pay rate + hours > budget

Approval*

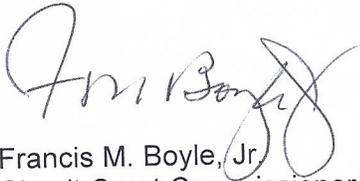
Department Head: Tom Boyer
County Administrator: [Signature]

10/22/15
11/17/15

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Marinette County Position Request Form attachment

To assist with clerical overflow, scanning documents to go paperless, covering vacations, and possible leaves of absence.

A handwritten signature in cursive script, appearing to read "Francis M. Boyle, Jr.", written in dark ink.

Francis M. Boyle, Jr.
Circuit Court Commissioner/Register in Probate

Court Commissioner/Register in Probate Legal Secretary LTE

	PAY RATE	HRS	WAGES	7.65% SOCIAL SECURITY	6.60% RETIREMENT	HEALTH * INSURANCE	Life	0.17% WORKER'S COMP	TOTAL
2016 Pay Level 12 @ 75%									
Minimum	\$ 13.73	1,199	\$ 16,461	\$ 1,259	\$ -	\$ -	\$ -	\$ 28	\$ 17,749
Midpoint	\$ 17.16	1,199	\$ 20,571	\$ 1,574	\$ -	\$ -	\$ -	\$ 35	\$ 22,179
2016 Budget									
Minimum	\$ 13.73	1,040	\$ 14,279	\$ 1,092	\$ -	\$ -	\$ -	\$ 24	\$ 15,396

* Assume no insurance

ORDINANCE No. 382 -15

**AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE COUNTY –
CHAPTER 2 – COUNTY GOVERNMENT
2.06 COUNTY BOARD COMPENSATION AND REIMBURSEMENT –
(8) Citizen Members**

The County Board of Supervisors of the County of Marinette does ordain as follows:

Section One: Section 2.06 (8) of the Marinette County Code of Ordinances is amended to read:

2.06 (8) Citizen Members

Citizen Members. The per diem payment shall be ~~twenty-eight dollars (\$28.00),~~ *thirty-five (\$35.00)* plus mileage reimbursement at the current IRS rate for citizen members appointed by the County Board or Administrator to Boards, Committees and Commissions. Citizen members shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period. Specific to Board of Adjustment members, per diem shall be paid per inspection or hearing not to exceed two claimed per diems per day.

Section Three: This ordinance shall be effective January 1, 2016.

ADOPTED: December 15, 2015

Vilas Schroeder, Chairperson

Kathy Brandt, County Clerk

Recommended: Personnel Committee December 4, 2015



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: December 4, 2015

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include Torn left meniscus, Pulled muscle, right/middle back, Torn tendon/lacerated skin right index finger, Bobcat attack, lacerated hand.

Total Number of Claims this Month: 4 3 - Medical, 1 - Report Only, 0 - Lost Time
2015 YTD Lost Time: 26
Pending YTD Lost Time: 0
Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

December Basic First Aid

EXITING EMPLOYMENT

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

NEW HIRES

Date of Hire Job Title Department
11/19/2015 LTE Care Worker (36) Health & Human Services

POSTINGS

Date Closed Job Title Department
11/20/2015 Dispatcher - 40 Hour fill NIGHTS Dispatch
11/25/2015 Office Manager Highway
11/25/2015 Parks Supervisor Forestry & Parks
11/25/2015 LIHEAP - Reception/Clerical Health & Human Services
12/01/2015 AODA Counselor Health & Human Services
12/01/2015 Accounting Clerk Finance
12/01/2015 Adult Protective Services Worker Health & Human Services
12/04/2015 Mental Health Therapist 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