



MINUTES

Personnel and Veterans Service

December 6, 2012
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Nick Lakari,
Joe Policello and Connie Seefeldt

MEMBERS EXCUSED:
OTHERS PRESENT:

County Clerk Kathy Brandt, Human Resources Director
Jennifer Holtger, Corporation Counsel Gale Mattison, County
Administrator Ellen Sorensen, Supervisors Russ Bauer,
Kathy Just, HHSD Director Robin Elsner, Facilities Director
John Machnik, and Peshtigo Times

1. Call to order

Chair Seefeldt called the meeting to order at 12:00 p.m.

2. Agenda

Motion (Lakari/Keller) to approve agenda and addendum as presented. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Policello/Casper) to approve minutes of November 2, 2012. Motion carried.

5. Eliminate Mental Health Case Manager Position and Create Comprehensive Community Services Case Manager Position

Motion (Casper/Policello) to recommend to the County Board approval to eliminate one Mental Health Case Manager position and to create one additional Comprehensive Community Services Case Manager position, effective January 1, 2013 and contingent upon approval of the Health and Human Services Committee. Motion carried. Exhibit A

6. Employee Use of County Vehicles

Review of Personnel Policies and Procedures Manual Section 1.11 Travel, Meal and Lodging Allowances Section (5) County Owned Department Vehicles not Assigned to the Motor Pool paragraph b as follows:

b. Vehicles shall be based at the employee's work place unless the Committee of Jurisdiction has given special authority to allow the vehicle to be based at the home of the employee. Utilization of County-owned vehicles for the purpose of commuting from home to work, which are subject to Internal Revenue Service reporting regulations, shall be subject to control of the County Board. Documentation of such use shall be filed on a monthly basis with the County Finance Department. Documentation is not required for vehicles exempted by IRS.

Currently the vehicles involved are those within the Highway and Sheriff Departments.

Discussion only.

7. Maintenance Department Re-organization

Motion (Casper/Lakari) to recommend to the County Board approval of Maintenance Department re-organization, due to the reassignment of the Printer Technician position from the Information Services Department, effective January 1, 2013. Motion carried. Exhibit B

8. Fill Maintenance Technician Position with Two People for One Week

Motion (Keller/Casper) to approve request to fill Maintenance Technician position with two people for one week to provide an opportunity for the new employee to learn from retiring Technician, contingent on Building and Property Committee approval. Motion carried. Exhibit C

9. Intranet Suggestion Box

Discussion to develop a program by which employees may submit cost savings/benefit ideas directly to the Administrator with reward for employee suggestion.

10. Human Resources Director's Report

Exhibit D

11. Administrator's Report

Pot lucks

Discussions with Department Heads regarding department efficiencies

Reviewing replacement of a retiring Department Head

Reviewing of Department Head position titles

12. Schedule of Invoices

Committee reviewed November Schedule of Invoices totaling \$1,035.39

13. Closed Session

Motion (Casper/Lakari) to enter closed session at 1:04 p.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 contract

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

Present: Committee members, Corporation Counsel, Human Resources Director, County Administrator and Supervisor Bauer

14. Open Session

Motion (Casper/Lakari) to enter open session at 1:29 p.m. per Wisconsin Statute 19.85 (2). Motion carried.

Motion (Policello/Keller) to recommend County Board approve collective bargaining agreement with WPPA Union as set forth on Attachment A. Motion carried.

15. Veterans Service Officer Report

- Federal VA and State WDVA Benefits
- Veterans Service Commission expenditures
- M&M DAV Van Transportation Program
- CVSO Training, Presentations, Meetings, etc.

16. Future Agenda Items

17. Motion (Lakari/Policello) to adjourn at 2:00 p.m. Motion carried.

Next meeting date: January 11, 2013 - Noon

Kathy Brandt
County Clerk

Date approved/corrected:



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee _____
 Personnel Committee _____
 Finance Committee _____
 County Board _____

Permission to proceed: _____

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
 Department Head: Robin Elsner, MSW
 Supervisor: Ellie Jarvie
 Position Title: Comprehensive Community Services Case Manager
 Old Position Title: Mental Health Case Manager-CSP
 Hours per Week/Year: 40
 Account Number(s): 205-62-54311-111

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: 205-62-54311-111 100% (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale _____
 Pay Rate/Salary: \$ _____
 Pay Level: _____

Human Resources Initials: _____

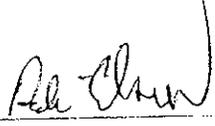
Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____ \$ _____

Total Cost: \$ _____

Finance Initials: _____

Approval*

Department Head: 
 County Administrator: _____

10/24/12

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

Justification for Request:

The Health & Human Services Department is requesting eliminating a Mental Health Case Manager-CSP position and creating a Comprehensive Community Services Case Manager position. The request is being made to increase program delivery in the newly certified Comprehensive Community Services Program, while reducing service in the Community Support Program, where there is currently less of a program service delivery need. This request is tax levy neutral.



MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee Dec 11, 2012
 Personnel Committee Dec 6, 2012
 Finance Committee NA
 County Board Dec 18, 2012

Permission to proceed: ECS/gkt
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Maintenance
 Department Head: John Machnik
 Supervisor: John Machnik
 Position Title: Printer Technician
 Old Position Title: NA
 Hours per Week/Year: 40
 Account Number(s): 100-34-51640-111 - 66%
702-44-51470-111 - 34%

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: Salaries w/Fringes (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Courthouse
 Pay Rate/Salary: \$ 21.70 (2011 36-Month)
 Pay Level: L

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____ \$ _____
 Total Cost: \$ _____ Finance Initials: _____

Approval*

Department Head: John G. Machnik 11/28/12
 County Administrator: _____ 1 1

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

Justification for request to reassign the Printer Technician to Maintenance:

The Printer Technician presently manages and maintains the County owned copy machines as part of his duties. With the leasing of copiers and contracting for their maintenance, the IS and Maintenance departments have been re-organized in the 2013 budget to re-assign the position from IS to Maintenance. The Printer Technician's duties have historically included troubleshooting, problem solving, and maintaining various pieces of equipment. As a result, the Maintenance department will benefit from these capabilities.



Job Title: Printer Technician

Department: Facilities
Position Reports to: Facilities Director
Pay Grade Level: J
FLSA Status: Non-Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to operate and maintain various equipment relevant to printing and to perform Pre-Press and Post-Printing functions. This position is also responsible to produce identification badges for Marinette County employees, deliver orders to various locations, monitor motor pool vehicles, schedule maintenance, maintain records and files and assist with the operation of the department work order system.

ESSENTIAL JOB FUNCTIONS

- A. Operate and perform basic maintenance on various equipment and machinery relevant to printing.
- B. Perform Pre-Press functions, which include but are not limited to layout and design, stripping negatives and exposing and developing paper/plastic plates.
- C. Perform Post-Printing functions, which include but are not limited to binding, laminating perforating and trimming.
- D. Review inventory and monitor condition.
- E. Produce identification cards.
- F. Deliver orders to various locations.
- G. Order, monitor and maintain applicable stock.
- H. Operate forklift when necessary.
- I. Maintain Print Shop cleanliness.
- J. Attend applicable trainings.
- K. Train employees on printers.
- L. Install and maintain all network and desktop printers.
- M. Monitor condition and mileage of Motor Pool vehicles.
- N. Shuttle vehicles as necessary.
- O. Schedule routine, preventative and corrective maintenance as needed.
- P. Provide minor maintenance of vehicles as needed.
- Q. Maintain Motor Pool records and files.
- R. Assist with operation of department work order system.
- S. Assist with development and input procedures and schedules for planned and preventative maintenance.
- T. Train employees on work order system.
- U. Assist with equipment number and labeling.
- V. Remove snow with a shovel or snow blower.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Operate modern office equipment.
- C. Properly operate tools and machinery.
- D. Possess working knowledge of general office procedures, computer hardware/software, printing/faxing/copying hardware/software and equipment and office equipment.
- E. Communicate orally and in writing effectively.
- F. Respond to inquiries, complaints or questions from a group or individual setting.
- G. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- H. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- I. Process information derived from numbers.
- J. Apply attention to detail.
- K. Apply procedures and interpret instructions accurately.
- L. Perform effectively under tight time frames and demanding schedules.

- M. Prioritize multiple tasks and meet scheduled deadlines.
- N. Work as team player in the absence of or with minimal supervision.
- O. Manage unexpected changes within job duties.
- P. Plan and monitor assigned activities.
- Q. Work independently and exercise sound professional judgment.

QUALIFICATIONS

- A. Requires a High School Diploma and special course work beyond High School or college credits in the printing field.
- B. Requires three years experience in the printing field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires Forklift certification.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Work with long periods of solitary work.
- D. Deal with challenges and criticism on a regular basis.
- E. Work near moving mechanical parts on a regular basis.
- F. Subject to fumes or airborne particles.
- G. Subject to toxic or caustic chemicals.
- H. Travel to all county workstations on an as needed basis.
- I. Adapt to rapid changes in environmental conditions.
- J. Interact with abusive and/or difficult individuals occasionally.
- K. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Stand for long periods of time.
- C. Work with vibrating tools or equipment when necessary.
- D. Bend, squat, stretch, and twist frequently.
- E. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- F. Lift and/or carry up to 50 pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 01/07
 Revised: 06/07, 05/08, 06/08
 Approved: 07/16/2008 Human Resources & Administration
 07/21/2008 Governing Committee

08/25/2008 Rated J by Position Evaluation Committee; effective 01/01/2009
 09/15/2009 Title changed from Assistant Printer to Printer Technician with contract ratification

Revised: 09/2012 (Change to Maintenance Department)
 Approved: 12/05/2012 (Job Description – Human Resources Director & County Administrator)

12/05/2012 Position transition to Maintenance Department pending Personnel & County Board Approval



MARINETTE COUNTY POSITION REQUEST FORM

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 Finance Committee NA
 County Board Dec 18, 2012

Permission to proceed: _____

(County Administrator initials and dates)

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 Supervisor: John Machnik
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	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale Courthouse
 Pay Rate/Salary: \$ 19.09 (2012 starting)
 Pay Level: 2

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____

Total Cost: \$ 1,020 - SEE ATTACHED

Finance Initials: PK 11/27/2012

Approval

Department Head: John C Machnik
 County Administrator: _____

11 20 12
1 1

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

Justification for request to have two employees in a Maintenance Technician position for one week:

The Maintenance Department presently has 3 full time Maintenance Technicians to operate and maintain the LEC, Courthouse, HHS and Library. The Technician assigned to the LEC will be retiring in January, 2013. The Department desires to hire a replacement one week prior to his retirement. This overlap allows the new employee to acquire knowledge, training and guidance from the person most familiar with the building, its equipment and its systems before he leaves.

**COST OF REQUEST
ONE WEEK OVERLAP OF MAINTENANCE TECHNICIAN**

Added 1% increase to current wages
Assume same insurance plan.

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	Family H&D	LIFE INS	WORKER'S COMP	2.00%	TOTAL
CURRENT BUDGET (2088 Hours)									
Maintenance Tech	\$ 45,763	\$ 195	\$ 3,516	\$ 3,056	\$ 22,545	\$ -	\$ 919	\$ -	\$ 75,994
BUDGET CHANGE (2088 Hours)									
Starting Maintenance Tech	\$ 40,959	\$ -	\$ 3,133	\$ 2,724	\$ 22,545	\$ -	\$ 819	\$ -	\$ 70,180
SAVINGS (COST) WITH CHANGE	\$ 4,804	\$ 195	\$ 382	\$ 332	\$ -	\$ -	\$ 100	\$ -	\$ 5,814
ONE WEEK OVERLAP (40 Hours)									
Starting Maintenance Tech	\$ 771	\$ -	\$ 59	\$ 51	\$ -	\$ -	\$ 15	\$ -	\$ 897
Current Maintenance Tech	\$ 877	\$ -	\$ 67	\$ 58	\$ -	\$ -	\$ 18	\$ -	\$ 1,020



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: December 6, 2012

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include Swollen left ring finger, Sore left hand, Cut on forehead, Pulled muscle right forearm, Sore left shoulder.

Total Number of Claims this Month: 5 0 - Medical, 5 - Report Only, 0 - Lost Time
YTD Lost Time: 0
Pending YTD Lost Time: 10 - 14
Updates/Additional Comments:

DEPARTMENT OF COMMERCE

Monthly Trainings

December Basic First Aid Refresher

EXITING EMPLOYMENT

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

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Rows include 11/28/2012 PH Nurse Health & Human Services, 12/10/2012 CPS Ongoing SW Health & Human Services.

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Rows include 11/30/2012 Economic Support Worker Health & Human Services, 12/04/2012 Jail Receptionist Sheriff, 12/06/2012 Dispatcher - 100% Dispatch, 12/12/2012 Children Services Librarian Library.

JOB DESCRIPTIONS

Reviewing/Updating all job descriptions to prepare for WIPFLI wage study.

	2012	2013	2014	2015
Projected Gross Annual Wage	1,575,804.88	1,623,394.18	1,672,420.69	1,722,927.79
Annual EE Contribution to WRS		32,467.88	66,896.83	109,030.62
Annual Increase less WRS		1,590,926.30	1,605,523.86	1,613,897.17
Net Annual Increase		15,121.42	14,597.56	8,373.31
2/2 Split Increase 2% WRS				
2/2 Split Increase 4% WRS				
2/2 Split Increase 6.65% WRS				