

**Executive Committee Minutes**  
Monday, February 9, 2009  
Conference Room A260 - 9:00 a.m.

Meeting called to order by Chairman Al Sebastiani at 9:03 a.m. Members present: Cindy Loken, Bev Ward, David Renner, Diane England and Al Sebastiani. Others present: Barb Petkovsek - Administrative Coordinator/Director of Finance, Jack Albert - Corporation Counsel/Personnel Director. Others present: Jane Gervais, Paralegal/Personnel Assistant.

Meeting was properly noticed.

**Motion by Loken/England** to approve the twice amended agenda. **Motion carried.**

No public participation or correspondence.

**Motion by Loken/England** to approve the minutes. **Motion carried.**

Discuss and/or act on refilling Payroll Specialist/Account Technician position. **Motion by Renner/Loken** to approve refilling the Payroll Specialist/Account Technician position. **Motion carried.**

Discuss and/or act on Fiscal and Support Services Manager (Sheriff's Department) job description/position. Discussion was held. **Motion by Ward** to keep the job description the way it is and then amend the Chief Deputy's job description. Second by England. More discussion was held regarding the position's duties. Administrative Coordinator Petkovsek explained that this position had already been approved by Finance Committee and County Board, but was not approved by Executive Committee. Chief Deputy David July entered the meeting. Chief Deputy July explained his responsibilities as well as the Fiscal and Support Services Manager position's duties. Supervisor Ward **withdrew** the portion of her motion regarding amending the Chief Deputy's job description. Second was **withdrawn** by England. **Motion by Ward/England** to approve the Fiscal and Support Services Manager job description. **Motion carried.**

Discuss and/or act on Conservation Engineer Technician job description. The Committee moved onto the next item on the agenda until the County Conservationist was available to discuss the position.

Discuss and/or act on Personnel Director & Administrative Coordinator/Director of Finance position/job description. **Motion by Ward/Loken** to discuss the Personnel Director/Administrative Coordinator job description. Discussion was held. Administrative Coordinator Petkovsek suggested possibly having the Personnel Director fall under the Administrative Coordinator's office, although the Long Range Planning Committee approved the job description being presented with the intent that it be a separate department. Supervisor Ward presented recommendations/changes to the job description, which will be revised and brought back to the next Executive Committee.

Discuss and/or act on Conservation Engineer Technician job description. County Conservationist Chris Murphy entered the meeting. Committee deviated back to this item. County Conservationist explained the changes to the job description. **Motion by Ward/Renner** to approve the updated job description. Discussion was held regarding contract with Rome for the dams. **Motion carried.**

The Committee continued with discussion about the Personnel Director job description/position.

Discussion was held whether to change the title to Human Resources Director. Corporation Counsel explained within Counties there has been a lot of confusion, on a daily basis, where there are so many people and phone calls coming in to the Human Resources Department instead of the Human Services Department because the titles are so similar. Decision was made to keep the title as Personnel Director, but when advertising it, put in parenthesis (Human Resources).

Discussion was held whether to keep it as a standalone department with a Personnel Director and a staff person as recommended by the Long Range Planning Committee. Discussion was also held to possibly put it under the Administrative Coordinator's supervision. Ward and Sebastiani would like to see it as a standalone department. Ward and Corporation Counsel Albert expressed that it is important to separate out the positions. England is leaning towards a Personnel Director to avoid confusion. Ward suggested advertising the position as Personnel (Human Resource) Director and leave the job description as Personnel Director. Renner asked to see the comparison costs of adding a Personnel Director and support staff and putting the position under the Administrative Coordinator. **Motion by** Ward/Renner to postpone until the next meeting and bring back the updated job description with the suggested changes and figures on cost of a Personnel Director with support staff and a Personnel Director under the supervision of the Administrative Coordinator. England requested that an organizational chart be included. **Motion carried.**

Sebastiani called for a five-minute break. Meeting back to order.

Discuss and/or act on GIS Technician position, job title and job description (attachment). Petkovsek advised the committee that Mr. Berendes had resigned as of the last meeting. It is being recommended that the title of the GIS position be changed to GIS Specialist/Assistant Land Information Officer. Discussion was held. **Motion by** Ward/Loken to approve the revised job description and filling the position. **Motion carried.**

Discuss and/or act on Legal/Personnel Secretary Grade/Salary (Corp. Counsel/Personnel Office). Discussion was held regarding the placement of this position. Corporation Counsel/Personnel Director Albert explained how the position was approved by Executive Committee in November of 2007, with the intent that the position be evaluated by Carlson Dettmann to be placed on the non-represented wage scale. A resolution then went to County Board with a Grade 10, Step 1 salary placed in the Resolution approving the position. On November 20, 2007, a letter was received from Carlson Dettmann recommending that the position be placed in Grade 6 of the salary study.

Administrative Coordinator Petkovsek and Corporation Counsel/Personnel Director Albert said, they should rescind the resolution and go by the Carlson Dettmann study. England questioned when the resolution was passed at County Board, whether they knew it was in the process of being evaluated by Carlson Dettmann. Ward stated, because that resolution was in place, they should be paying her the wages the resolution indicated until it goes back to County Board to be rescinded to be placed in Grade 6. Ward thought the budget would also need to be amended and Administrative Coordinator Petkovsek pointed out that it doesn't need to be amended.

**Motion by** Ward to let the resolution stating Grade 10 stand as is and say we learn by our errors in the future and that this isn't precedent setting. Chairman Sebastiani called for a second three

times. **Motion died for a lack of a second.** Discussion was held.

England stated we should stick with the Carlson Dettmann study, otherwise you will have others feel they are being treated unfairly and that they could come in and change their salary at any time. Renner and Loken agreed to keep it consistent with the Grade where Carlson Dettmann placed the position on the scale.

Sebastiani said it shouldn't go back to the hire date. The resolution was in November 2007. Albert said, the resolution stated this position be at \$38,646.00, but that Carlson Dettman recommended Grade 6 and Grade 6, Step 3 (\$32,198.40) is what was agreed upon when the person was hired.

**Motion by Renner/Loken to rescind the Resolution with the incorrect Grade 10 and change it to the Grade (Grade 6) Carlson Dettmann evaluated it at and live up to the resolution contents until the resolution is rescinded. Motion carried.**

Administrative Coordinator/Director of Finance Barb Petkovsek presented her monthly report.

Corporation Counsel/Personnel Director Jack Albert gave his monthly report.

**Motion by Ward/England to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Update on negotiations. Advise Committee on employee investigation. Motion carried unanimously by voice roll call vote.**

**Motion by Ward/Renner to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. Motion carried by voice roll call vote.**

**Motion by Ward/Renner to approve the voucher reports. Motion carried.**

The next meeting date will be Monday, March 9, 2009, at 9:00 a.m.

Action items for next meeting: Updated job description for Personnel Director and financial figures.

**Motion by Ward/England to adjourn at 1:34 p.m. Motion carried.**

Respectfully submitted,

Jane M. Gervais  
Recording Secretary  
Paralegal/Personnel Assistant