

Ad Hoc Transition Committee Minutes
February 15, 2012, 1:00 p.m., Room A231

The meeting was called to order at 1:02 p.m. Present: Ward, Stuchlak, Croke, West, Cohen, Miller and Johnson. Excused: Sumpter.

Also present, Djumadi, Reynolds, Jones, Keckeisen, Kaye, Wollin, Beckman, Short, Bays, Kotlowski and Grosshuesch.

Motioned by Stuchlak/Croke to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Croke/West to approve minutes from February 2, 2012. Motion carried by unanimous voice vote.

Discussion transpired regarding the appointment of the Safety Committee. A number of individuals were suggested, Brenda Rhinehart, Patrick Gatterman, Patrick Kotlowski, Jason, Jon Soninberg, Jodi Traas, Les Beckman, Sarah Grosshuesch and Terry James. Miller will contact some of the individuals and report back at the next meeting.

The committee recommended the following changes:

Page, 5 section 1.04

A. Unless otherwise determined by a Department Head or supervisor in his or her sole discretion as circumstances may require, employees who work a full time shift will be allowed **up to** a one (1) hour unpaid lunch break.

Page 6 strike:

~~**.08 — Response Time.** In order to respond to emergency and service needs, employees may be required as part of their job description to be able to meet specific response times.~~

~~**2.04 — Maintenance of Records.** The records of the County shall be maintained as set forth in the County Master Records Retention Schedule and applicable State Statutes.~~

5.01 Conflicts Of Interest And Ethics. All County employees and elected officials shall comply with and are subject to the Adams County ethics ordinance. ~~The ethics ordinance generally prohibits County employees and officials from engaging in any business or other transaction with the County in which they have a direct or indirect financial or personal interest, utilizing his or her position or office to obtain financial gain or anything of value for the private benefit of himself/herself or his/her immediate family, or for an organization with which he/she is associated, or engaging in any business transaction or taking any other action which is incompatible with the proper discharge of official duties in the public interest or which would tend to impair independence of judgment or action in the performance of their official duties. If an employee or official has any question as to the applicability of the ethics ordinance to any situation, the employee or official may request an advisory opinion from the County.~~ Copies of the County's ethics ordinance are available from the office of the Corporation Counsel or on the County's website.

Page 7 strike:

~~**5.02 — Misconduct.** In accordance with Wisconsin Statute § 946.12, no employee shall engage in any of the following activities:~~

~~**A.** — Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;~~

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~~B. — Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;~~

~~C. — Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;~~

~~D. — Make an entry in an account or record book or return, certificate, report or statement which, in a material respect, he intentionally falsifies; and~~

~~E. — Under power of his office or employment, intentionally solicit or accept, for the performance of any service or duty, anything of value which he knows is greater or less than is fixed by law.~~

~~5.03 — Any employee that violates the County's ethics ordinance or engages in misconduct shall be subject to discipline up to and including discharge from employment.~~

Page 8 add to 7.02:

If an employee reports to work in attire that is deemed inappropriate by a Department Head, the employee will be directed to return home and change into appropriate attire. All time spent changing attire will be unpaid.

Page 9, strike:

~~9.04 — Disclosure Of County Records. The County's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the County's custodian of records, employees shall not act as the County's custodian of records or disseminate information.~~

Page 12, strike:

~~3.08 — Employees who are absent from work due to approved FMLA or Workman's Compensation leave shall indicate the type of leave on their timecard, whether it be for paid or unpaid leave. In the event the time is due to workman's compensation, the employee should include the date of injury.~~

Committee instructed to reduce this section to one page if possible or creation of an appendix.

CHAPTER NINE: INFORMATION MANAGEMENT & TELECOMMUNICATIONS

Page 31 strike:

~~1.02 Disabled employees or and also 1.03 — Penalty for violation of this policy may include disciplinary measures, up to and including termination of employment.~~

Set next meeting date March 12, 2012 at 3:00 p.m.

Motioned by Croke/West to adjourn at 2:40 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,


Cindy Philippi

Recording Secretary

These minutes have been approved.