

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
February 26, 2010  
9:00 a.m.

Called to order by Stuchlak at 9:00 a.m. Roll call was taken, present Ward, England, James, and Stuchlak. Excused, Sumpter, West. James sitting in for West. Also present Petkovsek, Phillippi, Albert, Kaye, Chamberlain, Barnes, Price, Bays, and McLaughlin.

The meeting was properly noticed.

Motioned by Ward/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by James/Ward to approve minutes of last meeting August 25, 2009. Motion carried by unanimous voice vote

Comments made by Department Heads took place.

Sumpter present at 9:15 a.m.

Motioned by James/Ward to take a recess at 10:20 a.m. Motion carried by unanimous voice vote. James called the meeting back to order at 10:30 a.m. All present.

Discuss and/or act on the changes and updates of Adams County Personnel and General Administrative Policies began:

page 1, line 15, section 1, scope: policies that conflict with the policies herein. (the committee accepted this change)

page 1, line 15, section 3 – organization and administration:

Resolutions ~~and~~ Ordinances ~~Petitions, and Denials~~ affecting any Department or Agency that reports to it. Formatted: Bullets and Numbering

page 1, line 51:

Executive Committee: Corporation Counsel ~~and~~ Personnel, Administrative

Starting on page 2, the committee recommends splitting the Planning & Development Committee out into two separate committees as described below:

Planning & Zoning Committee: County Surveyor, Planning & Zoning, and Register of Deeds

Board of Adjustments

North Central Wisconsin Regional Planning Commission (NCWRPC)

Land Information Committee

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Land & Water Conservation Committee:

Drainage Board

Lake Districts

Golden Sands

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The committee recommends splitting the Public Works Committee out into two separate committees as described below: Formatted: Bullets and Numbering

Highway Committee:

a. Traffic Safety Commission

Solid Waste Committee:

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The committee recommends splitting the Resource & Recreation Committee out into two separate committees as described below:

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Parks

University Extension

The following will be moved to Health and Human Services Board:

Central Wisconsin Community Action Council (CWCAC)

North Central Wisconsin Workforce Development Board (NCWWDB)

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The following will be moved to Administrative and Finance Committee:

Rural Industrial Development Commission

Revolving Loan Fund

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Moved to Housing:

Housing Authority

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page 2, line 29, section 2.04

Finance, Corporation Counsel/ ~~and~~ Personnel Director, Elected Officials, those appointed Officials

and continue to split out throughout the entire policy

page 2, line 34, section 3.05 Elected Officials. County County Clerk, County Treasurer, ~~District Attorney~~, Register of Deeds,

page 2, lines 38 & 42, section, 3.60 Administrative Coordinator/Director of Finance. Board pursuant to §59.19, Wisconsin Stats. The ~~Executive Committee~~ **County Board** is responsible for annual

page 3, section 4, - ETHICS POLICY

(the committee recommends the following changes to this section)

4.01 Declaration of Policy. To ensure the public can have complete confidence in the integrity of the County Government, Elected Officials **and** appointed members of Committees, Boards and Commissions (**collectively referred to as "Officials"**), and Department Heads **and all other employees** (**collectively referred to as "employees"**), shall respect and adhere to the fundamental principals of ethical service. The proper operation of County Government demands that:

- A. Officials **and employees** shall be independent, impartial and responsible to the people;
- B. Decisions and policies **shall be** made in the proper channels of the County Government structure;
- C. County office **or employment** shall not be used for personal gain or political advantage; and
- D. County business shall be conducted in such a way so as to re-enforce the public's confidence in **the County's** integrity.

**This Ethics Policy is created** in recognition of **these** fundamental principles.

4.02 Purpose. The purpose of this Policy is to establish ethical standards of conduct for all Officials and employees by identifying those acts or actions that are not compatible with the best interest of the County. Citizens, who serve as Officials or employees, retain their rights as citizens but are held to a higher standard because their positions are held in the public trust. This Policy shall be interpreted in the context of the above principles and is deemed to be in the best interest of the public.

page 4, section 4.06, Definitions

line 21 strike the following: expenses paid by the County, fees and expenses which are permitted by §19.56, Wisconsin

page, 4, lines 40 and 41 strike the following: policymaking Committees, Boards and Commissions, Department Heads or Management Employees, and all employees, except the Judge and District Attorney.

page 6, lines, 33 & 38, section 4.10, Wisconsin Statutes Incorporated strike:

~~A. Section 19.56 Political Contribution;~~

I. Section 19.32 31-19.39 Open Records.

page 6, section 4.11, ethics inquiry committee will remain as is w/no changes.

Starting on page 7:

(the committee recommends the following changes)

lines 4 through 10, section, 4.12 Filing a Complaint. The Corporation Counsel shall accept from any person, or upon his or her own initiative submit to the Ethics Inquiry Committee, a verified written complaint, which states the name of the Official or employee alleged to have committed a violation of this Policy and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the complaint to the accused individual and the Ethics Inquiry Committee within ten (10) days of receipt of a complaint from any person or within ten (10) days of knowledge of the facts giving rise to the complaint drafted and submitted by the Corporation Counsel. The Ethics Inquiry Committee shall meet and take action within ten (10) days of receiving the complaint.

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Deleted: the Code

Deleted: Official

lines 17 & 18, section 4.13 Investigations and Enforcement.

Policy. A preliminary formal investigation shall not be initiated unless the Corporation Counsel notifies the accused Official or employee in writing.

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Comment [GMO1]: This needs to be made more clear. If the Committee is required to conduct an investigation, and the accused is entitled to written notice, then the Corporation Counsel should be required to provide such written notice at the time that he/she forwards the complaint to the accused.

line 26, discovery of a alleged violation of this Policy.

line 29, that is clear, concise and substantiated. Pursuant to Chapter, §901, Wisconsin Statutes.

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Comment [GMO2]: Does the Committee intend to follow the rules of evidence? If so, reference Chapter 901, Wisconsin Statutes.

line 41, Within the ten (10) workdays of the conclusion of the hearing, the Ethics Inquiry Committee shall complete and serve the parties its

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lines 48 through 50 strike:

~~or while an application for rehearing or rehearing before the Ethics Inquiry Committee is pending, or the Ethics Inquiry Committee has announced its final determination on rehearing.~~

Starting on page 7, line 53 strike: ~~or in the case of a Department Head or other employee, to the Administrative Coordinator/Director of Finance. In the case of a complaint against the Administrative Coordinator/Director of Finance, the Ethics Inquiry Committee shall refer its findings and recommendations to the County Board.~~

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page 8, line 5 change

For all County Elected Officials and appointed members of policy making Committees,

page 8, lines 7 & 8:

compliance with ~~the code of ethics~~ this policy

Throughout strike ~~Official~~ and replace it with employee

page 8, lines 24 through 26:

~~Write a letter of reprimand to the Official, with a copy to the County Board and Administrative Coordinator/Director of Finance Personnel Director. Such letter shall be public record available for inspection;~~

Deleted: If the facts pertaining to the alleged violation are not in dispute, it may w

page 8, lines 18 through 20 strike:

~~By adoption of this Policy and in accordance with 68.16, Wisconsin Statutes, the Board specifically elects not to allow an appeal to Circuit Court under Chapter 68 for County Board Supervisors and Elected Officials.~~

page 8, line 36, section 4.14 appeal, insert:

he affected Official or employee shall have a right of appeal to the County Board after a written

page 8, line 40, section 4.15, insert No provision herein, shall abrogate any rights afforded to Officials

Deleted: portion

Deleted: Public

page 8, lines section 5 - ENFORCEMENT AND AMENDMENT

**5.01** The County Board, Administrative Coordinator/Director of Finance and Personnel Director and Corporation Counsel retain overall authority for the interpretation of this Policy. The County Board,

Deleted: responsibility

page 9, lines, 1 & 2

If unresolved, the question may be submitted, by the Department Head, ~~and to the Administrative Coordinator/Director of Finance and the Personnel Director/Corporation Counsel.~~

Replace ~~permanent~~ with regular throughout the entire policy.

page 10, line 47, If the regular part-time employee is successful in gaining a ~~permanent~~ regular

Move section 2.02, from page 10 to page 11, after 2.09 limited-term employee to include the following changes:

Authorization to Hire Recruitment. Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director prior to initiating recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information, sign the form with appropriate comments within seven (7) business days and forward to Administrative Coordinator/Directory of Finance for verification of funds. Denial of such requests by the Personnel Director may be appealed to the Executive Committee.

**Comment [PCH3]:** The Personnel Director has the ability to deny the request after it has been approved by the Home Committee? If so, this should be set forth more clearly.

page 11, line 19, section 2.08 seasonal employees category:

The Department Head after conferring with the Personnel Director may hire up to the number of budget

page 11, line 39, section 2.09 limited-term employee (LTE) category:

LTEs may work up to one hundred (100) 120 consecutive

Andy to review page 11, lines 30-33 on seasonal employees.

Page 12, line 8, section 2.11 change existing position

is required to notify the Personnel Director who will forward a copy to the and Administrative Coordinator/Director of Finance.

strike page 12 & 13, section 2.17 promotions and transfers:

~~**Promotions and Transfers.** In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non union positions may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Whichever method is used, the Personnel Director must be satisfied that the candidate possesses the necessary knowledge, skills, and abilities. Candidates for promotion must complete the appropriate steps of the competitive evaluation, possess the required skills, knowledge, and abilities, and shall be approved by the Personnel Director, and by the Executive Committee.~~

page 15, section 6.02 promotions and transfer to read as follows:

~~**Promotions and Transfers.** In limited cases, it may be possible for a position to be filled through promotion of current County employees. This may be promotion from temporary to regular status, or within similar job classifications, or along a ladder type job progression. Candidates for promotion must complete the appropriate steps of the competitive evaluation, possess the required skills, knowledge, and abilities, and shall be approved by the Personnel Director, and then by the Administrative Coordinator/Director of Finance.~~

In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non-union positions may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Whichever method is used, the Personnel Director must be satisfied that the candidate possesses the necessary knowledge, skills, and abilities. Candidates for promotion must complete the appropriate steps of the competitive evaluation, possess the required skills, knowledge, and abilities, and shall be approved by the Personnel Director, and by the Executive Committee.

~~Promotional opportunities for non union employees may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or~~

Countywide. Whichever method is used, the Personnel Director must be satisfied that the candidate possesses the necessary knowledge, skills, and abilities. No probationary **A 90 day orientation** period is required for promotions or transfers.

page 16, lines 4 through 10, section, 6.05 Interviews. All applicants to be interviewed will be **contacted by the Personnel Department** ~~informed in writing at least seven (7) calendar days in advance of the time and date of their interview, if at all possible.~~ The Personnel Director will determine who will **be included in interviews, including a member of the hiring department, the home committee chairperson and/or designee.** ~~conduct interviews.~~ Approval of any outside participants for the interviews shall be approved by the Personnel Director. The Department Head shall prepare interview questions that shall be reviewed and approved by the Personnel Director. Applicants selected for interview(s) shall bear all expenses for the interview(s). The Personnel Director may administer or appoint a designee to administer the interview questions.

page 16, lines 16, section 6.06,  
final candidate upon successful completion of a physical evaluation, **if required for the position,** background check, and drug and alcohol test.

Motioned by James/England to recess at 12:26 p.m. Motion carried by unanimous voice vote.

James called the meeting back to order at 1:15 p.m. All present.

page 17, line 1 Form **if applicable** to applicant  
page 17, line 4. Physical Evaluation, **if applicable**  
page 19, line 1, section 9.01, A physical examination **if applicable**  
page 19, line 9 through 14 to have correct address: PO Box 38  
and remove Corporation Counsel

accept all proposed changes on page 22, 23, 24, 26, 27,

page 25, line 23, ~~five (5)~~ working days to **ten (10)**

page 25 , line 29 & 30  
Change County Clerk's to Administrative Coordinator Director of Finance through out Department in the course of their regular employment. For example, employees from the **Administrative Coordinator/Director of Finance** Office may pay invoices for the Health & Human Services Department. The **Administrative Coordinator/Director of Finance** employees are bound by the same confidentiality standards as those in the Health & Human Services Department.

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page 25, lines 32 thru 45 strick  
~~Employees should be aware that it may be a violation of confidentiality requirements to simply acknowledge that a person is receiving services from a particular Department. Employees who are asked if a specific individual is receiving services shall politely inform the person making the request that "public records requests should be directed to the legal custodian in charge of the records". Employees should be aware that it is a violation of this Section to release information on any matter that is confidential, even if that information is available to the public through another means. For example, in the case of a highly publicized child abuse trial, an employee may not release any information gained directly or indirectly through their employment about the matter.~~

~~Employees should be aware that it is a violation of this Section to review confidential records to determine if a person is receiving services, if the employee has "no need to know" for his own employment purposes.~~

page 28, line 14, 1.03 Employees shall receive a step increase in pay on **April** first (1<sup>st</sup>) of each year.

page 28, lines 18 thru 21 strike

~~**1.04** Employees shall receive a cost of living adjustment (COLA) on January 1<sup>st</sup> of each year. The COLA shall be equal to that cost of living adjustment computed by the United States Bureau of Labor Statistics pursuant to the formula used to determine the cost of living adjustment for social security benefits.~~

page 29, lines 40 through 44 to be reviewed by Andy

page 31, line 20, should be May 31 not May 1, to correct typo

page 31, line 29, change shall to **may**

page 31, starting with line 43, strike:

~~**5.02 Appeal.** An employee may appeal the pay grade placement, within ten (10) business days of final decision, by obtaining an Appeals Form, from the Personnel Director. The Form must include a statement of the basis of the appeal. If the appeal involves a claim of additional responsibilities or significant changes to the position since the completion of the JDQ, the employee must attach a hard copy of the original JDQ, with any changes indicated on the JDQ itself. The Department Head must review the information provided by the employee, certified that it is factual and correct, sign the Department Head Appeal Review portion of the Form and at their discretion, provide additional comments. These comments, if requested for review by the employee, will be available to the employee. The Department Head must submit the appeal to the Personnel Office. The Personnel Director and Administrative Coordinator/Director of Finance, or an outside firm, will review the appeal and fully consider the merits of each appeal and in doing so, may find it necessary to gather further information from the employee or supervisor and prepare a written response with the final decision.~~

page 32, line 3, section 6 - **PROBATION ORIENTATION PERIOD**

Page 32, line 5, An employee is required to serve a sixty (60) day ~~probation-orientation~~

The following will be placed on the next agenda:

Discuss and/or act on resolution for County Board;

Discuss and/or act on presentation for County Board;

Set meeting date for March 24<sup>th</sup> at 9:00 a.m.

Motioned by Ward/Sumpter to adjourn at 3:30 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,  
Recording Secretary