

EXECUTIVE COMMITTEE
Monday, November 10, 2008
9:00 a.m. - Conference Room A260

Meeting called to order by Chairman Sebastiani at 9:00 a.m. Members present: Bev Ward, David Renner, Diane England, Cindy Loken and Al Sebastiani. Others present: Administrative Coordinator Barb Petkovsek, Corporation Counsel/Personnel Director Jack Albert, Interim Health & Human Services Director Mary Faherty, Long Term Support Services Manager Diane Osborn, Fiscal and Support Services Manager Wendy Pierce, and Jane Gervais.

Motion by Loken/Renner to approve the agenda. **Motion carried.**

Motion by Ward/England to approve the minutes of October 6, 2008. **Motion carried.**

No public participation or correspondence.

Discuss and/or act on revised job description for Registered Nurse job description at Health & Human Services Department. Discussion was held regarding the need for the Registered Nurse position hours to be increased from 20 to 30 per week. This position is reimbursed by grant funding. **Motion by** Loken/Ward to approve the revised part-time Registered Nurse job description to increase the hours from 20 to 30. **Motion carried.**

Discuss and/or act on revised job description for Child Welfare Specialist, Health & Human Services Department. Corporation Counsel explained this position is being held up because the Union is requesting it be reclassified from the Courthouse Union to the Professional Union. Interim Director Mary Faherty and Youth Services Manager Mandy Stanley explained this position has not been filled since June. Discussion was held regarding the duties of the position. **Motion by** Ward/England to approve the Child Welfare Specialist job description. **Motion carried.**

Discuss and/or act on revised job description for Lead-Bookkeeper, Health & Human Services Department. Interim Director Mary Faherty and Fiscal and Support Services Manager Wendy Pierce explained this position has been vacant since March or May. Fiscal and Support Services Manager Wendy Pierce would like to see the typing speed requirement out of the description as it is not a primary skill necessary for the position and replace that language with: requires keyboarding experience. Corporation Counsel discussed the typing speed requirement at 50 wpm. Discussion was held. **Motion by** Loken/Renner to approve the Lead Bookkeeper job description with removing the typing requirement and adding new language to read: requires keyboarding, and making the other two changes as noted on the job description distributed, which is removing "chart of" from the Position Summary in the first paragraph and removing No. 4 - Must have good hand eye coordination listed under the Physical Demands and Work Environment. These changes are pending Health & Human Services Committee approval. **Motion carried.**

Discuss and/or act on resolution amending Chapter 10, Section 2 of the Personnel & General

Administrative Policies–Employee Recognition Policy. Administrative Coordinator explained different options of issuing a plaque, pen and pencil set, or a ham/turkey. To determine employees' preferences, this will be included as part of the survey at the in-service on November 11, 2008. This should be brought back to the December Executive Committee meeting.

Discuss and/or act on policy for County Board members attendance at conferences and seminars. Discussion was held. It was decided they would leave it the same as it currently is.

Motion by Loken/Renner 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: Performance evaluation of Corporation Counsel/Personnel Director and Administrative Coordinator/Director of Finance. Update on negotiations. **Motion carried** unanimously by roll call vote.

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

Administrative Coordinator/Director of Finance Monthly Report. Barb Petkovsek, Administrative Coordinator, gave her monthly report.

Corporation Counsel/Personnel Director Monthly Report. Jack Albert, Corporation Counsel/Personnel Director presented his monthly report.

Discussion was held on dates for interviewing Health & Human Services Director. The date scheduled for interviews will be December 1, 2008, starting at 1:00 p.m.

Motion by Loken/Renner to approve the vouchers. **Motion carried.**

The next meeting is scheduled for December 8, 2008, at 9:00 a.m.

Action items for the next meeting: Recognition for Service. Discuss non-represented 2009 increase.

Motion by Loken/England to adjourn at 4:05 p.m. **Motion carried.**

Respectfully submitted,

Jane M. Gervais
Paralegal/Personnel Assistant

