



**Minutes approved 04-16-13**

**HUMAN RESOURCES COMMITTEE**

James Carius Community Room

Tuesday, March 19, 2013 – 4:07 p.m.

Committee Members Present: Chairman Michael Harris, Darrell Meisinger, Monica Connett, Jim Donahue, Nick Graff, Dean Grimm, Terry Hillegonds, Carroll Imig, Tim Neuhauser

Committee Members Absent: Brett Grimm, Terry VonBoeckman

Others Attending: County Administrator Michael Freilinger

**MOTION**

**MOTION BY IMIG, SECOND BY GRAFF** to approve the minutes of the February 19, 2013 meeting and the February 27, 2013 In-Place meeting.

**On voice vote, MOTION CARRIED.**

**MOTION**

HR-13-16

**MOTION BY CONNETT, SECOND BY GRAFF** to recommend to County Board to approve filling a vacant position for a Deputy Administrative Clerk in the Board of Review.

Grimm asked about the need to fill vacancies. In the past there was a waiting period. He is concerned about State revenue cuts. He stated it is easier to leave a position vacant than to lay someone off. He asked if we still have policy in place with a waiting period.

Chairman Harris stated that Freilinger would review the options and will come back with recommendations. Meisinger inquired if it would be prudent to leave these vacant until the next meeting. Grimm stated he would rather not approve and wait for recommendations. Hillegonds suggested the motion be tabled.

**MOTION**

**MOTION BY HILLEGONDS, SECOND BY CONNETT** to table HR-13-16.

**On voice vote, MOTION TO TABLE CARRIED.**

**MOTION**

HR-13-19

**MOTION BY HILLEGONDS, SECOND BY GRAFF** to recommend to County Board to approve filling two vacant positions for Adult Probation Officers in Court Services.

**MOTION**

**MOTION BY GRAFF, SECOND BY GRIMM** to table HR-13-19.

On voice vote, **MOTION TO TABLE CARRIED.**

**MOTION**  
HR-13-20

**MOTION BY NEUHAUSER, SECOND BY HILLEGONDS** to recommend to County Board to approve filling a vacant position for a Receptionist/Clerk in Legal Services.

**MOTION**

**MOTION BY NEUHAUSER, SECOND BY HILLEGONDS** to table HR-13-20.

On voice vote, **MOTION TO TABLE CARRIED.**

**MOTION**  
HR-13-17

**MOTION BY HILLEGONDS, SECOND BY GRAFF** to recommend to County Board to approve suspension of current procedures for filling vacant positions.

Freilinger stated he had talked about this last month. We have had essential critical positions to fill between meetings and there are no procedures in place. The Board has to do "post" approvals. This resolution allows for Department Heads and Elected Officials to fill positions that have been approved and funded in the budget that will test this procedure through the next fiscal year. He also stated the Board has the authority at any time to implement a hiring freeze or delay in hiring.

Grimm stated the Committee just tabled three replacement positions and approving this procedure appeared to be counter productive. He would be voting no.

Neuhauser asked what distinguishing factors were identified as a critical position. Freilinger stated this was a different discussion. Last month the discussion was on the process and now it is on the budget. He stated elected officials are not required to comply; however, they do at this time. He understands the budgetary concern. There are options to control personnel expenditures. He sees this resolution as establishing a process to prevent delays to departments when vacancies occur.

Connett stated the critical positions are likely few and far between. In the past the problems have been resolved. Freilinger stated there is no process that has been authorized by the Board. Hillegonds stated the Committee already tabled three and it is unknown if they are essential positions. There is no history or abusing the filling of vacancies and he stated it is a good idea to pass this procedure.

Chairman Harris called for a roll call vote:

Meisinger	no
Connett	no
Donahue	no
Graff	no
Grimm	no
Hillegonds	yes
Imig	no
Neuhauser	yes
Harris	yes

On roll call vote, **MOTION FAILED.**

David Mills stated these are positions for adult and juvenile sex offenders as well as drug court. He stated it will impede drug court and sex offenders must be monitored. He stated he has lost two officers and he has 3 on extended medical leave. He wanted the Committee to be aware due to potential public safety issues.

Graff stated he would not have a problem approving if he were provided with a report with justification. He asked about having an In-Place Committee meeting to decide.

Freilinger stated that the positions cannot be posted until the Board approves. When an employee leaves a job nothing can be done until the Board approves. The normal process timeline is two months. The position also cannot be posted internally.

Chairman Harris stated there will be an In-Place Committee meeting on 03-27-13 to resolve.

Grimm inquired if there were internal movement within Court Services to cover the safety of the County. Mills stated he has already maneuvered staff around.

**MOTION**  
H4-13-18

**MOTION BY DONAHUE, SECOND BY NEUHAUSER** to recommend to County Board to approve the recommendations of the Position Evaluation Committee.

Freilinger stated all Committee members have his memo plus the resolution. There were five positions brought before the PEC for reclassification. Three were recommended for a reclassification to a higher pay grade and two were recommended to stay at their current pay grade. The PEC is made up of five individuals: HR Committee Chairman, County Clerk, Circuit Clerk, Health Department Administrator and Court Services Director. The County

Administrator is also a member, but Freilinger chose to not participate in the scoring for these positions.

Freilinger brought the Committee's attention to a table on the memo identifying the positions, the current and recommended pay grade. The table on the second page of the memo has the step recommendations. Hay methodology is used to select the appropriate grade but policy and the union contract establish the step as the minimum pay raise for a reclassification is 6%. When job duties change the supervisor presents the case to the PEC. The committee evaluates and scores.

Without this process upgrades were not done at budget time. This is the process that was established by the County Board to determine pay grades.

Grimm stated he had talked to Gillette about the maintenance position. He stated this employee saves the County money every week and he is in favor of all three. Meisinger asked if there were any contracts or agreements in place for these positions. Donahue questioned the 6% pay increase. Freilinger stated that it is in the policy manual that was approved by the County Board and in the Union Contract that promotions, including reclassification, are brought up to the beginning of the new grade or at least a 6% increase. His recommendations are based on existing policies. Graff stated he has a strong aversity to setting salaries over the elected officials.

**MOTION TO AMEND**

**MOTION BY GRAFF, SECOND BY CONNETT** to amend to remove the Network Administrator and the Sheriff's Chief Deputy from the resolution.

Hillegonds stated that the Committee was "shooting from the hip" at this time and not following Board approved procedures. Harris stated we have procedures, even though they need to be reviewed, and the Committee is now making arbitrary decisions. Hillegonds stated we are running a County and we need to continue while making decisions including policy changes.

**MOTION**

**MOTION BY GRAFF, SECOND BY NEUHAUSER** to reconsider the amended motion.

On voice vote, **MOTION CARRIED.**

**MOTION**

**MOTION BY GRAFF, SECOND BY CONNETT** to return the original motion to the floor.

Hillegonds stated by tabling positions we are challenging our own procedures. A motion was made to keep one of the PEC recommendations because there was a Board member available to speak to it and that did not make any sense to him.

Graff stated he has not said no, but he wants more information before deciding. He wanted to know what the IT position entails. He is not familiar with the Hay methodology. He stated there are police chiefs in the area that are not earning as much as our Chief Deputy. He stated he understands the urgency to take care of the maintenance worker.

Connett stated the reclassification has been done. The Sheriff followed the process. She stated she agrees with Hillegonds.

Neuhauser asked for a call to the question. Chairman Harris clarified that a no vote was for the amendment to remove the Network Administrator and the Sheriff's Chief Deputy from the resolution.

On voice vote, **MOTION TO AMEND DEFEATED.**

Chairman Harris called for a vote on the original motion.

On voice vote, **MOTION CARRIED.**  
Graff and Connett were opposed.

The agenda included a discussion item on performance bonus procedures and evaluation instrument revisions. Freilinger stated that he has provided the Committee with draft procedures for the bonus procedures as well as the old and new evaluation instruments. He stated this will be discussed at the next Committee meeting.

Chairman Harris recessed the meeting at 5:45 p.m.

(transcribed by S. Beeney)