

**Minutes
Trempealeau County Personnel/Bargaining Committee**

July 21, 2011

Committee Chair, Tom Bice called the meeting to order at 9:04 a.m. in the Packer Room of the Courthouse in Whitehall, Wisconsin.

The open meeting law requirements were met.

Committee members present:

Tom Bice
Doug Winters
Wally Geske
Dick Miller
Bob Duellman (9:33am)

Others in attendance:

Jami Kabus	Sherri Rhoda
Jeff McIntyre	Jim Johnson
Nick Gamroth	Sheriff Anderson

Motion by Miller and seconded by Winters to adopt the agenda. Motion carried.

Motion by Winters, and seconded by Miller to adopt the 6/13/2011 minutes. Motion Carried.

Kabus presented a personnel requisition for the Land Records Modernization Coordinator position that has become vacant due to a resignation. She explained that it was approved by the standing committee on 7/11/2011. She summarized the discussion brought up by the E/F Committee and the hiring process for Department Heads. Gamroth added information regarding the duties performed in the Land Records office and how it assists other departments. **M/2nd by Miller/Geske to approve this requisition and forward to County Board. Motion Carried.**

Kabus presented a personnel requisition for a Public Health Nurse in the Public Health Department. This requisition was approved by the Board of Health at the 7/19/11 committee meeting. Rhoda informed the committee that the opening is due to a vacancy created by a resignation. The previous employee was in the position for three months before submitting a resignation. There was discussion as to why there is frequent turnover in this position. **M/2nd by Miller/Bice to approve this requisition and forward to Executive/Finance Committee. Motion Carried.**

Kabus discussed petitioning the WERC for a unit clarification for four Courthouse union employees that report to Human Services. In doing so would make the department function more efficiently and all employees would be working under the same union contract, and not cross union lines. The committee discussed how they looked at this issue last fall. The committee is receptive to proceeding with this process. **M/2nd by Duellman/Geske to approve proceeding with the unit clarification process and review the final details at next P/B Meeting. Motion Carried.**

McIntyre updated the committee on the usage of compensatory time in his department. He discussed the approval process and proposed usage of overtime and comp time by Human Services staff, as approved by his standing committee.

At the May, 2011 Personnel/Bargaining Committee, the committee approved a motion to support further research into a proposal for a recruitment policy and bring back to the committee. Kabus updated the committee that several department heads met to review the County's current Recruitment Policy & Procedures and recent resolutions. They discussed the pros and cons of the process and suggested changes to the process. Kabus went through a handout outlining the current procedure, examples of actual time to replace a position, current committee meeting schedules, pros and cons of current process and a proposed new recruitment process with flow chart. The Committee discussed many issues and made suggestions to the proposal such as requiring one committee member to participate in interviews, notify the standing committee of the chosen candidate and make a courtesy announcement at the County Board. Kabus will update the proposal and share with the department heads that met previously. The department heads will share with their standing committees at their next monthly meeting. This issue will be brought back to P/B in a final format before forwarding to the County Board.

Geske discussed an invoice flagged during the recent audit in regards to legal counsel. He pointed out the expense this creates and referred committee members to in-house staff and not to independently contact outside legal counsel unless it is approved by the committee the issue comes from. Kabus advised that this would be more appropriate as a Board Rule and would include this issue when the Board rules are updated.

Kabus advised that this issue was rolled over from the previous meeting. Since the passing of the State budget addressed WRS contributions that would cause compression, this has become a non-issue at this point. No action taken.

Kabus inquired if the Committee would be requesting bids for health insurance in 2012. She advised of deadlines of notification to ETF, the bidding process and the tight timelines in the process. Miller asked if the County would consider using an insurance broker to research the different plans. Kabus discussed the lack of claims history from ETF and would have to ask employees to complete a health questionnaire to assist in receiving more accurate price quotes. She also was concerned about teaser rates from companies that would later have steep increases in premiums. Bice said it is important to maintain the same level of health benefits the employees are receiving now.

M/2nd by Miller/Bice to request health insurance bids for the 2012 year, while also exploring the possibility of an independent insurance broker to review and compare the equality of health plan bids received.

Motion Carried

The next meeting is scheduled for August 18, 2011 at 9:00 am

Bice adjourned the meeting at 12:17 pm.

Respectfully submitted,
Douglas Winters/jk
Secretary, Personnel/Bargaining Committee