

Ad Hoc Rules Committee Meeting Minutes
March 29, 2011

Meeting was called to order by Chairman, Allen at 3:12 p.m.
Present were Jack Allen, Joe Stuchlak, Bill Miller, Bev Ward. Excused, West. Also present was Cindy Phillippi and Marcia Kaye.

The meeting was properly noticed.

Motioned by Ward/Miller to approve the Agenda. Motion carried by unanimous voice vote. Motioned by Stuchlak/Miller to approve the minutes from March 9, 2011. Motion carried by unanimous voice vote.

Department comments:

Sam Wollin was present and discussed page 44, section 10.04, line 23. The committee added "with notification to the department head", after approval.

Discussion related to cell phones took place. The committee suggested language that could be inserted into the policy that included "cell phones should be on mute, vibrate or silenced during work hours and could be used in emergency cases."

The committee picked up on page 47 of Chris Murphy's recommendations as submitted.

The following changes were recommended by the committee:

- Page 47, section 2.02, line 18 striking ~~Administrative Coordinator/Director of Finance~~ and insert or in their absence the corporation counsel.
- Page 47, section 2.02, line 23 striking ~~Administrative Coordinator/Director of Finance~~ and insert corporation counsel.
- Page 47, section 2.02, line 40 (c) striking ~~Administrative Coordinator/Director of Finance~~ and insert corporation counsel. Reverselines 44-49 (d), line 47, The Personnel Director shall notify the Chair of the Home Committee of the termination, placed in front of, line 45, "The Personnel Director will send a letter to the terminated employee notifying them of the action taken and place a copy of the letter in his/her official personnel file."
- Page 47, section 2.03, lines 50-54 strike all of it.
- Page 48, section 2.04 lines 1-10, rewrite as follows: Unless WI Statutes directs otherwise, in situations involving Department Heads, ~~the Administrative Coordinator/Director of Finance in consultation with~~ the Personnel Director or the Corporation Counsel shall administer disciplinary procedures as outlined in this section regarding first and second offense or Sec. 59.26 Wisconsin Statutes. The Personnel Director or Corporation Counsel shall address the Home Committee prior to discipline. Upon notification from the Personnel Director ~~or Administrative Coordinator/Director of Finance shall notify the Home Committee Chair, Executive Committee Chair and County Board Chair of such action.~~ of a third and fourth offense disciplinary procedures shall be administered by the Home Committee and then the County Board in consultation with the Personnel Director and Corporation Counsel. ~~by Administrative Coordinator/Director of Finance in consultation with Personnel Director, Home Committee Chair, Executive Committee Chair and County Board Chair (if a supervisor holds 2 of those positions then the Finance Committee Chair shall be included).~~ Prior to any discipline of a Department Head a joint meeting of the Home Committee and

~~Executive Committee shall be held.~~

West present at 4:30 p.m.

- Page 61, section 19.01, lines 32-33, strike ~~If funds are not available, PRIOR approval must be obtained from the Home Committee and the Administrative Coordinator/Director of Finance.~~ Line 33 strike ~~travel~~ and insert "expenses" and on line 34 insert "Home Committee and" in front of Administrative and Finance Committee.
- Page 64, section 22.01, rewrite as follows:
 - Department Heads should present details of the available state/federal grant to the respective Home Committee Chairperson and Administrative Coordinator/Director of Finance prior to grant application. If there is a time concern, the Home Committee Chairperson and Administrative Coordinator/Director of Finance should be notified. ~~must approve the request for grant prior to grant application. After Home Committee Chairperson and Administrative Coordinator/Director of Finance approves the grant application, a copy of the application shall be presented to the Home Committee and the Administrative Coordinator/Director of Finance.~~ All grants that require adding new positions to the County payroll shall require County Board approval. ~~Grant applications of \$20,000 or greater shall require County Board action.~~ Whenever possible, contracted services should be used to fulfill grant requirements rather than adding employees to the county payroll.
- Page 82, section 5.09, lines 30 – 33, strike it all.
- Page 83, (E), line 13, insert "by the personnel director", behind reviewed

Joe Stuchlak referred back to page 14, section 6.05 inserting, "All interviews will be held in closed session per Wisconsin Statutes." on line 25.

The committee left the following items as is:

- Page 1, sections 3.02 and 3.03
- Page 52, sections 3.04 and 4.01
- Page 82, section 5.10

The committee revisited the in- line structure, added one arrow –to the flow chart. The committee was in full agreement with the in-line structure. The in-line structure will be added in the front of the personnel manual.

Keep the following items on the agenda for the next meeting:

- Page 3, section 4.01 (B)
- Page 27, section 1.03;
- Page 46, section 2.01, lines 15-18;
- cell phone policy;
- Page 48, Administrative Coordinator/Director of Finance, Personnel Director, and Corporation Counsel Discipline

- Page 62, C, a, b, c;
- Credit account and credit card policy;
- Page 81, section 5.02, line 52;
- Page 83, section 5.13 (b), line 24;
- Page 83 D;
- Page 48, section 3.01, Marcia will rewrite section and submit to committee for review
- Page 48, Section 3.04 and page 53, Sections, 4.05 and 5.02 - Bev will review financial policy and recommend language
- Page 64, revisit section 22.02

The next meeting date: Wednesday, April 6th, 2011 at 3:30 p.m. in A160.

Motioned by Ward/Miller to adjourn at 5:12 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary