

AD HOC TRANSITION COMMITTEE MINUTES
February 13, 2014, Room A260 9:00 a.m.

The meeting was called to order by Chairman Miller at 9:00 a.m.

Present, Miller, Johnson and Stuchlak. Excused, West and Bays. Also present, Kotlowski, Phillippi, Wagner, Rogers, Fahrenkrug, and Kaye.

The meeting was properly noticed.

Motioned by Johnson/Stuchlak to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Jonson to approve the minutes from November 21, 2013. Motion carried by unanimous voice vote.

West present at 9:05 a.m.

Motioned by Stuchlak/West to deviate to item 6. i. Res. to rescind Chapter 10 Section 1, 3, 5, 6 & 7 and Chapter 11 and work back up the agenda. Motion carried by unanimous voice vote. Motioned by West/Stuchlak to forward resolution to County Board changing rescinding to rescinded contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Johnson to forward Reclassification Resolution to County Board contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance. Motion carried by unanimous voice vote.

Motioned by West/Johnson to strike on line 16 of the Key Control Policy Document "prior to" and insert "on or before" and to forward Key Control Resolution on to County Board contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance. Motion carried by unanimous voice vote.

Discussion on County Board Meeting Security Ord. #1-2000 took place. The committee suggests striking in section 3 "while the Adams County Board of Supervisors is in session, including while the board is in recess, or during a period of time thirty minutes before the published starting time of a county board session or during a period of time thirty minutes after the adjournment of a county board session: Also all of (a) approach with in three (3) feet of a county board supervisor who is in his or her chair or at his or her desk in the county board meeting room, unless such person is an employee or officer of Adams County or unless such person has obtained the express consent of the county board supervisor and to also strike "Meeting" from the title.

After further discussion the committee requested Corporation Counsel redraft the Ordinance and bring it back to the next meeting for further discussion.

Motioned by West/Stuchlak to strike lines 11 & 12, 20 thru 27 and "shall be a resident of the county and" from line 18, then forward Residency Ordinance to County Board, contingent upon Corporation Counsel and Administrative Coordinator/Director of Finance approval. Motion carried by unanimous voice vote.

Motioned by Stuchlak/West to return to a. Discipline & discharge and continue forward on the agenda. Motion carried by unanimous voice vote.

Discipline & discharge: Disciplinary Procedure First, Second, Third & Fourth Offense;

~~**1.01** All communications and complaints that may result in employee discipline shall be made to the Personnel Director in writing. Any communications or complaints that allege Employee misconduct shall be~~

~~documented and such documentation shall be forwarded to the appropriate Department Head for consideration of possible disciplinary action. Any communications or complaints that allege Employee misconduct shall be documented and such documentation shall be forwarded to the appropriate Department Head for consideration of possible disciplinary action.~~

SECTION 2 - DISCIPLINE AND DISCHARGE

2.01 Disciplinary Procedure. Discipline shall be applied to all County employees for violation of the Personnel and General Administrative Policies, or other reasonable work standards not specifically defined herein. ~~but only after~~ The Department Head may consults with the Personnel Director or in their absence the Corporation Counsel as deemed appropriate. As part of the disciplinary process, the County shall ~~may~~ conduct an adequate investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet with the employee, and ~~his~~ their union representative if applicable, to discuss the allegations and the response.

~~While~~ The following sequence of discipline is normally administered, there may be circumstances that may accelerate discipline up to and/or including termination. ~~the Personnel Director and Corporation Counsel will exercise the appropriate measure of discipline.~~

- A. **First (1st) step offense-- Verbal Reprimand.** The employee will be given a verbal reprimand in private. The Department Head or immediate supervisor shall complete the standard triplicate disciplinary form giving the date and time of the verbal reprimand, the reason for the discipline, and in conjunction with the employee include what shall be done to correct the problem in the future. Signatures of both the department head or immediate supervisor and employee are required. ~~employee the reason for being disciplined and also the manner in which the employee shall correct his problem in the future. A letter~~ Copies shall be given to the employee and the Personnel Director to be and placed in the employee's official personnel file. with the signatures of both, the Department Head or immediate supervisor and receiving the reprimand. The letter shall include the date and time of the reprimand, state that this was a verbal reprimand, the reason for the discipline, and include what shall be done to correct the problem in the future.
- B. **Second (2nd) step offense - Written Reprimand.** ~~The employee shall be given a written reprimand with a copy given to the Personnel Director to be placed in the employee's official personnel file. The written reprimand shall be signed by the Department Head or immediate supervisor and by the employee who is acknowledging receipt. A copy shall be provided to the employee and this will list the rule or policy broken and a manner to improve performance. The employee will be given a written reprimand in private. The Department Head or immediate supervisor shall complete the standard triplicate disciplinary form, giving the date and time of the written reprimand and the reason for the discipline, and include what shall be done to correct the problem in the future. Signatures of both the department head or immediate supervisor and employee are required. A copy shall be given to the employee and one to the Personnel Director to be placed in the employee's official personnel file~~
- C. **Third (3rd) step offense - Suspension/Demotion.** The employee may be suspended with or without pay, or demoted, by the Department Head, upon prior approval by the Personnel Director and Corporation Counsel. The Personnel Director or Department Head will send a letter to the suspended or demoted employee, notifying them, ~~cc~~ and/or department head, ~~when applicable,~~ of the action taken and place a copy of the letter in the employee's personnel file.
- D. **Fourth (4th) or additional, offense- Termination.** The employee may be terminated by the Department Head upon prior approval by the Personnel Director and the Corporation Counsel. The

Personnel Director or Department Head shall notify the Chair of the Home Committee of the termination. The Personnel Director or Department Head will send a letter to the terminated employee notifying them, ~~ee-and~~ the department head, ~~when applicable,~~ of the action taken and place a copy of the letter in ~~his/her~~ the employees official personnel file. The Personnel Director will inform the Executive Committee of terminations.

2.02 Department Head Discipline. Unless WI Statutes directs otherwise, in situations involving Department Heads, 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 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.

2.03 ~~Administrative Coordinator/Director of Finance, Personnel Director and Corporation Counsel Discipline.~~ ~~Unless otherwise directed by the Wisconsin Statutes, in situations involving the Administrative Coordinator/Director of Finance, the Personnel Director, or the Corporation Counsel, the Executive Committee Chair Corporation Counsel shall conduct all disciplinary investigations and administer procedures as outlined in this section regarding first and second offense. The Corporation Counsel shall address the Executive Committee prior to discipline. Upon notification by the Corporation Counsel of a third and fourth offense disciplinary procedures shall be administered by the Executive Committee and then the County Board in consultation with the Corporation Counsel. any disciplinary action in consultation with the Executive Committee and County Board.~~

2.04 Notification of Termination/Resignation. When notified that an employee is leaving, the Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems at the appropriate time.

2.05 Exit Interview. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director. A summary of comments will be provided to the Department Head and Home Committee.

Next agenda item: County Board Meeting Security

Set next meeting date: March 6th at 9:00 a.m.

Motioned by Stuchlak/West to adjourn at 11:10 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippe

Recording Secretary

These minutes have been approved.