

AD HOC TRANSITION COMMITTEE MINUTES
October 29th, 2013 Room A260 1:00 PM

The meeting was called to order by Chairman Miller at 1:02 p.m. Roll call: Johnson, Miller, Stuchlak and West. Excused: Bays. Also present: Kaye, Wagner, Larson, Diemert, Nickel, McLaughlin, Patrick Kotlowski, Grosshuesch, Wollin and Phillippi.

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

Item #4 Discuss and/or act on Appendix B Family Medical Leave Act; (Employee Handbook appendix).
Item #5 Discuss and/or act on drafting Appendix B resolution. Motioned by West/Stuchlak to approve resolution and appendix B. Motion carried by unanimous voice vote.

Item #6 Discuss and/or act on increasing Part LTE positions from 120 days to 180 days to coincide with the working season and the Fair Employment Standards Act. No action will be taken until Nickel reports back.

Item #7 Discuss and/or act on Administrative Manual Chapter 1:

- a. Evaluation of candidates;
- b. Interviews;
- c. Selection;
- d. Physical Examine;
- e. Letter of offer;
- f. Eligibility Lists;
- g. Hiring of Department Heads;
- h. Hiring of an Administrative Coordinator/Director of Finance.

4.04 Evaluation of Candidates. Keep as is.

4.05 Interviews. All applicants to be interviewed will be contacted by the Personnel Director or approved designee Department. A member of the hiring department, the home committee chairperson and/or designee ~~will~~ may conduct interviews. The Personnel Director in coordination with the Department Head will determine who if anyone will also ~~be included in~~ participate in the interviews. ~~including a member of the hiring department, the home committee chairperson and/or designee.~~ The Department Head in coordination with the Personnel Director shall prepare interview questions and/or skills test ~~that shall be reviewed and approved by the Personnel Director.~~ Applicants selected for interview(s) shall bear all expenses for the interview(s). The Personnel Director may administer or appoint a designee to administer the interview questions. All interviews shall be conducted in a manner not to breach confidentiality, and when a quorum is present All interviews will be held in closed session per Wisconsin Statutes.

4.06 Selection. After all interviews are completed, those conducting the interviews, shall select ~~at minimum~~ a primary candidate and an first (1st) and second (2nd) alternate candidate(s), unless the candidates do not meet the desired qualifications. With the exception of the Sheriff's Office, the Personnel Director, shall attempt within seven (7) business days, to shall conduct background, reference and qualification checks on final selected candidates only and prepare a written report of the findings to be forwarded to the Department Head. If these references are positive, a written conditional offer of employment shall be given to the final candidate within seven (7) business days contingent upon successful completion of a physical evaluation, if required for the position, background check, and drug and alcohol test. Verification of Qualifications: Those employees candidates, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file. ~~The background checks and testing shall commence after verbal acceptance of the~~

~~position by the candidate. If the qualifications for a position are not met and no offer of employment is made, further recruitment efforts to hire a qualified candidate may shall be made by the Personnel Director.~~

If the person to whom an offer is made does not fill the position or if the position becomes vacant within twelve (12) months of the date of the candidate's start date, the job may be offered to an ~~the~~ second (2nd) alternate candidate ~~or candidates in order of preference after consultation with the Personnel Director.~~ If the qualified candidate(s) selected from the initial interview decline the position, further recruitment efforts shall be made immediately by the Personnel Director.

4.07 Letter of Offer. The Personnel Director shall send a letter of offer and Medical Examination Form, if applicable, to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head. The Personnel Director shall notify each unsuccessful candidate in writing. ~~within 7 business days of the decision. Upon selection after the interviews, prior to any of the background checks and testing commencing. The background checks and testing shall commence after verbal acceptance of the position by the candidate. Prior to the final candidate beginning work starting their position, the Medical Examination Form, if applicable, along with After letter of acceptance shall be returned to the Personnel Director, and all conditions of employment shall be given to the Administrative Coordinator/Director of Finance Office prior to starting employment, by the Personnel Director.~~ The County shall not pay relocation expenses of any kind. ~~This offer shall be conditional upon successful completion of the following:~~

- ~~A. Background checks~~
- ~~B. Drug and Alcohol Test;~~
- ~~C. Physical Evaluation; if applicable~~
- ~~D. Psychological Evaluation: at the discretion of the Personnel Director or Department Policy.~~
- ~~E. ;Reference Check; and~~
 - ~~a. Verification of Qualifications: These employees, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file; and~~
- ~~F. Completion of a six month orientation period.~~

4.08 Physical Examine. A physical examination, if applicable, based on the physical demands listed in the job description is required before the County employs a person. The physical exam is given in strict compliance with the American with Disabilities Act (ADA) and only after a conditional offer of employment has been made. The County will schedule the appropriate physical examination, if applicable, at the Moundview Memorial Hospital & Clinics, at a medical facility or another institution as selected by the Personnel Director and Department Head. This exam shall be based on the physical demands listed in the job description and The testing may include one or more of the following: basic employment physical, DOT medical exam, hazmat with or without a stress test, audiogram, X-rays or flexibility testing. The County will pay for the cost of the exams. This will be billed directly to the County's attention:

Personnel Department, P.O. Box 48, Friendship, WI 53934

4.09 Eligibility Lists. Departments may request to advertise for eligibility lists for positions as follows:

- A. Sheriff Department Office. Jail Officers Deputies, Dispatchers, and Road Patrol Officers Deputies.
- B. Highway. Laborers/Truck Drivers and Summer Help.
- C. Solid Waste. Truck Drivers/Equipment Operators.
- D. Health & Human Services. Social Workers/Nurses.
- ~~E. See Chapter 2, Section 2, position categories/recruitment for employment.~~

Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for ~~up to twelve (12) months~~ for the filling of future vacancies. ~~The Executive Committee may grant an extension up to six (6) months.~~

4.10 Hiring of ~~Non-Elected~~ Department Heads. Department Head applications are to be screened by the Personnel Director and the Home Committee Chair and/or designees. The Personnel Director and/or the ~~Executive Home~~ Committee may request outside participants for the interview screening process. The ~~Executive Home~~ Committee along with the ~~Home Executive~~ Committee chair shall interview the candidates recommended candidates ~~by the Personnel Director~~ for appointment to the position of Department Head. ~~The Personnel Director may request outside participants for the interview process.~~ After interviews have been completed, the ~~Executive Home~~ Committee shall recommend the final candidate ~~.to the County Board for approval by Resolution.~~ The only exceptions shall be the UW Extension Agents, Highway Commissioner and Library Director.

~~4.10 Hiring of an Administrative Coordinator/Director of Finance. The Personnel Director shall assist the Executive Committee in screening applicants. The Personnel Director and Executive Committee shall conduct interviews and the Personnel Director may request outside participants for the interview process. If the Personnel Director position is vacant the Executive Committee shall conduct the interview process and may request outside participants for the interview process. . After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution.~~

Items on next agenda:

Employee orientation/orientation period;

Drug/Alcohol testing;

Physical examination;

Volunteer service policy;

Wages;

Reclassification;

Employee discipline & discharge;

Exit interview;

Approve minutes from 2/15/12, 2/20/12 and 10/21/13;

Discuss and/act or on drafting resolution for the first chapter of the Administrative Manual;

Discuss department head comments;

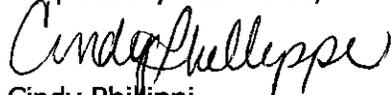
Discuss code of conduct resolution and policy;

Discuss Administrative Handbook Forms.

Next meeting date: November 7 and 21, 2013 at 8:30 a.m.

Motioned by West/Johnson to adjourn at 3:39 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Philippi

Recording Secretary

These minutes have been approved.