

**Minutes of the  
Bayfield County Personnel Committee  
Thursday, August 2, 2007  
Bayfield County Board Room**

Present: John Blahnik-Chairman, Brett Rondeau-Vice-Chairman, Dee Kittleson, David Good

Members Excused: Shawn Miller

Others Present: Craig Haukaas-District Attorney, Kerri Nevala-Legal Secretary, Barbara Suminski, Scott Fibert-County Clerk, Mark Abeles-Allison-County Administrator, Kris Kavajecz

Called to order at 4:00pm by Chairman Blahnik

*Motion Rondeau, Good to approve the minutes of the July 5, 2007 Personnel Committee meeting. Motion Carried.*

Unanimous consent to address Item 4 on the agenda first.

**Discussion on District Attorney Office New Position:** District Attorney Haukaas explained his rationale for requesting a new position in his office. Existing Legal Secretary completing duties above those of a typical Legal Secretary. Suggest creating Legal Secretary II position at the Level 6, Grade 2 wage scale.

Haukaas, Nevala, Suminski exited the meeting at this time.

**Discussion on Insurance Opt Out provision:**

*Motion Rondeau, Kittleson to postpone this discussion until the next meeting. Motion Carried.*

**Discussion and Possible Action Regarding draft revision of policy manual:**

*Motion Good, Rondeau to adopt the policy manual revisions as presented. Motion Carried.*

**Discussion and Possible Action Regarding Emergency Leave Program:** Review of recommended changes from the Labor-Management Committee.

*Motion Good, Rondeau to adopt the revised policy as presented. Motion Carried.*

**Staffing Update:** Michele Heglund in the Health Department has resigned. Various options are being considered for handling the duties Shellie performed. Financial Manager applications due August 9. Offer letters have been sent to the Land Records and Tourism Director applicants. Ryan Olson has successfully posted in to the Equipment Operator position in Port Wing. Highway will discuss the Iron River vacancy at their next meeting.

**Updates:**

**Non-Represented Wage Study:** Committee reviewed wage comparisons of all non-union management positions of 10 surrounding counties.

**Smoking Policy:** Discussion regarding allocating funds to assist with smoking cessation.

**Wellness:** Walk Around Wisconsin has concluded. More activities planned for the Fall.

*Motion Good, Rondeau to enter in and out of Executive Session pursuant to Wisconsin Statutes §19.85(1)(c,e) for the purpose of approving Executive Session minutes of the July 5, 2007 Personnel Committee meeting, discussion and possible action regarding Teamster Unit Clarification Case, bargaining issues, discussion and possible action regarding creating new position in the District Attorney's Office. Roll Call Vote: All-Yes, Fibert and Kavajecz were invited to remain in the closed session.*

*Motion Good, Rondeau to return to open session. Roll Call Vote: All-Yes, Motion Carried.*

*Motion Rondeau, Kittleson to adjourn. Motion Carried.*

Meeting adjourned at 5:30 pm.