



311 N. Main Street
Shawano, WI 54166
www.co.shawano.wi.us

NOTICE OF MEETING

COMMITTEE: ADMINISTRATIVE & INSURANCE

DATE: **May 16, 2017** **TIME: 1:00 p.m.**

MEMBERS: Jerry Erdmann, William Switalla, Ken Capelle, Kathy Luebke, Gene Hoppe

PLACE: Shawano County Courthouse Lower Level – Meeting Room 7

AGENDA

1. Call meeting to order.
2. Approve minutes of previous meetings.
3. Motion to deviate from posted agenda if necessary.
4. Public Comment.
5. Monthly Report Presentation: Brent Miller, Department of Administration.
6. Monthly Reports: Child Support, Corporation Counsel and Technology Services.
7. Discussion and possible approval regarding the appointment and compensation of the Interim Public Health Director.
8. Discussion and possible approval regarding forwarding reclassification review for the position of Office Specialist within the Building Maintenance Department to Carlson Dettmann Consulting.
9. Discussion and possible approval of Courthouse custodial staffing.
10. Discussion and possible approval of Shawano County Drug Court Program.
11. Discussion and possible approval of Psychiatrist job description.
12. Discussion and possible approval of P.A.R. Forms and job descriptions for the following positions.
 - a. Social Worker/Drug Court Coordinator
 - b. G.I.S. Technician
 - c. Assistant Deputy Register of Deeds
 - d. Energy/Program Aide/Clerk Typist LTE
13. Discussion and possible approval of P.A.R. Forms for the 2018 Budget for the following LTE positions.
 - a. Office of the Treasurer – 2018 Limited Term Employee
 - b. Building Maintenance – 2018 Limited Term Summer Employee
 - c. DHS-Fellman Center – 2018 Energy Assistance LTE
14. Discussion and possible approval of resolution to approve changing the Assistant Deputy Register of Deeds position from part-time to full-time.
15. Discussion and possible approval of resolution to change Good Friday and Christmas Eve from ½ day holidays to full day holidays.
16. Discussion and possible approval of resolution to revise Appendix G of the Personnel Policies Manual.
17. Discussion and possible approval (rank and prioritize) of Technology Services Capital Improvements Program Projects.

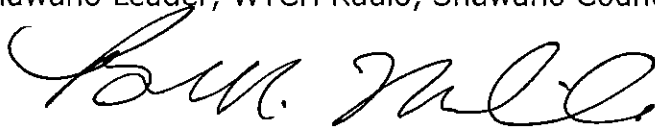
18. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Wisconsin Statute §§ 19.85(1)(e)&(g) to discuss, deliberate and confer with legal counsel concerning federal litigation filed by a former Sheriff's Office deputy against Shawano County bearing case number 16CV260 in the United States District Court - Green Bay Division; and Wisconsin Statutes §§ 19.85(1)(c)(e)&(g) to discuss, deliberate, negotiate and confer with legal counsel concerning collective bargaining issues and agreements pertaining to law enforcement, and a grievance filed under the grievance procedure.
19. It is anticipated that a motion will be made and seconded to come out of closed session, and to take action if necessary on the closed session items, and then continue with agenda.
20. Committee Comment.
21. New business that is requested for future Committee consideration.
22. Set next meeting date(s).
23. Adjournment.

ACCOMMODATIONS DUE TO DISABILITY CAN BE MADE BY CALLING 715-524-4611.

NOTICE OF MEETING:

Date: 5/9/17 **Time:** 2:00 p.m.

Place: Courthouse, Shawano City-County Library, Human Services- Fellman Center, Shawano Leader, WTCH Radio, Shawano County Website



Chief Presiding Officer or his/her designee who posted notice