



311 N. Main Street  
Shawano, WI 54166  
[www.co.shawano.wi.us](http://www.co.shawano.wi.us)

## NOTICE OF MEETING COMMITTEE: ADMINISTRATIVE & INSURANCE

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**DATE:** September 14, 2016      **TIME:** 1:00 p.m.

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

**PLACE:** Shawano County Courthouse Lower Level – Meeting Room 7

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### AGENDA

1. Call meeting to order.
2. Approve minutes of previous meeting.
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. Annual Report Presentation: Steve Hansen, Technology Services.
8. Request approval of Technology Services Disposal List – September 2016.
9. Discussion and possible approval of Resolution extending official thanks and best wishes to Joe Stellato for 24 years of service to Shawano County.
10. Discussion and possible approval of Resolution to create a full-time Account Technician position in the Highway Department, replacing the LTE position.
11. Discussion and possible approval of Resolution regarding the reclassification/retitling of two Department of Human Services Clinical Social Worker positions.
12. Discussion and possible approval of Resolution to adjust the salary of the Juvenile Court Intake Worker/Lead from Grade K, Step , to Grade K, Step 3, to be in compliance with the FLSA guidelines.
13. Discussion and possible action regarding resolution to approve revisions to the Personnel Policy Handbook concerning payouts for Paid Time Off.
14. Discussion and possible action regarding Health Insurance for retirees.
15. Discussion and possible action regarding annual review of Pay Plan.
16. Review and possible approval of job descriptions.
17. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Wis. Stats. §§ 19.85(1)(e)&(g) to discuss and deliberate concerning federal litigation filed by a former Sheriff's Office deputy against various Shawano County officials on March 3, 2016 bearing case number 16CV260 in the United States District Court - Green Bay Division.

18. 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.
19. Committee Comment.
20. New business that is requested for future Committee consideration.
21. Set next meeting date(s).
22. Adjournment.

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

**NOTICE OF MEETING:**

**Date:** 9/7/16 **Time:** 3:00 p.m.

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



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Chief Presiding Officer or his/her designee who posted notice