

Minutes of Langlade County Executive Committee

The meeting in the Law Library of the Courthouse was called to order at 8:00 a.m., August 10, 2015, by Chairman Dave Solin and the Pledge of Allegiance was recited.

Members Present: Doug Nonnenmacher, Mike Klimoski, Holly Matucheski, Ron Nye, and Dave Solin.

Members Absent: None

Others Present: Robin Stowe, Gary Olsen, Kim Van Hoof, Scott Jensema, Pete Pennington, Drew Kelly, and Joe Novak.

Agenda Item #3 Approve/amend Minutes of July 13, 2015.

Motion by Nye, second by Klimoski, to approve the minutes of the July 13, 2015 meeting, all ayes, motion carried.

4. Discuss extending deadline for centralized personnel files: The Committee had set the date of August 1, 2015 to centralize the personnel files. Motion by Klimoski to extend the deadline for the centralization of personnel files to a date to be determined after a new Human Resources Director is hired, second by Matucheski, all ayes, motion carried.

5 & 6. Consider refilling the Chief Deputy Position in the Treasurer's Office due to the retirement of the Treasurer, Ann Meyer and the appointment of Tammy Wilhelm to be Treasurer effective September 1, 2015. Consider refilling the Chief Deputy Position in the County Clerk's Office due to the retirement of the County Clerk, Kathy Jacob, and the appointment of Judy Nagle to County Clerk effective September 1, 2015: Motion by Nye, second by Nonnenmacher, to refill the Chief Deputy positions in the Treasurer's and County Clerk's Offices, all ayes, motion carried.

7. Discuss recommendations from the Out of Home Care Study: Kim Van Hoof and Scott Jensema presented the recommendations from the out of home care study previously requested by the Committee. See attached recommendations. Based upon this study, the Department of Social Services is looking for additional funding to hire a full-time employee to handle one-on-one parenting sessions at an estimated cost of \$63,845 and another \$10,000 for parenting classes. The department has room under their levy cap for 2016 to do the \$5,000 for trauma informed care practices training. The Committee will continue to look for funding for these options.

8. Consider Resolution to Repeal Paragraph 23 of Motion #520 to the State of Wisconsin 2015-2017 Budget Bill, Adopted as 2015 Wisconsin Act 55, Relative to Shoreland Zoning Standards: The Committee discussed a resolution to repeal paragraph 23 of motion #520 to the State of Wisconsin 2015-2017 budget bill, adopted as 2015 Wisconsin Act 55, relative to shoreland and zoning standards. This new law retroactively changed State shoreland zoning from "minimum" standards to the "maximum" standards. Motion by Nye, second by Klimoski, to approve this resolution and send it to the County Board, all yes, motion carried.

9. Consider Resolution to create County Board Rules authorizing committees to restrict attendance by County Board members at closed sessions: At a previous meeting, the Committee had discussed creating a County Board Rule that would authorize committees to restrict attendance by County Board members at closed sessions of personnel matters. Robin Stowe presented a draft resolution to the Committee with the proposed County Board Rule. Robin explained that State Statutes allow any County Board member to be able to attend a

closed session unless the County has a rule which limits attendance at closed sessions, and currently, our County Board does not have such a rule. The new rule would restrict attendance at County committee closed sessions that involve personnel matters, to committee members only, if the Committee desires to do so. The rule allows for the Board Chairman or the Chairman's designee to attend all closed session; and allows for sharing confidential information with other Board members with the Committee's approval. Motion by Nye, second by Klimoski, to forward the rule change to the County Board, all ayes, motion carried.

10. Review plan to fill the Human Resources Director position: The original timetable to fill the Human Resources position was January 1, 2016; however the Payroll and Benefit Specialist, Pam Resch, has given notice that she will be leaving the County for employment with the City of Oshkosh. Robin explained that since 2012, more HR duties were being assigned to this position, including but not limited to centralizing all personnel files in this office. With the vacancy in this position, it is recommended that the County consider filing the vacant Human Resources (HR) position now instead of waiting until the first of the year. The Personnel Committee has approved this plan and the Finance Committee approved funding for this position for 2015 to come from the General Fund with the savings from the Finance Department in 2015 to be used to reimburse the General Fund at the end of the year. Motion by Klimoski to fill the Human Resources position, second Nonnenmacher, all ayes, motion carried.

11. Request to refill the Payroll Benefits Specialist Position in the Finance Department: Gary Olsen explained that the Finance Committee approved contracting with ADP to process the County's payroll and submit all required reports. Once this contracted service is in place, then Olsen anticipates needing a part-time employee to fill the remaining duties of the vacant full-time Payroll and Benefits Specialist position. Olsen will bring back a request after this is studied more. Motion by Klimoski to table this item until Olsen comes back with a plan for a part-time position, second by Nye, all ayes, motion carried.

12. Revise the Rules of the County Board regarding the process to refill vacant employment positions by replacing approval of the Executive Committee with approval of the Personnel Committee: The Personnel Committee has asked that the County Board Rules for refilling vacant employment positions be changed from needing the approval of the Executive Committee to the Personnel Committee. Motion by Klimoski, second by Nye to hold off on making this change until after a Human Resource Director is hired, all ayes, motion carried.

13. Review and revise County's personnel policies, including Grievance Procedure and the Job Performance Management and Discipline Policy: Robin Stowe distributed a revised draft copy of the Langlade County Government Accountability and Complaint Resolution Policy to the Committee. The redesign of procedures to handle complaints about County officials and employees has been a work in progress for the Personnel and Executive Committee. Since the Human Resources Director will have a major role in receiving and addressing these complaints, the Committee discussed the merits of tabling the further development of these new procedures until a newly hired HR Director can participate in this process. Stowe and the Committees would welcome the input of the new HR Director on the development of these new procedures. Andy Phillips, the Counties attorney will also be reviewing the new policy. Stowe will continue revising the procedures consistent with input from the committees and management staff. The HR Director will have the opportunity to provide input on this process once the position is filled.

14. Review resolution received from other Counties, if any: There were no resolutions to be forwarded to County Board.

15. Set date for next meeting: The next regular meeting of the Committee will take place on September 14, 2015 at 8:00 a.m.

At 9:35 a.m. motion by Nye, second by Solin, to adjourn the meeting, all ayes, motion carried; meeting adjourned.

Submitted by,
Gary D. Olsen, Recording Secretary