

## **Minutes of Langlade County Executive Committee**

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

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

Members Absent: None.

Others Present: Robin Stowe, Gary Olsen, Kim Van Hoof, Craig Hotchkiss, Joe Novak, Pete Pennington, Ron Barger, Autumn Pettengill, Arlene Bonacci, Drew Kelly, Erik Rantala, and Kim Schwartz.

### Agenda Item #3 Approve/amend Minutes of January 6, 2015.

Motion by Klimoski, second by Nonnenmacher, to approve the minutes of the January 6, 2015 meeting, all ayes, motion carried.

4. Review identification signs that will be used on County owned vehicles: The Executive Committee had previously determined that identification signs would be placed on County-owned vehicles and referred the design and type of sign to the respective Department Heads and Oversight Committees. It was agreed that magnetic signs could be used to allow Department Heads to remove the identification when circumstances warrant. The Forest Administrator shared some designs for identification signs to the Committee. No action taken.

5. Discuss Staffing Study: Robin Stowe reported that the Management Team would begin working on the staffing study at a meeting tomorrow. The purpose of the study would be to identify the minimum staffing level for each department. This would allow departments to refill positions, if it has been decided that the staffing levels were correct for the department. Stowe also contacted North Central Wisconsin Regional Planning Commission to see if they could assist with this study. They will not be able to attend the meeting with the Management Team, but they will try to help in any way they can. The progress on the staffing study will be reported to back to the Committee.

6. Discuss Strategic Budget Plan: One of the duties of the Executive Committee is to engage in Strategic Budget Planning. To date, the Committee has considered a number of strategies to sustain a certain level of programs and services including but not limited to transitioning to priority-based budgeting. As the Committee continues to engage in developing budget strategies, Robin Stowe and Gary Olsen made the suggestion that the Committee should consider a more interactive process (i.e., using a flip chart or other visual aid to map out budget goals, objectives and concerns) and maintaining this information to review our progress. Therefore, at the meeting next month, there will be an interactive session with the Committee regarding this agenda item.

7. Discuss proposed revisions to Employee Handbook regarding the Compensation Matrix and Cost of Living Adjustments: Robin Stowe reported that the Personnel Committee approved the changes to the Employee Handbook regarding the compensation matrix. This was for informational purposes only.

8. Discuss proposed revisions to County Board Rules regarding membership and duties of Compensation Matrix Committee and duties of Personnel Committee: This agenda item has been under consideration by both the Personnel and Executive Committees. Robin Stowe shared a proposal to change the County Board Rules regarding the membership and duties of

the Executive Committee (in response to changes to the process of reviewing employee compensation) and changes to the duties of the Personnel Committee (in response to changes in the collective bargaining and grievance arbitration processes (Act 10)). The Personnel Committee did not approve sending the proposed revisions to the County Board Rules at this time and requested a comparison of current and proposed duties of these committees. Robin shared this comparison information with the Executive Committee. Motion by Nonnenmacher to approve the proposed changes to the Board rules, second by Klimoski, all ayes, motion carried. This will be held for one month before it will be sent to the County Board in March.

9. Discuss proposed procedure for employees to submit requests for additional compensation: The Employee Handbook has been amended to reflect the previous decision of the Committee to grant employees the opportunity to request a review of the compensation for their individual position apart from the collective 5 year review process. It is understood that individual requests to review compensation will not be addressed until the Committee adopts a specific procedure. The Management Team has expressed an interest in participating in the process to establish a procedure for submitting and reviewing these requests. After the Management Team has the opportunity to provide some input into this process, this matter will be brought back to the Committee for its review and approval.

10. Discuss current oversight and supervision structure of the Juvenile Justice Program: This item was on the agenda to clarify the action taken at the combined meeting that was held in January. The action approved by consensus at the joint meeting was to submit a resolution to the County Board to change the oversight committee; whereas the previous action taken by the Executive Committee was to table this discussion until a new Judge is elected. Gary Olsen advised that the Governor recently proposed a change in the budgetary oversight for the Juvenile Justice Program by transferring all oversight of Youth Aids to the Department of Children and Families (DCF - the same budgetary oversight for the Department of Social Services – Child Protective Services). There will also be performance measures that will be required similar to what DCF currently uses for Social Services. Because of all these factors, the Committee felt it would be best to wait on action regarding the Juvenile Justice Program. Chairman Solin advised that he plans to not to include the proposed oversight resolution on the next County Board agenda. The Committee then discussed the need to study options to address out of home placement costs for both the Juvenile and CPS programs. Motion by Klimoski, second by Solin to direct the Social Services Committee to study options to address the out of home placement costs and report back their findings and recommendations back to the Executive Committee by August 1, 2015, all ayes, motion carried.

11. Refill vacant Public Health Nurse Position: Ron Barger reported that one of the nurses left for a different job and he is looking to refill the position. Barger presented an organizational chart showing the staffing levels of the Health Department and how the staffing level has been reduced over the years. Robin Stowe reminded the Committee of the staffing recommendation contained in the Ad Hoc Committee report dating back to 2011. Motion by Nonnenmacher, second by Matucheski, to approve refilling the vacant Public Health Nurse position. All ayes, motion carried.

12. Review written report from the Economic Development Corporation: A copy of the Economic Development Corporation report was distributed to the Committee. Motion by Klimoski, second by Nye, to approve the Economic Development Corporation report, all ayes, motion carried.

13. Consider progressive sanctions for violations of County Board Rules: A referral was made to the Executive Committee to consider progressive sanctions for violations of County Board Rules. Currently, the County Board Rules set forth the obligations of members of the County

Board and sanctions for violations of the Rules, which range from reprimands, fines, removal from committee assignments, to removal from the County Board. The Rules are silent as to any specific sanctions for specific rules violations (i.e., first offense, second offense, etc.). The main concern regarding failing to follow the Board Rules was for members who miss meetings without providing prior notice. It was proposed that the first violation would be a private reprimand, second violation would be a public reprimand, third violation would be a public reprimand and a \$50 fine, fourth violation would be a public reprimand and a \$100 fine, and the fifth violation would be to start the process to remove them from office. The Committee discussed changing this to a "three strike" process that would be the first violation would be a private reprimand, second violation would be a public reprimand and a \$50 fine, and the third violation would be to start the process to remove them from office. Historically, the County Board has addressed rules infractions privately – thru communications between the County Board Chairman, the Corporation Counsel and the Board member; and in the past, the parties have arrived at a satisfactory solution for all parties involved. The Committee requested that the obligations of County Board members and sanctions for Rules violations be included in the Administrative Coordinator's Report during the next County Board meeting. The Committee will continue to monitor this whether it may be necessary to formally establish progressive sanctions for Rules violations.

14. Review resolution received from other Counties, if any: No resolutions will be forwarded to the County Board.

15. Set date for next meeting: The next regular meeting of the Committee will take place on March 3, 2015 at 8:30 a.m.

At 9:30 a.m. motion by Nonnenmacher, second by Klimoski, to adjourn the meeting, all ayes, motion carried; meeting adjourned.

Submitted by,  
Gary D. Olsen, Recording Secretary