

## Minutes of Langlade County Executive Committee

The meeting in the Law Library of the Courthouse was called to order at 8:00 a.m., January 6, 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, Pete Pettington, Ralph Uttke, Kim Van Hoof, Craig Hotchkiss, Joe Novak, Duane Haakenson, Drew Kelly, Kim Schwarz, Sandy Fischer, and Chet Haatvedt.

### Agenda Item #3 Approve/amend Minutes of December 9, 2014.

On item four of the minutes from December, a request was made to state that the ad hoc advisory committee is not a committee established by or affiliated with Langlade County government, but rather this is a committee established through the voluntary efforts of citizens. Motion by Nonnenmacher, second by Nye, to approve the amended minutes of the December 9, 2014 meeting, all ayes, motion carried.

4. Discuss request to refill vacant Secretary position in the District Attorney's Office: Ralph Uttke explained that his secretary Judy Kostelny took the Deputy County Clerk position and now he needs to refill the vacant position. Motion by Matucheski, second by Nye, to approve refilling the vacant secretary position in the District Attorney's Office, all ayes, motion carried.

5. Discuss current oversight structure for the Juvenile Justice Program: This item has been studied previously by the County and previous studies indicated that the County would reconsider the oversight structure for the Juvenile Justice Program when a judicial vacancy occurred. The Juvenile Justice Program (two juvenile court workers) are supervised by the Circuit Court Judge. Robin reminded the Committee that the County Board can select to either have the Juvenile Justice program be supervised by the Circuit Court Judge or Department of Social Services. Given the current judicial vacancy, there is no direct supervision of the Juvenile Justice Program. Robin reported that arrangements have been made for Departments and District Court Administrator to approve timesheets and requests of adjusted work schedules for positions supervised by the Circuit Court Judge. Kim Van Hoof explained that unlike the intake, dispositional and placement decisions made by social workers in the Children and Family Services Unit which area she supervises, the Circuit Court Judge is unable to provide the same level of supervision for juvenile court workers because the Judge is also responsible to ultimately rule on these decisions. Robin advised that in 2010 an ad hoc committee recommended that the oversight of the Juvenile Justice Program be transferred from the Personnel Committee to the Social Services Committee. The Committee discussed whether they were interested in making any changes to the oversight structure for the Juvenile Justice Program on a trial basis at this time. Motion by Klimoski to leave the oversight structure for the Juvenile Justice Program as it is until the new Judge is elected in April and the Committee has the opportunity to discuss this issue with the newly elected Judge, second by Nye all ayes, motion carried.

6. Discuss request to refill vacant Economic Support Specialist position in the Department of Social Services: Kim Van Hoof stated that one of the Economic Support Specialist's retired at the end of the year and she is asking for permission to refill the position. The recruitment process will be an internal process. Motion by Klimoski, second by Nonnenmacher, to approve refilling the vacant Economic Support Specialist position, all ayes, motion carried.

7. Discuss placing identification signs on all County owned vehicles: A referral was made to the Executive Committee to place identification signs on all County owned vehicles. The Highway Committee has already approved placing identification signs on all unmarked vehicles in the department. Motion by Nonnenmacher to approve signing all County owned vehicles with a listing of excepted vehicles to be distributed to the Committee, second by Solin. Motion by Klimoski to amend the motion to have each oversight committee review which vehicles might need a removable sign, second by Nye, all ayes on the amendment, motion carried. Motion was called regarding the amended motion, all ayes, motion carried. The Executive Committee will review the type of signs recommended by the Oversight Committees at its next meeting.

8. Discuss Staffing Study: At a previous Executive Committee meeting, completing a staffing study for the County was discussed. The purpose of the study would be to identify the minimum staffing levels for each department. This would allow departments to refill positions on an expedited basis in order to maintain the approved minimum staffing level. Only vacancies that occur in positions that are not identified within the minimum staffing level would require approval from oversight, Personnel, Executive Committees and the County Board. Robin stated that this could be discussed at the next Management Team meeting and department heads could assist with how this process would move forward. Robin will take this to the Management Team.

9. Consider alternate budget methods and budget strategies to sustain programs through 2018: At previous meetings different budgeting methods and strategies were distributed to the Committee. The County currently performs multi-year budgeting. Robin recommended that at a future meeting, this Committee determine the funding source and amount for 2016 wage adjustments and consider funding sources for any future merit, productivity and other forms of employee recognition.

10. Discuss proposed revisions to Employee Handbook regarding the Compensation Matrix and Cost of Living Adjustments; discuss proposed revisions to County Board Rules regarding membership and duties of Compensation Matrix Committee and duties of Personnel Committee; and discuss proposed procedure for employees to submit requests for additional compensation: Robin Stowe distributed a draft copy of some proposed revisions to the Employee Handbook and County Board rules. The revisions are designed to recognize the expanded responsibilities and membership of the Matrix Committee. The new process for requesting adjustments to the compensation for individual positions cannot commence until these revisions are adopted by the County Board. This information will be shared with Management Team next week. Attached is a listing of all the proposed revisions. If these revisions are adopted by the Committee at its next meeting that they could be considered by the Board in February.

11. 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.

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

13. Set date for next meeting: The next regular meeting of the Committee will take place on February 10, 2015 at 8:00 a.m.

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

01-06-15 Executive Committee

3

Submitted by,  
Gary D. Olsen, Recording Secretary

## DRAFT REVISIONS TO EMPLOYEE HANDBOOK

### M. COMPENSATION PLAN

The compensation for all non-*casual* positions of employment that are subject to this handbook shall be identified on a Compensation Matrix. The compensation shall be established for each position individually as a range, from a starting rate to a maximum rate (Step 10). The compensation ranges will be adjusted each year by the amount of any cost-of-living adjustment (COLA) applicable to certain identified classes of positions (represented or non-represented). The employee will advance to the next step on the Matrix at the beginning of each year, unless progression has been suspended by the department head or oversight committee. New employees hired before November 1<sup>st</sup> (or employees who were promoted/transferred to another position) will advance to the next compensation step after their probationary period is satisfied. If the initial probationary period is extended, then the employee will advance to the next step only upon the approval of the department head. Employees hired on or after November 1<sup>st</sup> of any given year will not advance to the next step until completion of two full years of service.

The Matrix Committee shall consist of five (5) members: 2 members of the Personnel Committee, 2 members of the Finance Committee, and the County Board Chairman.

#### Five Year Review Process:

All positions listed on the Compensation Matrix shall be reviewed by the Matrix Committee once every 5 years. The compensation ranges for positions shall be evaluated based upon external and internal comparables, and other criteria as may be established by the Committee. The external comparables shall consist of the 18 Wisconsin Counties of similar population to Langlade County as determined by the Matrix Committee. The average external comparable wage shall be used during the evaluation of the compensation range for each position. As part of the review process, employees will be granted the opportunity to provide additional information to the Committee regarding the compensation range for their respective positions and their compensation step placement.

After the five year review process is completed, the Matrix will be initially presented to the County Board for discussion purposes only. The County Board may consider adopting the revised Compensation Matrix at its next scheduled meeting.

#### Establish compensation for new positions:

The Compensation Matrix Committee shall be responsible to establish compensation ranges for new positions prior to approval of the new position by the County Board. Unless directed otherwise by the County Board, the hiring body shall place the employee at a step with the compensation range established for the position, commensurate with the employee's qualifications.

#### Consider requests to revise compensation for existing positions:

A request for additional compensation may be considered apart from the five-year review period for the Compensation Matrix when additional duties are permanently assigned to an existing position which result in a substantial change in job responsibilities, and the nature and character of the new job duties warrants a review of the compensation for the position. The

request shall be submitted in the format established by the Committee. When considering requests to revise compensation for existing positions, the Committee may also request that a job audit be completed.

The designation of new compensation on the Compensation Matrix for additional services shall require the review and approval of the Oversight Committee, Matrix Committee, and Personnel Committee prior to submission to the County Board for its review and approval. As approved, the additional compensation may be incorporated within the range for the existing position or specific compensation for the additional duties may be added to the Matrix.

Compensation requests for additional duties temporarily assigned to a permanent (non-casual) position are covered under Section II. L. of this Handbook.

Cost of Living Adjustments (COLA):

The Matrix Committee may grant a COLA to non-represented employees not greater than the applicable percentage increase in the Consumer Price Index (CPI). Any COLA for non-represented employees greater than the applicable increase in the CPI requires the approval of the County Board

Matrix Committee shall recommend to the Personnel Committee the maximum COLA offered to represented employees subject to the total base wage bargaining process. The maximum COLA for represented employees shall not exceed the applicable percentage increase in the CPI.

After the review process is complete, the Compensation Matrix will be presented to the Personnel Committee for its review prior to submission to the County Board.

## **DRAFT CHANGES TO COUNTY BOARD RULES**

### **COMMITTEE MEMBERSHIP:**

#### **Rule**

14.1 The membership of the appointed committees shall be as follows:

**Compensation Matrix** - 5 members. Chairman of the Board, 2 members of the Personnel Committee, 2 members of the Finance Committee.

### **DUTIES OF COMMITTEES:**

#### **Rule**

15.1 The County Board reserves the right to expand or narrow the scope of authority delegated to its committees. This listing of the duties of committees is intended as an illustration of the scope of authority delegated to committees, as follows:

#### **COMPENSATION MATRIX**

1. Review the Compensation Matrix every five (5) years and submit recommendations for adjusting the Matrix to the County Board.
2. Establish Cost of Living Adjustments (COLA) for non-represented employees if the COLA below the CPI threshold amounts identified in the Employee Handbook Compensation Plan.
3. Recommend maximum COLA for represented employees to the Personnel Committee.
4. Recommend salaries for County elective offices (County Clerk, Treasurer, Register of Deeds, Sheriff, Clerk of Court and Coroner) to the County Board; and recommend COLA for County elective offices consistent with County Board resolution setting the compensation for the elective term.

#### **PERSONNEL**

1. The Committee shall be the designated representative of Langlade County Government relating to labor union negotiations and labor disputes with the represented (union) protective occupation participant status employees (Langlade County Law Enforcement Association); and the representative for total base wage bargaining for represented (union) employees. No bargaining contract or agreement shall be considered binding upon the County until approved by the County Board.
2. The Committee shall be responsible to review and make changes to the Employee Handbook as needed.
3. The Committee shall approve the dates the County observes holidays for purposes of office closures, and also determine whether offices that are not required to remain open by law may close on other dates.
4. The Committee shall be responsible for budget, staffing and other needs of the Judge, District Attorney, Corporation Counsel, Clerk of Courts, Register in Probate,

Family Court Commissioner and Juvenile Officer, and shall further be responsible for oversight of the Office of Corporation Counsel.

## **DRAFT PROCEDURE FOR SUBMITTING REQUESTS FOR ADDITIONAL COMPENSATION**

Pursuant to the Rules of the Lantlade County Board of Supervisors, the approval of the County Board is required to create new positions of employment and to approve the funding for employment positions. It is understood that upon creating a position with specific job responsibilities, that these initial job responsibilities may change over time such that additional job duties may be added. Department heads and managers are responsible to assign work that falls within the compensation range or pay classification for a position. Questions regarding assigning new work to positions should be referred to the Corporation Counsel.

The Matrix Committee has adopted this policy to address circumstances in which there has been a substantial change in the scope of job duties for a position such that the substantial majority of job duties and work time are dedicated to performing work of a nature and type that is compensated at a higher range on the Matrix.

### **REQUEST TO REVIEW COMPENSATION (Completed by Department Head)**

NAME OF EMPLOYEE:

POSITION:

[Attach copy of current job description]

CURRENT COMPENSATION RANGE AND PAY RATE:

NAME/TITLE OF IMMEDIATE SUPERVISOR:

FOR THE FOLLOWING REASONS, I believe that there has been a substantial change in the scope of job duties such that the substantial majority of job duties and work time are dedicated to performing work of a nature and type that is compensated at a higher range on the Matrix.

*Please provide information relevant to this request (i.e. dates/times that additional work was assigned, why the work was assigned to this position, other options considered prior to assigning work, etc.).*

IDENTIFY THE ESSENTIAL FUNCTIONS PROVIDED BY THIS POSITION AND THE PERCENTAGE OF TIME ALLOCATED TO PERFORMING THESE FUNCTIONS.

WHAT IS YOUR RECOMMENDATION FOR ADDITIONAL COMPENSATION?

HOW SHOULD FUNDS BE ALLOCATED TO COVER THESE EXPENSES?