

Minutes of Langlade County Executive Committee

The meeting in the Law Library of the Courthouse was called to order at 8:00 a.m., June 2, 2015, by Chairman Dave Solin and the Pledge of Allegiance was recited.

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

Members Absent: Holly Matucheski.

Others Present: Robin Stowe, Gary Olsen, Pam Resch, Tim Rusch, Joe Novak.

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

Motion by Nye, second by Klimoski, to approve the minutes of the May 6, 2015 meeting, all ayes, motion carried. Motion by Nye second by Nonnenmacher to excuse Matucheski from the meeting, 4 ayes, 1 absent, motion carried.

4. Consider Resolution regarding Supporting Adequate Funding for Rail Preservation: The Committee discussed if they would like to sponsor a resolution supporting adequate funding for rail preservation. The resolution was originally sponsored by Price County and asked to increase funding from \$52 million to \$90 million. Due to the fact that the State budget is about completed, the Committee did not take action on this item.

5. Consider Resolution regarding Oppose Continuation of Zero Levy Cap Imposed on Wisconsin Counties: The Committee discussed sending a resolution regarding opposing continuation of a zero levy cap imposed on Wisconsin counties. Motion by Klimoski, second by Nonnenmacher to send a resolution opposing continuation of zero levy cap imposed on Wisconsin counties, 4 ayes, 1 absent, motion carried.

6. Review status of "centralizing" personnel files: The Committee had asked for an update regarding the centralization of personnel files. At a recent Department Head meeting, it was explained to the Department heads that they need to send all of their active employee files to Pam Resch. Pam will then put the information in the "official" personnel file. Having the files "centralized" will help ensure consistency in managing personnel records. Access to personnel records is restricted to those individuals authorized by law (i.e., employee, employee's designee) and County managerial staff on a "need to know" job-related basis, or to others as may be ordered by a court or in response to a governmental audit). It is recommended that a log be maintained to record who was granted access to the file and for what reason. The Committee requested that Robin send a letter to all department heads giving them until August 1st to have all active employee files to Pam.

7. Refill the Finance Committee vacancy: Dave Solin informed the Committee that he appointed Pete Pennington to fill the vacancy of Willie Bostwick on the Finance Committee.

8. Refill two vacant Highway Department Positions: Tim Rusch explained that there are two vacant positions in the Highway Department. One is from a resignation and the other is due to the promotion of Jason Thom to the Assistant Highway Commissioner position. Motion by Klimoski, second by Nye, to approve the refilling of two vacant Highway Department positions, and to create an eligibility list, 4 ayes, 1 absent, motion carried.

9. Update on Strategic Budgeting: Gary Olsen distributed a Request for Operational Improvements form that was distributed to all Department Heads. The form will allow Department Heads to request any program or staffing change that would help improve the operational duties of the department. The Committee had requested that this form be created

and submitted to Department Heads. The departments have until July 31st to send the forms back to the Finance Department then the information will be presented to the Committee for additional strategic budgeting.

10. Discuss the differences between a Human Resource Director, Administrative Coordinator and an Administrator and determine if the County would like to pursue creating a Human Resource (HR) position for 2016: The Committee discussed the difference between a Human Resource Director and Administrator. The Committee was provided with a report from 2005, which addresses the differences in these positions at the time the County Board created the HR position. The specific responsibilities that would be handled by a Human Resource Director were also discussed. The Committee prefers to keep separate the duties of an administrator or admin coordinator and a HR director. Motion by Nye to have the Personnel Committee update the job description for a Human Resource Director position and have the Matrix Committee set a proposed salary and bring the information back to the Committee, second by Klimoski, 4 ayes, 1 absent, motion carried.

11. Review and revise County's personnel policies, including Grievance Procedure and Job Performance Management and Disciplinary Policy: The Executive Committee will have a joint meeting with Personnel Committee to work on revising the County's personnel policies, including Grievance Procedure and Job Performance Management and Disciplinary policy. The committees will meet after County Board to complete this process.

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

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

At 8:54 a.m. motion by Klimoski, second by Nye, to adjourn the meeting, 4 ayes, 1 absent, motion carried; meeting adjourned.

Submitted by,
Gary D. Olsen, Recording Secretary