

Minutes of Langlade County Executive Committee

The meeting in the Law Library of the Courthouse was called to order at 8:00 a.m., September 8, 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, Ron Barger, Erik Rantala, Drew Kelly, Bill Greening, and Joe Novak.

Agenda Item #3 Approve/amend Minutes of August 10, 2015.

Motion by Klimoski, second by Nye, to approve the minutes of the August 10, 2015 meeting, all ayes, motion carried.

4. Consider funding options for employee recognition programs: The Committee discussed the possibility of funding an employee recognition program. It was decided to wait until the new Human Resource Director is hired and allow them to work on an employee recognition program. The Committee will then revisit this idea in the future.

5. Reconsider Resolution to create County Board Rules authorizing committees to restrict attendance by County Board members at closed sessions: This item was addressed by the County Board at their last meeting and was defeated. This was then referred back to the Executive Committee. The Committee discussed how this rule could be brought back to the full Board. If the resolution was substantially changed, then it is considered a new resolution, otherwise it would require two members from the prevailing side to reconsider the resolution. This item will be placed under old business at the next County Board meeting, to see if anyone would like to reconsider the resolution.

6. Consider Forestry and Recreation Committee recommendation to reclassify the Recreation Coordinator/Forestry Technician position to a Forester position within the Forestry Department: Erik Rantala explained that his office has had a very difficult time retaining an employee in the Recreation Coordinator position, due to the lower salary. He explained that the Forestry Committee has recommended reclassifying the position to be a Forester position. This will allow the position to be paid as a Forester. Since the position is doing Forester work, the Committee felt this position should be paid accordingly. Motion by Klimoski, second by Nye, to reclassify the Recreation Coordinator/Forestry Technician position to a Forester position within the Forestry Department, all ayes, motion carried.

7, 8, & 9. Create new combined position of Director of Social Services and Public Health Director. Consider request to create a New Part-Time Social Worker position. Consider request to create a New Part-Time Public Health Nurse (2 year degree): Kim Van Hoof, the Director of Social Services, will be leaving the County on September 21st. The Social Services Committee and the Board of Health has proposed that Ron Barger, the Director of Public Health be appointed as the Director of Social Services. This appointment would be evaluated through 2016 with a formal report to the County Board by November 1, 2016. As part of this transition plan, additional compensation in the amount of \$12,000 would be provided as a separate line-item on the Compensation Matrix for Director of Social Services assignment. Part of this reorganization will include the hiring of a part-time Social Worker and Public Health Nurse Positions to help alleviate some of the workload issues in the two departments. Motion by Matucheski, second by Solin, to approve combining the position of Director of Social Services

and Public Health Director and to create a new part-time Social Worker and Public Health Nurse position, 4 ayes, 1 no (Klimoski) motion carried.

10. Consider reclassifying one existing full-time Public Health Nurse (BSN) to Public Health Nurse (2 year degree): The Health Department is able to employ an RN with either a two year or four year degree. An RN with a two year degree remains on probation until he/she receives a four year degree (BSN) which is required in order to be qualified as a "Public Health Nurse". The compensation range for the Nurse position on the Matrix does not currently distinguish between these educational requirements. However, since placement at a step on the Matrix takes into consideration the education, skills and abilities of employee, then at the present time Ron and Robin are not recommending creating a new compensation range strictly for RNs with a two year degree. If the Health Department begins to experience problems with recruitment and retention of qualified nurses, then a request to modify the existing compensation range or create a separate compensation range for either a two or four year degree can be presented to the Matrix Committee. No action taken. This was for informational purposes only.

11. Request to refill the Payroll Position in the Finance Department: Gary Olsen explained that the Finance Department has been evaluating the payroll position in his office. From this evaluation, it has been decided that it would be best for the Department to refill the position and not contract the payroll out. The Matrix Committee met on Friday and the salary for the position was placed back at the old rate with a starting salary of \$17.28 with Step 10 being \$20.50. This was the range of the position when it was held by Jan Cunningham prior to the addition of human resource duties. Motion by Matucheski, second by Nonnenmacher, to approve refilling the Payroll Special position in the Finance Department. All yes, motion carried.

12. Update on recruitment for Human Resources Director Position: Robin Stowe updated the Committee on the recruitment process for the Human Resources Director position. To date, 15 applications have been received and the deadline for submitting an application is Friday, September 11th. The Personnel Committee will be reviewing the applications after the County Board meeting on September 15th. Interviews will then be set up.

13. 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: Robin Stowe explained that the Personnel Committee had asked if the approval of refilling an existing vacant employment position within the County be changed from the Executive Committee to the Personnel Committee. This item was actually tabled at the last meeting until the new Human Resources Director is hired. Discussion held on the advantage of having Personnel Committee involved given the oversight of the new HR position. The Committee will again look at this item when the new Human Resources Director is hired.

14. Review resolution received from other Counties, if any: There were no resolutions to be forwarded to County Board. Robin reviewed request from the National Association of Counties to transmit letter requesting additional public hearing on federal proposal to change the FLSA compensation threshold for exemption (salary) from \$23,000 to \$50,000 a year.

15. Set date for next meeting: The next regular meeting of the Committee will take place on October 20, 2015 at 8:00 a.m.

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

Submitted by,
Gary D. Olsen, Recording Secretary