

Minutes of Langlede County Matrix Committee Meeting

The meeting, in Room 203, Courthouse, was called to order at 1:00 p.m., April 12, 2016, by Chairman Solin.

Members Present: Dave Solin, Doug Nonnenmacher, Ron Nye, James Jansen, and Don Scupien

Members Absent: None

Others Present: Gary Olsen, Robin Stowe, RJ Weitz, Duane Haakenson, Ron Barger and Becky Rank.

Agenda Item #1: Call the meeting to order: Chairman Solin called the meeting to order at 1:00 p.m. and the pledge of allegiance was recited.

Agenda Item #3: Approve minutes from previous meetings held on January 26, 2016: Motion by Nonnenmacher, second by Scupien to approve the minutes from the January 26, 2016 meeting, all ayes, motion carried.

Agenda Item #4: Set wages for two new positions in the Social Services Department: Ron Barger, Director of Health and Social Services, explained that due to a vacant Executive Assistant position in the Health Department there is a proposal to re-organize the departments and eliminate the Health Department Technician position and create a new Office Manager Position to support both the Health and Social Services Departments. The proposed starting pay range would be \$15.78 with Step 10 being \$18.73. Motion by Scupien, second by Nonnenmacher, to set the wage range for the Office Manager position for Health and Social Services Department beginning at \$15.78 with Step 10 being \$18.73, all ayes, motion carried.

Ron Barger has proposed creating a new Full-time Clerical position to support both Health and Social Service Departments, and as of January 1, 2017 elevate the current .08 Clerical position in the Health Department to a full-time Clerical position serving both Health and Social Service Departments. Ron has proposed starting pay range of \$14.19 with Step 10 being \$16.84 for both of these positions. Motion by Jansen, second by Scupien to set the wage range for the new Full-time Clerical and the elevated Clerical position serving in both the Health and Social Service Departments beginning at \$14.19 with Step 10 being \$16.84, all ayes, motion carried.

Agenda Item #5: Discuss creating family series (i.e., Worker 1, Worker 2, Worker 3) on the Matrix: Robin Stowe, Corporation Counsel, discussed with of Nate Heuss, Maintenance Director, creating a family series on the Matrix for the Highway and Maintenance Departments. The family series would allow the organization to create positions with different skill levels and allow for promotions within the departments. No action taken, discussion only.

Agenda Item #6: Discuss timeline and who would complete the next compensation review for the County: It was recommended at a past Executive Committee meeting to have an outside source complete the next matrix and possibly complete a staffing study. It was discussed that if Langlede County hired the outside source for the staff study then would it be more efficient for that outside

source to also do the compensation review. Gary Olsen, Finance Director, said the initial cost to have an outside source update the matrix would cost around \$30,000. This could be added to the 2018 CIP. That does not mean the County would have to use the outside source, however the funds will be available if the County decides to use it. Motion by Nonnenmacher, second by Jansen to put \$30,000 in the 2018 CIP to prepare for the cost of the next matrix review, 3 ayes, 2 no (Nye and Solin), motion carried.

Agenda Item #7: Adjourn the meeting: Motion by Scupien, second by Nye to adjourn, all ayes, motion carried.

Respectfully submitted,
Becky Rank
Recording Secretary