

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 4/05/2012

Time: 9:00 a.m.

CHAIRMAN: James Jansen

MEMBERS PRESENT: James Jansen, Michael Klimoski, Dale Dahms, Richard Hurlbert and George Bornemann

MEMBERS ABSENT: None

OTHERS PRESENT: Gary Olsen, Dave Solin, Kari Lazars, and Tim Rusch

The meeting was called to order at 9:00 a.m. by Chairman Jansen in the Law Library Room 205 of the Langlade County Courthouse, 800 Clermont St, Antigo, WI 54409.

Approve/amend minutes of the March 1, 2012 and Minutes of Joint Meeting with Executive Committee on March 8, 2012.

Motion by Klimoski, seconded by Hurlbert, to approve the minutes of March 1, 2012 as printed. All ayes, motion carried.

Discuss creation of a non-union salaried position of Shop Superintendent in the Highway Department, as referred by the Highway Committee.

There are currently 5 employees in the highway shop. Three of those employees will be retiring this year. It is proposed that the position of shop superintendent be created to oversee purchasing and administrative and record keeping. Some of the work would be reassigned to two full time employees. There was a proposal to create a pool of 6 or 8 retired, part-time employees to be used during heavy work schedules. It is not anticipated that a current in-house employee would be hired as the shop superintendent. Motion by Hurlbert to refer this to Executive Committee for approval. Seconded by Klimoski. All ayes, motion carried.

Continue discussion on request to refill permanent full-time 4-H support staff position in the UW Extension Office.

The position of 4-H agent has been reposted. Dawn Doperalski is filling in hopefully through May. Kari Lazars continued presentation on information regarding the level of job duties of the casual employee currently in this position by presenting a graph of the normal duties required for a typical 4-H member. A lot of the clerical work would have to be shifted to the 4-H agent without the help of the support staff position. There was discussion on the current part-time employee working 35 hours per week and whether the position would continue to be part-time or become full-time. The position is posted internally and externally. Motion by Klimoski to make the position full-time and to forward to the Executive Committee and County Board for approval. Seconded by Bornemann. All ayes, motion carried.

Discuss scheduling joint meeting with Executive Committee to discuss Employee Handbook as referred back from the County Board on March 20, 2012.

The Personnel Committee will meet jointly with the Executive Committee on Wednesday, April 11th at 8:00 a.m. to review the handbook in greater detail.

Review and approve payment of monthly bills for the following departments: Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.

Motion by Bornemann, seconded by Hurlbert to approve payment of bills as presented. All ayes, motion carried.

Adjourn the meeting.

A motion was made by Hurlbert, seconded by Dahms to adjourn meeting. All ayes, motion carried, and the meeting was adjourned at 9:45 a.m.

Respectfully submitted:
Gail Dunlop