

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 8/11/2011
Time: 9:00 a.m.**

CHAIRMAN: James Jansen

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

MEMBERS ABSENT: None

OTHERS PRESENT: Robin Stowe, Gary Olsen, Ralph Uttke, Kim Van Hoof, Patsy Rolo, Tom Madsen, Holly Matucheski, Dave Solin, Sandy Fischer, Bill Greening, Marilyn Baraniak, Craig Hotchkiss, Joy Pecha and Nate Heuss

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, and WI 54409.

Approve/amend minutes of the July 7, 2011 meeting.

Motion by Bornemann, seconded by Hurlbert, to approve the revised minutes of July 7, 2011 as printed. All ayes, motion carried.

At approximately 9:00 a.m., consider moving into closed session pursuant to Section 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to discuss early retirement agreement.

Motion by Klimoski, seconded by Dahms to go into closed session. Roll call vote Klimoski aye, Hurlbert aye, Bornemann aye, Dahms aye, Jansen aye. The committee commenced in closed session.

At approximately 9:15 a.m., return to open session with possible action taken on any matters discussed during closed session.

Motion by Klimoski, seconded by Bornemann to return to open session. All ayes, motion carried. Motion by Bornemann, seconded by Dahms to agree to the terms of an early retirement offer as discussed in closed session. All ayes, motion carried.

Discuss evening hours at the Department of Social Services.

A meeting between Economic Support and Children and Family Services Unit was held. It was agreed upon by Economic Support to try extended hours for six months. It may start during the month of October when the Energy Assistance program begins. The Children and Family Services Unit is not in agreement at this time.

Discuss request to refill vacant Social Worker position in the Children and Family Services Unit at Department of Social Services.

Tonya Fischer has resigned. This is an essential position that handles assessments and referrals. Motion by Bornemann, seconded by Hurlbert to pass refilling the vacant position in the Children and Family Services Unit to County Board for approval. All ayes, motion carried.

Meet with Department Heads for which the Committee maintains oversight (Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney) to discuss miscellaneous matters, including review and approval of 2012 and 2013 departmental budgets.

2012-2013 departmental budgets reviewed and discussed with Probate/Juvenile, Register of Deeds, Circuit Court, District Attorney and Corporation Counsel.

Ralph Uttke presented District Attorney budgets. Motion by Bornemann, seconded by Dahms to accept 2012-2013 budgets for District Attorney and forward to Finance Committee for approval. All ayes, motion carried.

Joy Pecha presented the Probate and Court System budget. The Judge's secretary has requested permission to have a copy machine in her office. This will be discussed at a future meeting by the Finance Committee. Motion by Bornemann, seconded by Dahms to accept 2012-2013 budgets for the Probate/Court System and forward to Finance Committee for approval. All ayes, motion carried.

Craig Hotchkiss presented the 2012-2013 budgets for the Juvenile Office. The squad radios were approved. Motion by Hurlbert, seconded by Dahms to approve 2012-2013 budgets for the Juvenile Office and forward to the Finance Committee for approval. All ayes, motion carried.

Marilyn Baraniak presented the 2012-2013 budgets for Circuit Court. Revenue and fine interest is down. Motion by Klimoski, seconded by Bornemann, to approve 2012-2013 budgets for Circuit Court and forward to the Finance Committee for approval. All ayes, motion carried.

Sandy Fischer presented the 2012-2013 budgets for the Register of Deeds office. The recording fee for deeds has increased. Motion by Bornemann, seconded by Klimoski to approve the 2012-2013 budgets for the Register of Deeds office and forward to the Finance Committee with additional redaction revenue for approval. All ayes, motion carried.

Robin Stowe presented the 2012-2013 budgets for the Corporation Counsel's office. Budget is under the levy number. Motion by Bornemann, seconded by Hurlbert to approve the 2012-2013 budgets for the Corporation Counsel's office and forward to the Finance Committee for approval. All ayes, motion carried.

Discuss request to refill Director of Health Department/County Health Officer Position upon retirement of current Director.

Holly Matucheski will retire on December 31, 2011. Her position as Director and Health Officer will be posted and refilled internally from within the Health Department. This will need approval of County Board by ¾ vote. Motion by Hurlbert, seconded by Klimoski to fill Director's position from within, if at all possible, and forward to County Board for approval. All ayes, motion carried.

Consider creation of a Courthouse Union Range 6 Lead Worker in the Maintenance Department.

This dates back to the restructure of the Maintenance Department in 2010. John Holup, as a Range 5 union position of Building Electrical Worker was appointed interim director and compensated at Range 6. The Maintenance Department Head, Nate Heuss presented information regarding the need for a lead worker, the intent of the lead worker position, the proposed department structure and the history of the lead worker position. There are eight department employees with three being part-time. Given the 1.25 to 1.5 million dollar department operating budget/CIP, the responsibilities of the department are greater than they appear by just looking at the number of staff positions. The role of the new department head position of Director of Facilities Management has expanded to include both

managing the maintenance department and serving as the County Architect. Significant savings have been realized through this restructuring and the elimination of one maintenance worker position earlier in 2011. These savings far exceed the cost of the proposed position. The proposed lead worker position is not an additional position, but an expansion of responsibilities for a current maintenance position. The intent of the position is to provide assistance with several duties and allow the Department Head time to provide Architectural services and construction administration. Discussion followed regarding the proposed wage of the Union Range 6 Lead Worker. Motion by Dahms, seconded by Hurlbert to accept Nate's proposal and forward to County Board for approval by a ¾ vote. 3 ayes, 2 noes. Motion carried.

Consider policy prohibiting employees from carrying a concealed weapon in the course of employment.

The new conceal carry law will take effect on November 1, 2011. The Public Property Committee will be considering an ordinance that will allow the County to post buildings and grounds as prohibiting various weapons. Additionally, municipal employers can also consider adopting a policy that prohibits its employees for carrying or possessing weapons in the workplace or while acting within their scope of employment. Law Enforcement employees are exempt. Discussion followed. Information only, no action taken. Robin will draft a personnel policy regarding the prohibition of carrying or possessing weapons in the workplace for the committee to consider at its next meeting. .

Consider participating in the Pre-Claim Loss Control Program offered under Langlade County's liability insurance policy with Wisconsin County Mutual Insurance Corporation.

As a member of the Wisconsin County Mutual Insurance program, Langlade County is eligible for and has been actively participating in a Budget Repair Bill consortium. Over 40 counties are participating in this consortium which provides pre-claim loss control to member counties if they rely on the legal services and advice provided by the Phillips Borowski law firm. Motion by Bornemann, seconded by Dahms, to participate in the pre-claim loss control program offered under Langlade County's liability insurance policy with Wisconsin County Mutual Insurance Corporation. All ayes, motion carried.

Review grievance procedure as required by the State Budget Repair Bill.

Since Langlade County did not utilize a civil service system prior to the effective date of the Budget Repair Bill, the County is required to put a grievance procedure in place by October 1, 2011. The grievance procedure will allow eligible employees to grieve certain disciplinary actions and workplace safety concerns. The grievance procedure requires that certain actions be reviewed by an impartial hearing officer. Under the County's existing grievance procedures for non-represented employees, the Personnel Committee serves a role similar to that contemplated for the impartial hearing officer. Therefore, Robin would like to take what we now have and incorporate that into the new grievance procedure utilizing the Personnel Committee as the impartial hearing officer. There will need to be a resolution to go before the County Board for approval. Robin will draft a proposal for review by Executive and Personnel Committees at their next meeting.

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

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

Adjourn the meeting.

A motion was made by Klimoski, seconded by Dahms to adjourn meeting. All ayes, motion carried, and the meeting was adjourned at 10:50 a.m.

Respectfully submitted:
Gail Dunlop