

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 8/01/2013

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dale Dahms, Richard Hurlbert, Richard Olsen and Arlene Bonacci

MEMBERS ABSENT: Dave Solin

OTHERS PRESENT: Robin Stowe, Kim Van Hoof, Tim Rusch, Ralph Uttke, Marilyn Baraniak, Craig Hotchkiss, Joy Pecha, Sandy Fischer, Chet Haatvedt

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

Pledge of Allegiance.

Approve/amend minutes of July 1, 2013.

Motion by Dahms, seconded by Bonacci, to approve the minutes of July 1, 2013 as printed. 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 review and approve 2014 and 2015 departmental budgets.

The Committee met with Department Heads for Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney and reviewed and approved each of the 2014 and 2015 departmental budgets. All ayes. Motions carried. The largest increase in each departmental budget is the cost of health insurance.

Approve casual employee positions for Courtroom security.

This matter was placed on the agenda because it was thought that there was a sunset provision included in the County Board resolution which created this position in February of 2012. If the authority granted in this resolution expired, then additional action by the Personnel, Executive and County Board would be required. Upon review of the enabling resolution, there was no mention of an expiration date and therefore this position is considered an "existing" casual employee position. In June of 2012, County Board Rules were amended to exempt all "existing" casual employee positions from a specific re-approval by the County Board; however, it is understood that all casual employee positions expire at the end of each year and are only renewed as specific funding is included for these positions in the annual County Board budget. No action required.

Discuss refilling two vacant laborer positions in the Highway Department.

Tim Rusch addressed the Committee regarding the need to refill the two vacant laborer positions due to a retirement and a resignation. Laborer positions are entry level positions in the Highway Department. Motion by Hurlbert, seconded by Dahms to approve refilling the two vacant laborer positions. All ayes, motion carried. Due to the recent turnover in the Highway Department, the County

Board may wish to consider granting authority to the Highway Committee to refill vacancies in order to maintain the Highway Department staffing level previously approved by the County Board.

Discuss refilling vacant Social Worker position in the Department of Social Services and Discuss Resolution #21-2013 and review Social Worker staffing plan in the Department of Social Services.

These two agenda items were considered together as they are both related to the organizational structure and staffing levels for the Department of Social Services. For the past six months, the Social Services Committee has been engaged in a time study in order to determine the appropriate staffing levels for social workers. Currently, the County employs five (5) full-time social workers compensated as hourly employees based upon a 35 hour work week. However, the results of the recent time study indicate that these social workers are working 40 hours per week on average. Given the work load and nature of the job, it is common for social workers to get called into work outside of normal working hours. While this time study was being completed, the Lead Social Worker position has become vacant. This union position was created to assist the Director in assigning work and undertaking other activities in the Director's absence.

The Director of Social Services provided the Social Services Committee with a number of options to consider in order to address the staffing levels and organizational structure. The Committee recommended that the five full-time social worker positions remain hourly employees (rather than the proposal to convert to salaried employees by Res. #21-2013) and that the positions be funded at the rate of 37.5 hours per week. The Committee recommends that the Director and the Committee be granted the authority to approve additional work hours for social workers up to 40 hours per week as long as there exists funds available in the departmental budget. Regarding the vacant Lead Worker position; rather than refill the vacant union position, it is recommended that the County create a new non-union position of Children and Family Services Coordinator. By doing so, this person in the position will be able to provide a greater range of management and supervisory functions. A hand-out was distributed to the Personnel Committee which illustrated the options identified by the study. Supervisor Bonacci questioned whether additional approvals should be required for social workers to work more than 37.5 hours per week. With the recent turnover in social worker positions, it is also recommended that the Social Services Committee be authorized to refill any vacancies that occur in the five (5) social worker positions thru 2014. A draft resolution was provided to the Committee to review. Motion by Dahms, seconded by Hurlbert to refill the vacant Social Worker position, approve the expansion of hours for social workers and forward the draft resolution to the Executive Committee for approval. All ayes, motion carried.

Discuss wage scale for Union positions.

Four of the five union contracts expired on January 1, 2013. Three of these contracts (Courthouse, Professional and Corrections/Dispatch) included automatic steps based upon certain longevity periods (i.e., 6 mos, 18 mos, 42 mos, etc.). Since January 1, 2013, none of these union employees have moved to a higher wage based upon these previously bargained for longevity steps. Robin advised that this lack of a wage plan has created two issues: wage equality and recruitment/retention. Prior to this year, the pay for a given union position would be the same for employees having achieved similar longevity, and this is no longer the case. Also, since the County has no wage plan to offer prospective or current employees, the County has begun to experience issues with employee recruitment and retention. Robin has previously advised the Committee and the Unions that as the litigation surrounding the BRB (Budget Repair Bill) winds down, the County will be considering the establishment of a wage matrix for all employees (similar to the compensation matrix that has existed for non-union employees since 2005). The County will begin to collect compensation data from comparable counties in 2014 and consider adopting a new matrix for all employees effective 2015; by that time all litigation involving the BRB should have ended once and for all.

In the meantime, Gary Olsen has been asked to put together an interim plan to address those union employees affected by the lack of step increases received by their union co-workers prior to the expiration of the collective bargaining agreements. The Committee will be presented with a plan that identifies the number of union employees affected. The interim plan will need approval by the Personnel Committee and perhaps others depending upon the funding impact and an effective date of any plan. Given the County's budget and funding limitations discussed earlier when reviewing departmental budgets, creating a plan will be the easy part - whereas funding the plan will be the hard part. The president for the Courthouse and Professional Unions, Chet Haatvedt, was present during this discussion and he believes that there are relatively few employees that have been affected by the lack of a wage step so far (perhaps 4 employees in total). Also, Chet questioned the fairness of continuing to recognize step increases for non-union employees while there is no similar plan for union employees at this time. The Committee will be presented with an interim plan at its next meeting for its consideration. Discussion only. No action taken.

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

The bills were reviewed. No action taken.

Set date for next meeting.

The next regular meeting date will be September 5, 2013 at 9:00 a.m.

Adjourn the meeting.

A motion was made by Hurlbert, seconded by Bonacci to adjourn the meeting. All ayes, motion carried, and the meeting was adjourned.

Respectfully submitted:
Gail Dunlop