

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 8/4/2016**

**Time: 9:00 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Dave Solin, Richard Hurlbert, Jim Jansen, Pete Pennington

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robin Stowe, Gary Olsen, RJ Weitz, Pasty Rolo, Joe Novak, Erik Rantala, Judge Rhode, Marilyn Baraniak, Tina Niles, Josh Warren, Don Scupien, Chet Haatvedt, Brenda Mayr, Attorney Mike Winter, Chief Deputy John Schunke, Sheila Rine, Pam Borneman, Dan Hoffmeister, Terry Poltrock, Becky Rank

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

**Pledge of Allegiance.**

**Approve/amend Minutes of July 7, 2016 Personnel Committee Meeting and the July 18, 2016 tri-meeting consisting of Executive/Finance/Personnel.** Motion by Pennington, second by Jansen to approve the July 7, 2016 Personnel Committee Meeting and the July 18, 2016 tri-meeting consisting of Executive/Finance/Personnel Committees, all ayes, motion carried.

**Approve/amend the Agenda of August 4, 2016 Personnel Committee.** Motion by Hurlbert, second by Jansen to approve the August 4, 2016 amended agenda as printed, all ayes, motion carried.

**Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** None

**Meet with Department Heads for which the committee maintains oversight: Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds, Human Resource, Clerk of Courts and District Attorney regarding review and approval of 2017 and 2018 departmental budget.**

**District Attorney's Budget:** Budget presented by Tina Niles. Motion by Pennington, second by Jansen to approve the District Attorney's Budget, all ayes, motion carried. Budget was signed.

**Clerk of Court's Budget:** Budget presented by Marilyn Baraniak. Motion by Pennington, second by Jansen to approve the Clerk of Court's Budget, all ayes, motion carried. Budget was signed.

**Corporation Counsel's Budget:** Budget presented by Robin Stowe. Motion by Pennington, second by Solin to approve the Corporation Counsel Budget, all ayes, motion carried. Budget was signed.

**Register of Deeds' Budget:** Budget presented by Chet Haatvedt. Motion by Pennington, second by Hurlbert to approve the Register of Deeds Budget, all ayes, motion carried. Budget was signed.

**Register of Probate/Circuit Court:** Budget presented by Judge Rhode and Brenda Mayr. Motion by Jansen, second by Hurlbert to approve the Register of Probate/Circuit Court Budget, all ayes, motion carried. Budget was signed.

**Human Resource's Budget:** Budget presented by RJ Weitz. Motion by Solin, second by Jansen to approve the Human Resource Budget, all ayes, motion carried. Budget was signed.

**To review and current and pending job vacancies (except casual employment positions)**

**Consider request to refill vacant position in the Clerk of Courts Office:** Marilyn Baraniak, Clerk of Court is requesting to refill a Deputy Clerk of Court position when it becomes vacant due to a pending retirement. Motion by Hurlbert, second by Pennington to refill Deputy Clerk of Court position when it becomes vacant, all ayes, motion carried.

**Consider request to refill vacant Economic Support Specialist position in the Social Service Department.** Patsy Rolo is requesting to refill a vacant Economic Support Specialist position in the Social Service Department. This position will become vacant as of August 12, 2016. Motion by Solin, second by Pennington to refill the vacant Economic Support Specialist position, all ayes, motion carried.

Rolo explained that the part-time Social Worker in the Social Services Department has given her resignation. This position has recently been approved to move into a full-time Social Worker position starting in 2017. Rolo has requested to refill as a full-time position in 2016. It was also noted that the Committee had previously approved this position to go to full-time and forwarded the approval to Executive and Finance to identify a sustainable funding source. Motion by Hurlbert, second by Pennington to fill the full-time Social Worker position upon approval from County Board, all ayes, motion carried.

**Review request from Law Enforcement Association to allow new employees/members to accrue benefits**

**Discuss request from Sheriff and Union to consider placement of Josh Warren at the longevity step for benefits, except union seniority, commensurate with his overall years of service with the County.** Josh Warren, a Jailer (non-union position) has accepted a Deputy Sheriff position (Law Enforcement Union). Josh and the union are requesting that the County consider allowing Josh to accrue vacation at his current longevity rate. The Union was also approving that Josh be allowed to carry-forward some of his previously accrued PTO as "vacation". It is noted that the union does not use the County's PTO system. Gary Olsen advised that since Josh was already paid out for his PTO, then the Josh can't pay the County back in order to start with a certain number of vacation days. This means that Josh will have to wait to accrue vacation pursuant to the terms of the Union contract, but he could accrue vacation at a higher rate based upon his overall years of service with the County. Chief Deputy Schunke is requesting that the County and the Union develop a better practice that will remove this disincentive for internal candidates to consider deputy positions (when transitioning from PTO to the traditional vacation schedule used by the Union). This item will be discussed during the next bargaining session with the Union; proposing new contract language that would allow internal candidates to convert a certain amount of accrued PTO to vacation. No action taken

**Discuss PTO/Vacation involving Josh Warren.** Gary Olsen, Finance Director stated that Josh has been paid out for his existing PTO. Since the PTO has been paid out, Warren will not be able to convert any PTO into vacation. Warren is asking to accrue PTO/Vacation at his current longevity rate. Motion by Hurlbert, second by Solin to allow Josh to accrue benefits based on his overall County seniority within the union contract, all ayes, motion carried.

**Discuss Open Records Requests charges and fees.** The Committee reviewed the current charges and fees for public records. When providing copies of records pursuant to a public records request, the County records custodian charges .25¢ per page (.50¢ per double sided copy). It was brought to the Committee's attention that while some records custodians charge for the cost of locating records, others do not. It was discussed whether to charge a location fee for the custodian's time if the individual has requested more than one open record request in a calendar year. The law allows the records custodian to charge for the cost (time) for locating a record if the total cost exceeds \$50. The Committee recommends a consistent practice in charging fees and costs of locating documents. Motion by Solin, second by Hurlbert that if an individual has more than one open records request in a calendar year, that requestor will be also be charged the cost for locating the records whenever that cost exceeds \$50, for the custodian's time at the custodian's pay rate, all ayes, motion carried.

**Review request and justification to start new employee above the minimum step of the Compensation Matrix.** RJ Weitz, Human Resource Director, presented the Committee with a suggested form to be used by Department Heads for New Employee's who are starting above the minimum step of the Compensation Matrix. This form was designed to help the Department Head determine the justification of starting a new employee above the minimum step of the Compensation Matrix and to be kept in the Employee file for further reference. Information only.

**Discuss Justification to Promote/Transfer Internal Employee to higher level position.** RJ Weitz, Human Resource Director presented the Committee with a suggested form to be used by Department Heads for Promotion/Transfer. This form was designed to help the Department Head determine the justification of the Promotion/Transfer and to be kept in the Employee file for further reference. Information only.

**Discuss establishing a date (closed session) for annual review/evaluation of HR Director Position.** RJ Weitz, Human Resource Director asked to establish a date for his annual review/evaluation. RJ's one year anniversary date is 10-26-2016. The Committee will do the review/evaluation after the Personnel Meeting on September 1, 2016. Information only.

**At approximately 9:30 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), to consider records request with standby Corporation Counsel which includes employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social or personnel histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.** Motion by Pennington, second by Jansen to move into closed session. Chairman Nonnenmacher aye; Solin aye; Hurlbert aye; Jansen aye; Pennington aye. The Committee commenced to closed session at 9:30 a.m.

Chairman Nonnenmacher asked to clear the room.

**At approximately 9:45 a.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Pennington, second by Hurlbert to return to open session, all ayes, motion carried. The Committee returned to open session at 9:45 a.m.

Motion by Solin, second by Jansen that for the purposes of responding to public records requests, the Administrator Coordinator shall be considered the legal custodian of the HR personnel file, all ayes, motion carried.

**Discuss the role and structure of the Management Team.** Robin Stowe, Corporation Counsel, presented a proposed Resolution that was requested by the Management Team. The Management Team would like the County Board to reaffirm its recognition and expectations of the Management Team. The Committee requested some revisions to the proposed resolution and asked that the Resolution be brought back to the September Personnel Meeting after reviewed by the Management Team.

**Discuss the Handbook Advisory Committee Recommendations: Courthouse/Resource Center; Maintenance/Forestry; Highway; Sheriff/Dispatch/Jail; Health/Social Services.** RJ Weitz, Human Resource Director, introduced the Handbook Advisory Committee. The representatives addressed the follow concerns to the Committee. Discussion was held and the Committee will take each recommendation under advisement and discuss further during the September 1, 2016 Personnel Committee meeting.

Pam Borneman representing the Courthouse/Resource Center:

- Funeral Leave: Request to include Nieces and Nephews, same as the Aunts and Uncles for two (2) days off for funeral leave

- Funeral Leave: Immediate Family, Other Family Members- Take out the word consecutive days and insert language that if the family has the funeral service planned at a later date, allows the employee to split funeral time off in accordance with the funeral service arrangements or at the department heads discretion.
- Funeral Leave: Immediate Family-Request to extend the funeral days off not to exceed five (5) days, to attend the funeral and to take care of necessary arrangements.

Dan Hoffmeister representing the Highway:

- Holiday Pay: insert language regarding holiday pay and its effect on overtime worked in the same week. Example was given: If Christmas falls on a Monday and the Highway worker works overtime during the rest of the week. The eight (8) hours for Monday is not considered hours worked.
- Request for “call in pay” on days of posted change in work schedule.
- Request holiday pay to be ten (10) hours not eight (8) during summer hours when Highway Department works 4-10 hour days.
- Matrix steps dropped down to five (5) steps rather than ten (10)

Terry Poltrock representing the Maintenance/Forestry: no suggestions at this time

Sheila Rine representing the Health/Social Services:

- Changes to the Employee Handbook should only be done twice a year.
- Only the most current Employee Handbook should be available on the County shared drive.

Sheriff/Dispatch/Jail: no representative at this time.

**Human Resources Director’s Report. (*Explanatory Note: Given the nature of the personnel matters contained within the Director’s report, it may be necessary to discuss certain parts of the Director’s report in closed session.*)**

**At approximately 10:30 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), to consider report from the HR Director which includes employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social or personnel histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.**

**Discuss process to refill vacant positions in the Sheriff’s Department.** Motion by Pennington, second by Nonnenmacher to move into closed session. Chairman Nonnenmacher aye; Solin aye; Hurlbert aye; Jansen aye; Pennington aye. The Committee commenced to closed session at 11:43 a.m.

Chairman Nonnenmacher asked to clear the room.

**At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Pennington, second by Nonnenmacher to return to open session, all ayes, motion carried. The Committee returned to open session at 12:15 p.m.

Motion by Hurlbert, second by Pennington to approve filling positions as long as the Sheriff allows the Corporation Counsel to review the process and participate in the interviews in order to ensure the process used by the Sheriff follows the alternate approach previously approved by the Committee, and meets the Count’s requirements as an Equal Opportunity Employer, all ayes, motion carried.

**Review monthly bills for Corporation Counsel, Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.**

**Set date for next meeting.** Thursday September 1, 2016  
Room 203, Courthouse

**Adjourn the Meeting.** Motion by Pennington, Second by Solin to adjourn the Personnel Committee meeting at 12:30 p.m. all ayes motion carried.

Respectfully Submitted,  
**Becky Rank, Recording Secretary**