

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 8/6/2015

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dick Hurlbert, and Arlene Bonacci, Jim Jansen and Dave Solin.

MEMBERS ABSENT: Dale Dahms.

OTHERS PRESENT: Joe Novak, Vern Cahak, Pete Pennington, Ralph Uttke, Marilyn Baraniak, Craig Hotchkiss, Joy Pecha, Judy Nagel, Sandy Fischer, Gary Olsen and Robin Stowe.

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.

Motion by Hurlbert and second by Bonacci to excuse Dale Dahms. All ayes, one absent, motion carried. Solin will be on the Committee for today's meeting.

Pledge of Allegiance.

Approve/amend Minutes of July 2, 2015.

Motion by Bonacci, second by Pennington, to approve the minutes of the July 2, 2015 Personnel Committee meeting. All ayes, motion carried.

Craig Hotchkiss addressed the Committee. Craig Hotchkiss addressed the Committee. Craig stated that he will be meeting with Social Services and Finance Department to finalize his budget. Craig is proposing to increase their hours per work from 35 hours a week to 37.5 hours per week. Gary Olsen ran the numbers and he is estimating that the increase in hours would cost \$7672 annually for Craig and Kim Schwarz. Discussion held on placements for the Juvenile Department.

Discuss Resolution 2015-33 Racine County Board regarding pay progression for Prosecutors and Creation and Funding of Additional Assistant District Attorney Positions. In 2014, the State Legislature created a pay progression plan for Assistant District Attorneys with funding contingent on each biennial budget. The State budget has already been adopted and the D.A., Ralph Uttke, did not believe that the funding for the pay progression was included in the approved budget. Motion by Hurlbert and second by Jansen to send Langlade County Resolution regarding pay progression for Prosecutors and Creation and Funding of Additional Assistant District Attorney Positions to the State. All ayes, motion carried.

Meet with Department Heads for which the Committee maintains oversight:

District Attorney's Budget, presented by Ralph Uttke. Ralph discussed his budget, which is under budget for 2016. In the last year, the State has increased the Victim Witness Funding. Motion by Hurlbert and second by Bonacci to approve the District Attorney's Budget. All ayes, motion carried. Budget was signed. Finance meeting in September, 2015, the final approvals will be made.

Clerk of Court's Budget, presented by Marilyn Baraniak. A budget reduction worksheet for 2016 and 2017, to make the Clerk's budget balance, was presented to the Committee. Discussion as to the cost of jury trials and the costs/funding that is involved in it. Revenues for the Clerk of Courts Office have continued to decrease. Motion by Solin and second by Jansen to approve the Clerk of Court's Budget. All ayes, motion carried. Budget was signed.

Corporation Counsel's Budget, presented by Robin Stowe. The only changes for the Corporation Counsel's budget were that monies were moved from the Professional Services account to the account for Periodicals and Subscriptions as the cost of these legal research materials has increased over the years. The Corporation Counsel's budget meets the projected budget amounts for 2016. Motion by Hurlbert and second by Jansen to approve Corporation Counsel's Budget. All ayes, motion carried.

Register of Deeds' Budget, presented by Sandy Fischer. Sandy advised the Committee what portion the State takes out the Register of Deeds' fees. Motion by Hurlbert and second by Bonacci to approve the Register of Deeds' Budget. All ayes, motion carried.

Register of Probate/Circuit Court, presented by Joy Pecha. Robin Stowe and Joy Pecha discussed the cost of required doctor exams for Chapter 51 cases. Joy also discussed the bills submitted by the Guardian ad Litem. Motion by Solin and second by Hurlbert to approve the budgets for Register of Probate/Circuit Court. All ayes, motion carried.

Discuss Job Duties for Human Resources Position. The proposed job description was given to Committee last month for their review. Robin reviewed the job duties for the Human Resources Director Position, revised and noted that the Personnel Committee can make changes to the job description in the future, as the Personnel Committee serves as the Oversight Committee for the Human Resources Position. Motion by Hurlbert, second by Solin to approve the job description for the Human Resource Director Position. All ayes, motion carried.

Review plan to fill the Human Resources Director Position. Although the HR position was created in 2005, the position has never been filled. The Personnel and Executive Committees previously voted to fund this position to start in January of 2016. Robin advised the Committee that over the past few years, human resources duties (such as centralized personnel files) have been assigned to the Payroll & Benefits Specialist, Pam Resch. Pam Resch has notified us that she is leaving the Finance Department as of August 14, 2015. The Finance Department is looking to contract out payroll in 2015, using ADP, for an approximate annual cost of \$10,000 to \$11,000. Joe Novak requested that the Finance Director check into the costs and benefits of having payroll performed by a local accounting firm. Given the pending vacancy in the Payroll & Benefits position, the Committee is being asked to consider starting the recruitment process for the HR position as soon as possible. Gary explained that since no monies are included in the 2015 budget, that a transfer of funds from the General Fund would be required to cover the expenses for the HR position in 2015, but that the HR position would then be included in future budgets. The cost for this position from October 1, 2015 to the end of the year would be approximately \$24,000. Motion by Hurlbert to move forward with a plan to refill the vacant HR position this year and not wait until January 1, 2016, second by Jansen. Discussion held. Roll Call taken, 4 ayes, Bonacci nay, motion carried.

Review information from Premier Solutions Group regarding a contracted Human Resources Director. A couple years ago, Bill McReynolds from the Premier Solutions Group (a staffing agency affiliated with WCA) addressed the Personnel Committee about staffing the HR position. Mr.

McReynolds was not able to attend the meeting today but asked to address the Committee at the September meeting. Robin handed out to the Committee the information from Premier Solutions, regarding using them to recruit a Human Resource Director for Langlade County. The cost to the County would be based on the salary and benefits offered to the candidate. Given the previous decision by the Committee to expedite the recruitment process for this position, is concerned that the timetable will not work to use a staffing agency. Motion by Solin for Langlade County to do the recruitment and hiring of **Human** Resource Director, second by Hurlbert. All ayes, motion carried. The Personnel Committee will serve as the hiring body (i.e. Interview Committee) for the Human Resources Director.

Consider reviewing Policy for disposition of prizes awarded to County Employees. This policy came up in last month's meeting. At the present time, the policy applies to prizes with a fair market value of \$25. Motion by Hurlbert to raise the value of the prize to \$100, second by Jansen. During the discussion, it was noted that this policy is different from the Code of Ethics policy (Wis. Stats. 19.59). All ayes, motion carried.

Consider request for pay-out of one-half extended leave benefits for employee who has retired. The County policy requires that the employee provide documentation from the WRS as proof of retirement as evidence of intent to retire in order to receive a payout of one half of extended leave. Tom Hunter was not able to provide the documentation prior to his last date of employment but the Committee finds that he did provide the County with the requisite notice of his intent to apply for WRS benefits prior to the last day of his employment, and the County subsequently received the paperwork from the WRS. The Committee will continue to review these payout requests on a case by case basis. Motion by Hurlbert to approve the pay-out to Tom Hunter, second by Bonacci. All ayes, motion carried.

Review and revise County's personnel policies, including Grievance Procedure and the Job Performance Management and Disciplinary Policy. Robin distributed updated revised copies of the proposed redesign of the County personnel policies entitled "Langlade County Government Accountability and Complaint Resolution Policy". This version was also provided to the Management Team (all department heads and supervisory staff) with the opportunity to provide any requests for revisions to the Committees. This policy is a work in progress. Robin highlighted the changes from the previous version, including the "best practices" for identifying and resolving complaints, and the current appointment and disciplinary (removal) authority for County officials and employment positions. This is an ongoing agenda item.

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 3, 2015 at 9:00 a.m. in the Law Library.

Motion by Hurlbert to adjourn, second by Bonacci. All ayes, motion carried.

Respectfully Submitted,

Robin Stowe, Recording Secretary