

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 8/07/2014**

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

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Richard Hurlbert, Arlene Bonacci, Dale Dahms, and Jim Jansen

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robin Stowe, Gary Olsen, Nate Heuss, Ralph Uttke, Joy Pecha, Craig Hotchkiss, Sandra Fischer, and Honorable Fred Kawalski

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 3, 2014.**

Motion by Bonacci to approve the minutes of July 3, 2014, seconded by Dahms. 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 2015 and 2016 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 2015 and 2016 departmental budgets. Gary Olsen presented the Clerk of Courts budget on behalf of Marilyn Baraniak.

**Discuss request from employees to donate PTO to an employee from the Maintenance Department who is on medical leave.**

Nate Heuss advised that an employee in the Maintenance Department, Luke Kolz, is on FMLA leave and has exhausted all paid time off. Employees have volunteered to donate PTO and Nate has requested that the employees be allowed to donate PTO to Luke. Robin explained the procedure for the leave sharing policy. Motion by Hurlbert, seconded by Dahms to allow employees to donate PTO leave days to Luke. All ayes, motion carried. The Committee also clarified the Leave Sharing Policy as follows: any employee is eligible to donate PTO (as approved by the respective department head); and when an employee is no longer on FMLA status, then any remaining unused (donated) PTO will revert to employees donating PTO in the amount that was not already allocated in the payroll system.

**Discuss Employee Handbook.**

No action taken.

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

No action required.

**Set date for next meeting.**

The next regular meeting date will be September 4, 2014 at 9:00 a.m.

**Adjourn the meeting.**

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

Respectfully submitted:

Gail Dunlop