

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 12/1/2016
Time: 8:30 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Arlene Bonacci, Richard Hurlbert, Jim Jansen, Pete Pennington

MEMBERS ABSENT: None

OTHERS PRESENT: Kari Lazars, Don Bergbower, Robin Stowe, Chet Haatvedt, Ron Barger, Sheriff Greening, Marilyn Baraniak and Becky Rank

The meeting was called to order at 8:30 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

Pledge of Allegiance.

Approve/amend Minutes of November 18, 2016 Personnel Committee Meeting. Motion by Jansen, second by Pennington to approve the Minutes of November 18, 2016, all ayes, motion carried.

Approve/amend the Agenda of December 1, 2016 Personnel Committee. Motion by Hurlbert, second by Pennington to approve the Agenda of December 1, 2016, all ayes, motion carried.

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

Review hiring process used by the Sheriff's Department and development of eligibility lists for future vacancies. Sheriff Greening discussed with the Committee that the Sheriff's Department uses a different application process without redaction and eligibility testing. Selection of applicants to proceed with the interview process is based on the testing scores. Sheriff Greening is asking the Committee to allow him to create an eligibility list from the last interview process that took place with Robin Stowe, Corporation Counsel. The Sheriff stated that he would follow the Langlade County Hiring Policy and work with the current interim Human Resource Director, Kari Lazars. Kari stated that she is working with the Sheriff and will continue to provide HR support.

Motion by Pennington, second by Hurlbert to allow the Sheriff to create an eligibility list with the help of Human Resources, all ayes, motion carried.

Report on status of refilling the Human Resources Director position and the plan to provide HR services until the position is refilled. The vacant Human Resource Director position has been advertised using multiple resources. The deadline for applications will be December 27, 2016. The Personnel Committee will meet on December 29, 2016 to review applications and select applicants to come in for an interview. Kari Lazars, Interim Human Resource Director, will continue to work for the County until this position has been filled. Information only.

Report change of direct supervision / oversight of the clerical staff at Social Services and Health Departments. Ron Barger, Social Services/Human Service Director, has been working with the Human Resources Director and Sheila Rine, Social Services/Health Department Office Manager, to revise job descriptions within the Departments, with no increase in compensation. The Clerical Staff will be renamed Office Assistants and the Office Manager will be renamed Administrative Assistant. Currently all clerical staff are reporting to Ron for all office needs. Ron stated that this takes up a lot of time and would like the Office Manager Sheila Rine to oversee the daily office operations but have no management authority. The Committee is in full support of the revision of the job description and the Administrative Assistant to oversee the office assistants. Information Only.

Review resolution to fill position with casual employee on temporary basis. Robin Stowe, Corporation Counsel, discussed the proposed resolution to allow for the appointment of a casual employee or a contract for services on a temporary basis when a vacancy occurs within a budgeted position. This resolution will create a more stream-lined process to hire casual employees or contract for services when a vacancy occurs in departments that do not have an existing casual employment position. It is recommended adding the following language to County Board Rule 12.1: "When a vacancy occurs in any budgeted position and subject to funding available from the vacant

position, the Oversight Committee may approve hiring a casual employee or contracting for services on a temporary basis until such time as the process for refilling the vacant position is completed.”

Motion by Jansen, second by Hurlbert to support the resolution and send it onto the Executive Committee, all ayes, motion carried.

Update on injunction delaying implementation of the new FLSA “salaried” compensation limits. On November 22, 2016 a U.S. District Court Judge in Texas issued a nationwide injunction to postpone the implementation of changes to overtime eligibility under the Fair Labor Standards Act (FLSA). The changes would have raised the salary threshold for an individual to be considered a salaried employee to \$47,476. It was recommended to the Committee to keep the 7 employees affected by the FLSA change as salaried until further notice.

Motion by Pennington, second by Hurlbert to approve keeping the employees salaried until further notice, all ayes, motion carried.

Establish schedule for office closures for “holidays” in 2017. Discussion was held on what day to use as a holiday for Christmas Eve. Kari Lazars, Interim Humans Resource Director, will send out an employee wide survey to determine if the majority of employees want the Friday before Christmas or the Day after Christmas as the holiday. This item will be brought back to the January Personnel Committee meeting.

Review and Revise Personnel Policies.

- a. **Consider request to modify the policy regarding the placement on the compensation matrix for internal candidates (promotional opportunities).** Chet Haatvedt, Chief Deputy Register of Deeds, would like the Committee to review and consider changing the Recruitment and Selection of Employees Policy to reflect the Department Head authorization to refill a vacant position with HR negotiating the wage up to the control/midpoint for an internal candidate and for an external candidate. Nonnenmacher has asked the Committee to hold this until new Human Resource Director is in place.

Motion by Pennington, second by Jansen to put a hold on this item until the new Human Resource Director is hired, all ayes, motion carried.

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.)

- a. **Review status of personnel investigations, if any.** None.
- b. **Review status of changes in employment status (new hires, promotions, resignations, etc.), if any.** None
- c. **Review status of employment claims (unemployment, worker’s compensation, FMLA, etc.), if any.** None

At approximately 9:30 a.m., consider moving into closed session pursuant to §19.85(1)(c) Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to complete performance review of Corporation Counsel, update on Law Enforcement Association Contract, consideration for one-time payment to Heidi Walrath, Brenda Malitz and Robbin Dailey for providing services in the absence of the Jail Administrator, consideration for one-time payment to Kim Bissonette for providing services in the absence of the Jail Administrator.

Motion by Pennington, second by Bonacci to move into closed session. Chairman Nonnenmacher aye; Bonacci aye; Hurlbert aye; Jansen aye; Pennington aye. The Committee commenced to closed session at 9:52 a.m.

Chairman Nonnenmacher asked to clear the room, requesting Robin Stowe and Kari Lazars to remain during closed session, asking for Sheriff Greening and Don Bergbower to be brought back in at a later time.

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 10:53 a.m.

Motion by Pennington, second by Nonnenmacher to deny the request that information be shared from a previous Personnel Committee closed session. All ayes, Supervisor Bonacci abstained, motion carried.

Motion by Hurlbert, second by Bonacci to approve the one-time payment of \$1,500 for providing services in the absence of the Jail Administrator to Heidi Walrath, Brenda Malitz, Robbin Dailey and Kim Bissonette, All ayes, except Supervisors Pennington and Nonnenmacher voted nay, 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 December 29, 2016 at 8:30 a.m.
Room 203, Courthouse

Adjourn the Meeting. Motion by Pennington, second by Jansen to adjourn the Personnel Committee meeting at 11:06 a.m., all ayes motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary