

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 12/03/2015

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

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

MEMBERS ABSENT: None

OTHERS PRESENT: Robin Stowe, RJ Weitz, Craig Hotchkiss, Judge Rhode, Barb Combs, and Nate Heuss

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher in the Wolf River Room, Resource Center.

Pledge of Allegiance.

Approve/amend Minutes of November 12, 2015

Motion by Hurlbert, second by Jansen, to approve the minutes of the November 12, 2015 Committee meeting. All ayes, motion carried.

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

Juvenile Justice Program with Craig Hotchkiss. Craig Hotchkiss, Juvenile Court Supervisor, gave an overview of the different types of placements that have been used by Langlade County and the difference in cost for those types of placements.

Discuss request for one-time payment for the Judicial Assistant for temporary work assignments due to the vacancy in the contracted position of Court Commissioner. Judge Rhode is requesting a one-time payment of \$300 for the Judicial Assistant, Barb Combs. In March of 2015, the Family Court Commissioner position was vacant, which caused an increased workload for the Judicial Assistant. The Judicial Assistant performed additional duties such as paperwork for Guardian ad Litem, drafted and mailed mediation orders and motions for change of placement. Per the current Handbook, if there is a vacancy in a department and there is funding from the vacancy, a Department Head can request a one-time payment up to \$2,500 for temporary work assignments. Motion by Hurlbert, second by Jansen, to approve a one-time payment of \$300 to the Judicial Assistant. All ayes, motion carried. The Committee also discussed the need to evaluate the process and procedure outlined in the Employee Handbook to request additional compensation for the temporary and permanent assignment of additional work.

Motion by Jansen, second by Nonnenmacher to excuse Solin at 9:15 a.m.. All ayes, motion carried.

Discuss Return to Work Policy with Department Heads that have utilized this Policy to determine whether to extend it beyond 2015. In March of 2015, the Personnel Committee created

the Return to Work policy as recommended by the County's insurer. This policy was designed so an employee may return to work on light duty consistent with any restrictions imposed by the employee's physician. This policy has been in place for one year. Nate Heuss with the Maintenance Department discussed how this policy has worked well for his department. Motion by Hurlbert, second by Jansen, to extend the Return to Work Policy for an additional year, subject to an annual review; and with the revision that the Return to Work Plan must also be approved by the HR Director and reported to the Personnel Committee. All ayes, one absent, motion carried.

Review and Revised Personnel Policies to include reference to new Human Resources Director Position. RJ Weitz, Human Resources, has gone over the Employee Handbook and current policies. A list of recommended revisions was given to the Committee and these changes reflect the addition of the Human Resources position. Motion by Bonacci, second by Hurlbert to change the Employee Handbook to include Human Resources. All ayes, one absent, motion carried.

Discuss establishment of Employee Recognition Program. In 2006, a resolution was adopted that if an employee works 10 years or more, upon retirement, that employee would receive a recognition plaque from the County Board. RJ Weitz was asked to look into different options, talk with department heads and give an update during the next meeting.

Review and revise County's Personnel Policies, including Grievance Procedure and Job Performance Management and Disciplinary Policy. It was discussed to revise the current policies to reflect Human Resources. RJ will be working on these policies and review with the Committee at the next meeting. It is recommended that the Personnel and Executive Committee meet jointly again to continue the redesign of this policy.

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

At approximately 10:30 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. Motion by Hurlbert, Second by Jansen to go into closed session. All ayes, one absent, motion carried.

At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed during closed session. Motion by Bonacci, second by Hurlbert to come out of closed session. All ayes, one absent, motion carried. Committee requested that Performance Review form include their comments made during closed session with the completed form being submitted to them for their review and signature.

Set date for next meeting. Thursday January 7, 2016

Motion by Jansen to adjourn, second by Bonacci. All ayes, one absent, motion carried.

Respectfully Submitted,
Robin Stowe, Recording Secretary