

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**The digital audio recording device used to record the meeting malfunctioned and only recorded a portion of this meeting. Therefore these minutes have been prepared from the notes and best recollections of the recording Secretary.**

**Meeting Date: 12/04/2014**

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

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Richard Hurlbert, Arlene Bonacci, Jim Jansen and Dave Solin (ex-officio, pro tem)

**MEMBERS ABSENT:** Dale Dahms (excused)

**OTHERS PRESENT:** Robin Stowe, Kathy Jacob, Ann Meyer, Sandy Fischer, Joe Novak, Kim Van Hoof, Nate Heuss, Bill Greening

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. In the absence of Supervisor Dahms, Chairman Solin participated in the meeting as an ex-officio and pro tem member.

Pledge of Allegiance.

**Approve/amend minutes of Joint Meeting with the Matrix Committee held on November 3, 2014.**

A question was raised regarding whether the minutes reflect all the actions taken during this meeting. Specifically, whether the compensation for certain positions could still be reviewed by the Compensation Matrix Committee upon the written request of the department head. The Committee discussed the process used to complete the five year Matrix review and the new process to review the compensation for specific positions when circumstances warrant. If the five year review process is finished, then pursuant to the current policy set forth in the Employee Handbook, the only other method to review compensation is via a new request presented to the Committee. Motion by Hurlbert seconded by Nonnenmacher to approve the minutes of November 3, 2014, with the following revision: "Upon the written request of the Department Head, the Compensation Matrix Committee will review the compensation for a given position no later than January of 2015". All ayes, motion carried.

**Discuss 2015 Cost of Living Adjustments for elected officials.** The County Board must establish the compensation for County elective offices prior to the earliest date for filing nomination papers. Although the County elective offices all have a four year term, they have different election cycles. Prior to the 2012 election cycle for the elective offices of County Clerk, Treasurer and Register of Deeds the County Board established the same salary for each year of the term and also indicated that the annual salary may be subject to a cost of living adjustment (COLA). Prior to the 2014 election cycle for the Clerk of Court, Sheriff and Coroner, the County Board provided a percentage adjustment for each year of the term and for the Sheriff and Coroner offices, indicated that the salary may be subject to a COLA. The Committee discussed the goal of keeping the compensation for the County Clerk, Treasurer and Register of Deeds similar to the Clerk of Circuit Court and recommended that Clerk, Treasurer and Register of Deeds receive a 1.57% COLA for 2015. With respect to the Sheriff and Coroner, since the compensation for 2015 already includes a percentage increase, the committee

recommended that no COLA be granted to the Sheriff and Coroner in 2015. Motion by Hurlbert, seconded by Nonnenmacher, to grant a 1.57% COLA for the County Clerk, Treasurer and Register of Deeds only. All ayes, motion carried.

**Discuss request to refill Deputy Clerk position in the County Clerk's Office.** The Chief Deputy Clerk is retiring effective the end of this month. The Committee briefly discussed the responsibilities of this position and how this position has also assisted other departments. The County Clerk has been advised to follow the County's recruitment and selection policy to refill this position. Motion by Hurlbert, seconded by Bonacci to refill this position. All ayes, motion carried.

**Review policy for payout of extended leave for employees appointed or elected to a County elective office.** In the event that an employee retires (i.e., makes application for retirement with the Wisconsin Retirement System) then the County will pay out up to one-half of the employee's extended leave balance. However, if the employee does not "retire", then the employee is not entitled to any payout. The question has been presented to the Committee regarding whether an employee who is appointed or elected to a County elective office may be entitled to a payout of extended leave in the event that employment is lost through the election process. One option under consideration would be to maintain the employee's extended leave balance for the current year in the event that employee returns to work for the County within that same year. Although, the employee would still need to retire to qualify for a payout, the Committee questions what the financial implications may be for this proposal and what financial/bookkeeping limits may also come into consideration. Therefore this matter will be reviewed with the Finance Director at its next meeting. No action taken.

**Discuss casual employee Foster Care Coordinator position in the Department of Social Services.** The County Board previously authorized this casual employment position for one year. Due to continued vacancies in the Department, it is necessary to continue this casual employment position for another year. The services provided by this position are very important in ensuring that children are placed in licensed foster homes. The Department requests approval for a casual employment position for 2015 in the amount of \$22,342.19 and funding is available from within the department budget. This amounts to approximately 787.5 hours of work. Motion by Bonacci, seconded by Hurlbert to approve this position. All ayes, motion carried.

**Discuss Employee Handbook, including Maintenance uniform allowance.** Currently, employees in the Maintenance Department are provided with uniforms (shirts, jeans). The Department Head is proposing to amend the Employee Handbook to reimburse employees a total of \$50 per year if they decide not to wear the jeans provided by the County. Employees will continue to wear the work shirts provided by the County. The County will save money on its uniform services contract for each employee who selects the option of receiving the \$50 reimbursement rather than the county issued jeans. The Department Head advised the Committee that only a certain type of work jeans are acceptable. Motion by Hurlbert, seconded by Jansen to amend the Employee Handbook to provide for the \$50 annual reimbursement for work jeans. All ayes, motion carried.

**At approximately 10:00 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 Jansen, seconded by Solin to move into closed session. By roll call vote, Bonacci, aye, Solin, aye, Hurlbert, aye, Jansen, aye, Nonnenmacher, aye. The committee commenced to closed session at 10:00 a.m.

**At approximately 10:40 a.m., return to open session with possible action taken on any matters discussed during closed session.**

Motion by Hurlbert, seconded by Bonacci to return to open session. All ayes, motion carried. The committee returned to open session.

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

Committee reviewed the bills. No action required.

**Set date for next meeting.**

The next regular meeting date will be January 8, 2015 at 9:00 a.m.

**Adjourn the meeting.**

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

Respectfully Submitted,  
Robin Stowe, Recording Secretary