

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 2/10/2011
Time: 9:00 a.m.**

CHAIRMAN: James Jansen

MEMBERS PRESENT: James Jansen, Michael Klimoski, Richard Hurlbert, Dale Dahms, and George Bornemann

MEMBERS ABSENT: None

OTHERS PRESENT: Robin Stowe, Ralph Uttke, Marilyn Baraniak and Pat Beisley.

The meeting was called to order at 9:00 a.m. by Chairman Jansen in the Law Library Room 205 of the Langlade County Courthouse, 800 Clermont St, Antigo, and WI 54409.

Amend/approve minutes of the January 18, 2011 meeting.

Motion by Hurlbert, seconded by Dahms, to approve the minutes of January 18, 2011 as printed. All ayes, motion carried.

Discuss request to refill the Union position of Victim Witness Coordinator in the District Attorney's Office.

The County is mandated to provide services to victims and witness of crimes and receives a grant from the State which covers approximately 55% of the costs for these services. The County employs a part-time Range 6 union employee to provide services as a Victim Witness Coordinator. The person in this position has accepted another position (full-time) with the County. Therefore, the District Attorney's Office needs to begin the process to refill this position. Motion by Klimoski, seconded by Bornemann to refill the Union position of Victim Witness Coordinator in the District Attorney's Office. All ayes, motion carried.

Discuss request from Clerk of Circuit Court to carry forward funds to 2011.

Marilyn Baraniak, Clerk of the Circuit Court, requested to carry forward \$16,563.49 from 2010 for unexpended Jury funds. Motion by Klimoski to approve, seconded by Dahms. All ayes, motion carried.

Approve new Family and Medical Leave Policy and forms.

The County's Current FMLA policy was drafted in 1999 and it is not compliant as the laws have changed, and the current policy is difficult to understand. Since the County does not employ a position dedicated to human resources, it is important that the County's FMLA policy and forms are easier to understand and complete. The new policy and forms were drafted by Attorney Connie Korth who specializes in FMLA, employee leave and accommodation issues. The County's labor relations attorney has emphasized that the County's FMLA and other personnel policies must be administered on a consistent basis (i.e., that the County apply FMLA leave to all employees who are out of work due to circumstances which qualify for FMLA leave). In most cases, employees request FMLA when they have qualifying conditions (i.e., caring for a new child, recovering from a serious health condition, etc.); but there are instances when an employee is out of work and does not request FMLA. Therefore, it is recommended that any employee who is out of work for more than three (3) consecutive days be required to provide a certification from a health care provider before returning to work. This certification will assist the County in determining whether the leave of absence was for a condition

which qualifies for FMLA leave. Motion by Klimoski, seconded by Dahms to approve the new family medical leave policy and forms. Will go into effect immediately. All ayes, motion carried.

Consider utilization of the Experience Works Program.

Pat Beisley from Experience works program (formerly known as Green Thumb) explained the program and the requirements for the County to act as a "host" agency. Participants in this program are paid federal minimum wage by the program. The program allows low-income residents, age 55 or older, to receive training and valuable experience which will assist them as they transition back into the workforce. As a host agency, the County must guarantee a minimum of work 20 hours a week, 52 weeks a year. The host agency is also required to report a minimum of 4 hours of training for the participant per pay period. Pat informed the Committee of other host agencies in our area: one participant is currently at City Hall in Parks and Recreation Department, one at UWEX, 3 at the high school and one in Antigo School District Office. Discussion followed regarding the advantages of the County becoming a host agency. Motion by Klimoski, seconded by Bornemann, to participate as a host agency and provide the Experience Works program with a list of available opportunities so they can match the needs of their participants to our work/training opportunities. All ayes, motion carried.

Consider contracting with Langlade Hospital to perform employee physicals and drug testing.

The County currently has an agreement with Antigo Medical Building to complete employee physicals. Robin has been communicating with Eric Tischendorf, Occupational Health Coordinator at the Langlade Hospital regarding the services available at the hospital for employee physicals, drug testing and fitness to return to work evaluations. Robin supplied the Committee with a Letter of Agreement which contained a price list for these services, including a \$120.00 fee for employee physicals which includes an essential functions assessment, and a \$50.00 fee for a 10-panel drug test. Motion by Bornemann, seconded by Klimoski to use the Langlade Occupational Health Program for employee physicals and drug tests. All ayes, motion carried. The Committee expects that all offers of employment with Langlade County (for non-casual positions) will be conditioned upon an employee physical and drug screen. Also, each department will be expected to cover the costs of these services from funds available in their departmental budgets.

Review and approve payment of monthly bills for the following departments: Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.

Motion by Bornemann, seconded by Hurlbert to approve payment of bills as presented. All ayes, motion carried.

Adjourn the meeting.

A motion was made by Hurlbert seconded by Bornemann, to adjourn meeting. All ayes, motion carried, and meeting of the Personnel Committee was adjourned at 9:50 a.m. The next Personnel Committee meeting will be March 3, 2011.

Respectfully submitted:
Gail Dunlop