

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 2/2/2017

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Arlene Bonacci, David Solin (Board Chairman in the absence of Richard Hurlbert), Jim Jansen, and Pete Pennington

MEMBERS ABSENT: Richard Hurlbert

OTHERS PRESENT: Kari Lazars, Gary Olsen, Don Bergbower, Ron Barger, Nate Heuss, Chet Haatvedt, John Schunke, Ron Nye, Marilyn Baraniak and Becky Rank

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

Pledge of Allegiance.

Approve/amend Minutes of January 5, 2017 and January 11, 2017 Personnel Committee Meeting. Motion by Bonacci, second by Jansen to approve the minutes of January 5, 2017 and January 11, 2017, all ayes, motion carried.

Approve/amend the Agenda of February 2, 2017 Personnel Committee. Motion by Solin, second by Nonnenmacher to approve the Agenda of February 2, 2017, all ayes, motion carried.

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

Consider movement on the Matrix for new employees after the Probationary Period. Gary Olsen, Finance Director, stated that there has been some discussion regarding movement on the Matrix for new employees that require more advanced training and knowledge of job duties after the probationary period. Olsen wants the committee to be aware of the situation but recommends holding the agenda item until the New Human Resource Director is hired.

Motion by Solin, second by Jansen to put this agenda item under advisement until the new Human Resource Director is hired, all ayes, motion carried.

Review requests to carry-forward department funds from 2016 budget.

Marilyn Baraniak, Clerk of Courts, addressed the Committee asking for \$15,000 of the 2016 budget to get carried forward to the 2017 budget for Jury Duty. Discussion held.

Motion by Pennington, second by Bonacci to approve the carry-forward of an estimated \$18,000 from the Clerk of Courts 2016 budget to the Clerk of Courts 2017 budget, all ayes, motion carried.

Chet Haatvedt, Register of Deeds, addressed the Committee asking for \$14,000 of the Register of Deeds 2016 budget to get carried forward to the Register of Deeds 2017 budget to cover the cost of a new scanner/imaging system, a new computer, disposal of confidential material and annual maintenance cost to the new Trimin software. Olsen stated that the carry-forward requests are intended for one-time expenses and that Chet would not need to carry forward money for the new computer that purchase can come from the Computer Replacement Fund. The annual maintenance cost for the Trimin software will need to be added to the budget as a line item. It is Olsen's recommendation that the Committee carry-forward \$6,000 for the cost of a new scanner/imaging system and cost for disposal of confidential material. The request should also ask that \$9,000 be designated for the costs for Trimin.

Motion by Bonacci, second by Jansen to approve the carry-forward amount of \$6,000 and to have the \$9,000 be designated for Trimin costs, all ayes, motion carried.

Consider request for the Register of Deeds to obtain a credit card. Chet Haatvedt, Register of Deeds, is requesting a credit card with a \$350 limit for travel expenses.

Motion by Pennington, second by Jansen to approve a credit card with a \$350 limit for the Register of Deeds, all ayes, motion carried.

Consider Resolution to revise County Board Rule 12.1, clarifying Rule 12.1 as it pertains to minimum staffing plans for certain departments. Gary Olsen, Finance Director, spoke for absent Robin Stowe, Corporation Counsel, recommending adding language to clarify County Board Rule 12.1, adding wording as follows:

If a vacancy occurs in a position that is subject to the minimum staffing plan (as identified herein), then the hiring body shall be authorized to refill the vacant position contingent on funding being available for the position in the departmental budget. Vacancies in any other position that is budgeted in a department shall be refilled with the approval of the Oversight Committee and the Personnel Committee.

Minimum staffing levels have been established in the following Departments as follows:

Sheriff's Department:

Deputy Sheriffs: 16

Dispatcher: 8

Corrections Officers: 16 (including 4 female jailers)

Highway Department: 29 full-time equivalent positions (including Commissioner and Assistant Commissioner).

Social Services: 10 social worker positions (including one Master's Level SW for CFS, two SW for Juvenile Justice, and one part-time SW serving as Foster Care Coordinator).

Health Department: 4 public health nurses (including the Health Officer).

Maintenance Department: 5 full-time equivalent positions (including the Director).

Ron Barger, Social Services and Health Department Director suggested adding 7 Economic Support workers to that list because of the State Consortium.

Motion by Jansen, second by Nonnenmacher to amend the resolution to add the 7 Economic Support workers, all ayes, motion carried.

Motion by Solin, second by Jansen to approve the resolution with the amendments and forward onto the Executive Committee, all ayes, motion carried.

Discuss Staffing Levels for the Correction Officers. John Schunke, Interim Sheriff, stated that currently the Langlade County Jail is housing overflow inmates from Marathon County. Ashland and Marathon Counties are requesting Langlade County to house more overflow inmates. John stated that for Langlade County to double bunk inmates, the Langlade County Jail would need to add 1 Correction Officer to meet the required staffing levels. Discussion was held with Don Bergbower, Jail Administrator and John Schunke on what the concerns would be if additional overflow inmates are housed at the Langlade County Jail. It was discussed that by adding more inmates and hiring 2 Corrections Officers, the Jail revenue would increase and help with safety and staffing needs. The projected revenue for housing 25 prisoners would be around \$383,000. As long as the Jail houses a minimum of 10 prisoners, the cost for the 2 Corrections Officers will be covered.

Motion by Pennington, second by Bonacci to approve the hiring of 2 Correction Officers as long as a minimum of 10 out of county overflow inmates are being housed in the Langlade County Jail, all ayes, motion carried.

Discuss Compensation for Dispatch Supervisor. John Schunke, Interim Sheriff, stated that because Don Bergbower, Jail Administrator is familiar with dispatch, they are looking at using him as the Dispatch Supervisor. John is asking for compensation being added to Bergbower's salary of \$5,000 to \$9,000 for the extra duties being added to his job description. Discussion was held on Bergbower filling this position long term along with his regular job duties. Gary Olsen, Finance Director, explained that if the Personnel Committee approved this, then the Matrix Committee would set the salary for these duties.

Motion by Solin, second by Jansen to forward this request to the Matrix Committee for them to set the salary, all ayes, motion carried.

Supervisor Solin asked for a 5 minute break.

Consider adding a PTO transfer option for employees who transfer positions from one department to another department. Kari Lazars, Interim Human Resource Director, stated that because of a current situation with an employee, it is being recommended that the language be changed in the Employee Handbook:

(Employees who transfer from one County department to another department where the maximum PTO bank amount decreases, will be paid out any amounts they have in their bank over the new cap. The employee will also have the option to transfer up to 100 hours from their PTO bank to their Extended Leave bank to aid in not losing future PTO time).

Motion by Solin, second by Pennington to approve the language change in the Employee Handbook, all ayes, motion carried.

Review and Revise Personnel Policies.

- a. **Review the Grievance Procedure.** Kari Lazars, Interim Human Resource Director, suggested changing the language of the Grievance Procedure Policy, adding a \$50 administrative fee with all grievance complaints. If the grievance goes to an Impartial Hearing Officer then the cost would be shared between complainant and the County, with a cost cap of \$400. Discussion was held on what the comparables are from other counties.

Motion by Pennington, second by Bonacci to have the County Clerk get comparables from other counties and bring back to the March Personnel Committee meeting, all ayes, motion carried.

- b. **Review the Recruitment and Selection Policy, regarding the Interview Team.** Kari Lazars, Interim Human Resource Director, suggested changing the language to state the minimum members of the interview team should be the Human Resource Director, Oversight Chair and Department Head. This would give the Interview Team more options to bring in other members during the interview process.

Motion by Solin, second by Pennington to approve the language change to the Recruitment and Selection Policy, 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 10:15 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), to consider report from the HR Director which includes employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social or personnel histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges if discussed in public, would be likely to have a substantial adverse effect

upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. To discuss a grievance that is proceeding to hearing before the Impartial Hearing Officer; to discuss employment offer as it relates to movement on the Matrix; to discuss Human Resources Director position status and responsibilities.

Motion by Pennington, second by Bonacci to move into closed session. Chairman Nonnenmacher, aye; Bonacci, aye; Solin, aye; Jansen, aye; Pennington, aye. The Committee commenced to closed session at 10:34 a.m.

At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed in closed session.

Motion by Pennington, second by Solin to return to open session, all ayes, motion carried. The Committee returned to open session at 12:40 p.m.

Motion by Solin, second by Pennington to honor the agreement to allow the maintenance worker to move two steps following the end of his probationary period and that this is not precedent setting, all ayes, motion carried.

Motion by Pennington, second by Jansen to re-advertise the vacant Human Resource position and accept the changed Human Resources Job Description, on file in the County Clerk's office, all ayes, motion carried.

Motion by Bonacci, second by Nonnenmacher to approve the interim Human Resource Director job duties as attached and Alisha Resch will be paid at the 12 month step of the Payroll & Benefits Administrator rate effective 2/3/2017 until the Human Resource Director position is filled, all ayes, motion carried.

The Personnel Committee would like to thank Kari Lazars for the wonderful work done as the interim Human Resource Director.

Set date for next meeting. Thursday March 2, 2017 at 9:00 a.m.
Room 203, Courthouse

Adjourn the Meeting. Motion by Solin, second by Bonacci to adjourn the Personnel Committee meeting at 12:45 p.m., all ayes motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary

The following is a listing of who will complete the interim job duties to cover the vacant HR Director position:

Person	Duties
Robin	Employee Discipline Issues
	Handle Employee Complaints
Gary	Daily Correspondence
	Benefit Administration
	Process all Termination Paperwork for Employees
	Help out where needed
Robin/Gary	Policy Issues
Robin/Alisha	Sit in on Interviews, assisting when needed
Alisha	Handel New Hire Activities
	- Work with Department Head to Advertise for the Vacant Position
	- Make sure the Department Head has the Appropriate Questions to Ask During the Interview
	- Assist Department Heads in Setting up Interviews
	- Assist with Reference Checks
	- Help send out Acceptance and Rejection Letters
	Handel New Employee Orientation
	Assist Gary with Benefit Administration
	Gather Workers Comp Forms and send to Insurance Company
	Complete the Annual OSHA Report
	Assist with FMLA paperwork
	Complete all Required Unemployment Forms