

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 2/06/2014**

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

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Gary Johnson, Richard Hurlbert and Arlene Bonacci

**MEMBERS ABSENT:** Dale Dahms

**OTHERS PRESENT:** Robin Stowe, Gary Olsen, Kathy Jacob, Sandy Fischer, Kim Van Hoof, Bill Greening, Larry Shadick, Becky McPhail and Chet Haatvedt

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.

Pledge of Allegiance.

**Approve/amend minutes of January 9, 2014.**

Motion by Bonacci, seconded by Johnson, to approve the minutes of January 9, 2014 as printed. All ayes, motion carried.

**Discuss carry forward requests for Register of Deeds, Clerk of Circuit Court and the Court.**

Gary presented the request for the Court to carry-over \$3,290 to update electronics for the courtroom. Motion by Johnson, seconded by Nonnenmacher to approve carry-over for Court. All ayes, motion carried. Marilyn presented request for Clerk of Circuit Court to carry-over \$3,425 for marriage licenses and family filing fees for mediation per statute. Motion by Bonacci, seconded by Johnson to approve carry-over for Clerk of Circuit Court. All ayes, motion carried. Sandy presented carry-over request for Register of Deeds to carry over \$1,017 to purchase replacements for outdated dot matrix printers to configure to AS400. Motion by Bonacci, seconded by Johnson to approve carry-over for Register of Deeds office. All ayes, motion carried.

**Set salaries for the elected position of Sheriff, Clerk of Circuit Court and Coroner for the upcoming term of office.**

The compensation for County elective positions must be established by the County Board (by resolution) for the four year term, and this must be set prior to the earliest date for filing nomination papers for the offices. Gary presented comparables from other counties. County Sheriff Bill Greening addressed the committee and presented information on what he believes is proper compensation for duties and responsibilities for the office of the Sheriff. Discussion followed. Motion by Bonacci, seconded by Hurlbert to approve salary increase for the office of the Sheriff for the 2015-2018 term as follows: 2015: \$73,164; 2016: \$75,359; 2017: \$77,620; 2018: \$79,949, and these wages include COLA. All ayes, motion carried. County Coroner Larry Shadick addressed the committee with comparables for coroner positions. Motion by Hurlbert, seconded by Bonacci to approve salary for Coroner for the 2015-2018 term, as follows: 2015: \$22,995; 2016: \$23,685; 2017: \$24,395; 2018: \$25,127, and these wages include COLA. All ayes, motion carried. Clerk of Court, Marilyn Baraniak addressed the committee and presented comparables from other counties for Circuit Court Clerks. Discussion regarding salaries for all other elected officials followed and the previous action taken by

the County Board to keep the compensation for the Courthouse elective offices (Clerk of Court, County Clerk, Treasurer and Register of Deeds) the same. The Committee expressed concerns about setting salaries for the next four years without knowing what the economic conditions will be that far down the road. One option discussed was reverting to the County's past practice of setting the compensation for the first year of the term only and then addressing the need to adjust for economic conditions by considering a cost-of-living adjustment in the remaining years of the term. Given that the Courthouse elective offices are not on the same election cycle, it may be necessary to use this past practice in order to keep the compensation equivalent for each of these positions. Motion by Bonacci, seconded by Hurlbert to set Clerk of Courts salary to \$55,828 for 2015-2018 with the understanding that the Clerk of Court will receive a COLA based on what compensation and COLA is set for the remaining Courthouse elective offices. All ayes, motion carried.

**Request a one-time payment for pager pay for Department of Social Services employee.**

Scott Jensema was selected to the position of Family and Children's Services Supervisor/Coordinator in October and continues to carry a pager because of the shortage of workers in the Dept. Kim Van Hoof requested a one-time payment of \$570 for pager pay for Scott Jensema. Motion by Johnson, seconded by Hurlbert to approve the one-time pager payment. All ayes, motion carried.

**Discuss casual employment position in Department of Social Services.**

This would be a casual employment position for a social worker who would be doing foster care coordination. The current foster care coordinator has been on medical leave. There is a social worker who is currently working part-time in Taylor County and would be willing to also work in Langlade County. This position would require 2 days per week, 15 hours per week from March 2014 to December 2014. Motion by Bonacci, seconded by Hurlbert to hire a casual employee to work for 660 hours and forward to County Board for approval. All ayes, motion carried.

**Discuss revisions to Employee Handbook.**

Robin reviewed the revisions pending before the Committee from the previous meeting, including:

- Changes to the Health Insurance provisions as required by Affordable Care Act.
- Clarification of moving from probationary to first step on the Compensation Matrix
- Changes in Matrix language to clarify non-union and union matrices.
- Allowing Dept. Heads the discretion to approve single day absences as Extended Leave.
- Clarifying the language regarding the reimbursement of legal fees for employees.

Motion by Johnson, seconded by Hurlbert to adopt changes to the Handbook. All ayes, motion carried.

Robin also advised that the Handbook Advisory Committee is trying to work out a solution to a problem with the loss of scheduled overtime when taking paid time off, such as when the Corrections and Dispatch employees are scheduled to work 48 hours in a week. Once the Handbook Committee is able to arrive at a workable solution, then a proposal will be submitted to the Personnel Committee for their review and approval.

**Consider Dress Code Policy.**

Robin distributed the Dress Code Policy to the committee. This new policy was included in the Handbook Appendix but the policy was not previously adopted by the Personnel Committee. Discussion followed. The policy requires that employees dress appropriate to their position and job responsibilities. Proper attire is left to the discretion of the Dept. Head. Motion by Hurlbert, seconded by Nonnenmacher to accept the Dress Code Policy.

**Consider Performance Reviews Policy.**

The Committee that prepared the Handbook agreed that the development of an objective process to evaluate employees should be referenced in the Handbook. Robin distributed copies of the Performance Evaluation policy. Discussion followed regarding the use of a standardized form and where these evaluations would be filed and who would have access to them given concerns of confidentiality. There was also a discussion regarding the need for a centralized record keeping system. Motion by Hurlbert, seconded by Nonnenmacher to keep personnel files with the Finance Department. 4 ayes, 1 no, motion carried. Dept. Heads would like a consistent standardized form in which they are evaluated by their oversight committee. Motion by Johnson, seconded by Bonacci to approve the use of the standardized form that was submitted to them and allow for the approval of different forms by the applicable oversight committees. All ayes, motion carried.

**Discuss status of withholding Union dues from payroll.**

As legal challenges to the Budget Repair Bill were making their way through the federal court system, the County was advised to only withhold union dues with the employee's consent. After more recent federal court rulings, the County has now been advised that under Act 10, the employer is prohibited from withholding union dues in all cases. Robin has confirmed this legal ruling and its application with the Budget Repair Bill Consortium. The Courthouse Union president stated that the union position is to continue withholding dues until the Wisconsin Supreme Court makes its final decision. Discussion followed. Motion by Hurlbert, seconded by Johnson to stop withholding union dues effective June 1<sup>st</sup> unless a contrary ruling regarding union dues is handed down from the Supreme Court before that time. All ayes, motion carried.

**Review list of non-union positions and their current classification status, as requested by the Courthouse Union.**

Chet distributed copies of the non-union classification status list and Chapter 111.70 of the State Statutes which identifies the categories of positions that are not eligible to be represented by a collective bargaining unit (i.e., confidential, supervisory, managerial or executive). Given the tests used by the Wisconsin Employment Relations Commission (WERC), Chet questions whether these identified positions would satisfy the tests (i.e., independent authority to hire and fire, independent authority to allocate and expend funds from within the approved budget, etc.). It is noted that when the WERC determines that the supervisory or managerial authority is insufficient to exclude the positions from representation, this change in classification does not change the job duties of the position (dept. head, manager, supervisor, etc.). At its next meeting, the committee will review the first four salaried positions contained on the list provided by Chet. Information only. No action taken.

**Set Holiday schedule for 2014.**

The Personnel Committee set the holiday schedule for 2014. They are leaving the floating holiday to be on Good Friday, April 18, 2014. They are also closing all “nonessential” County offices on Friday, December 26<sup>th</sup> and Friday, January 2, 2015. Hourly employees will need to substitute PTO, Comp Time, or take this time as unpaid leave on these dates. Motion by Johnson, seconded by Nonnenmacher to approve the 2014 Holiday schedule. All ayes, motion carried.

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

The bills were reviewed. No action taken.

**Set date for next meeting.**

The next regular meeting date will be March 6, 2014 at 9:00 a.m.

**Adjourn the meeting.**

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

Respectfully submitted:  
Gail Dunlop