

**REVISED
LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 1/03/2013
Time: 8:30 a.m.**

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dale Dahms, Dave Solin, and Arlene Bonacci
Richard Hurlbert arrived at 8:45 a.m.

MEMBERS ABSENT: None

OTHERS PRESENT: Ron Nye, Robin Stowe, Gary Olsen, Erik Rantala, Tim Rusch, Marilyn Baraniak, Kathy Jacob, Ann Meyer, Sandra Fischer and Joy Pecha

The meeting was called to order at 8:30 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 December 6, 2012.

Motion by Dahms, seconded by Bonacci, to approve the minutes of December 6, 2012 as printed. All ayes, motion carried.

Discuss Forestry Committee's decision to hire Forest Administrator internally and to advertise for entry level Forester.

Ron Nye, Forestry Committee Chairman, explained the needs of the Forestry Department and the importance of promoting the Forest Administrator internally and to bring the Department up to the necessary staffing level. Erik Rantala explained the need to refill the two vacant positions in order to maintain the staffing level of four foresters. DNR Management advised Erik that they cannot commit to going over and above what they are required by state statute. They are providing a great deal of help at this point and are ahead of schedule in the hours they provide us as opposed to other years at this time. Erik has a concern that come spring, if the hours are met, the DNR will most likely have other priorities (i.e. fire season) that would be higher on their priority list. The Committee discussed options to refill positions necessary to maintain staffing levels (internal versus external recruitment) as well as delaying the decision on what additional positions are needed until after the new Forest Administrator is hired. Both the Forestry Committee and Executive Committee have agreed to hire the Forest Administrator position internally and to advertise externally for the entry level forester. The Forest Administrator position has to be filled before the entry level forester position can be advertised externally. Robin explained that the hiring freeze requires the County Board to determine whether a position will be refilled but the hiring policy allows the oversight committee to decide how a position will be filled (internally or externally). Due to the three-fourths vote required for approval of the County Board to fill the Forest Administrator position, it may be necessary to fill the position using an external recruitment process in order to ensure adoption by the County Board. Motion by Hurlbert to refill the forestry administrator position internally, seconded by Dahms. 2 ayes, 3 noes. Motion by Solin, seconded by Bonacci to advertise the forestry administrator position externally. 3 ayes, 2 noes. Motion by Solin, seconded by Dahms, to fill an additional forester position (if needed) pending the selection of the forester administrator position. All ayes, motion carried.

Discuss refilling vacant position in the Highway Department.

Tim Rusch explained that the Highway Dept. staffing had 6 retirements and 5 replacements in 2012 and now they have had another retirement and need to refill the vacant position. It is an entry level position and will be advertised externally. There was no eligibility list previously created. Motion by Dahms, seconded by Hurlbert to allow the Highway Dept. vacant position to be refilled and forward to the Highway Committee. All ayes, motion carried.

Establish Holiday Schedule for 2013.

Motion by Solin, seconded by Dahms that the following holiday schedule be established:

Good Friday, March 29th, for the Floating Holiday

All ayes, motion carried.

Discuss revisions to the Recruitment and Selection Policy.

The Committee is not recommending any changes to the hiring policy regarding the process of filling positions using an internal or external recruitment process. However, due to the supermajority vote required to fill vacant positions, oversight committees may need to understand that how they intend to fill a vacant position may be an issue for discussion when the Board is asked to approve filling the position. There was also discussion regarding compensation for interim position, and this issue will be discussed at the February Personnel Committee meeting.

Consider recommendations to revise and clarify provisions of the new Employee Handbook.

The Personnel Committee has the authority to make changes to the Employee Handbook. The following changes are recommended:

Change the measure for calculating cost of living adjustments to the same measure used by the Budget Repair Bill (CPI Midwest Region) as of July 1 of each year rather than the end of May.

Remove accrual cap of 960 for extended leave as this will reduce the likelihood that employees with over 20 years of service will lose PTO. The payout of one-half of a maximum of 960 hours at retirement will remain in effect.

Funeral leave for "immediate family" does not require substitution of PTO or extended leave. In the past, this funeral leave did not require substitution of vacation or sick leave.

Motion by Dahms, seconded by Hurlbert to follow the recommendations to revise and clarify provisions for the Employee Handbook. All ayes, motion carried.

Report compensation ranges for any new non-union positions on the Compensation Matrix.

Effective January 1, 2013, the Register in Probate became a non-union hourly position. Therefore, a wage scale needs to be established for this position. The compensation ranges for positions listed on the Compensation Matrix are established based upon an evaluation of the County's internal compensation structures and comparable wage data for similar positions from counties of similar population. Motion by Hurlbert, seconded by Bonacci to refer this matter to the Compensation Matrix Committee to recommend a wage scale for this position and report back to the Personnel Committee. All ayes, motion carried.

Discuss prior accumulated sick leave of elected officials.

Elected officials do not accumulate sick leave. However, many elected officials have had prior service as non-elected employees. Given our transition to PTO effective 1/1/2013 all sick leave prior to 1/1/13 is calculated at the rate of pay effective 12/31/12.

Pursuant to prior resolution of the County Board, elected officials in office from 2002-2007 were awarded health insurance credits which could be applied toward the cost of the County's health insurance premium at retirement. When this practice was discontinued in 2007, all credits were frozen. The incumbents in the offices of County Clerk and Register of Deeds are the only remaining employees subject to these health insurance credits. The Committee reviewed the calculation of health insurance credits for these elected officials using the formula set forth in 2007. Discussion followed. This item was tabled until the February Personnel Committee meeting.

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

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

Set date for next meeting.

The next regular meeting date will be February 7, 2013 at 9:00 a.m.

Adjourn the meeting.

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

Respectfully submitted:
Gail Dunlop