

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 1/07/2016**

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

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Arlene Bonacci, Richard Hurlbert, Dave Solin and Jim Jansen

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** RJ Weitz, Pete Pennington, Marilyn Baraniak, Vern Cahak, Becky Rank

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher in the Wolf River Room, Resource Center.

Pledge of Allegiance.

**Approve/amend Minutes of December 3, 2015**

Motion by Hurlbert, second by Bonacci, to approve the minutes of the December 3, 2015 Committee meeting. All ayes, motion carried

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

**Juvenile Justice Program with Craig Hotchkiss.** No update at this time

**Set 2016 holidays for the County.** Motion by Hurlbert, second by Jansen, to approve Friday, March 25, 2016 to observe Good Friday, Friday, December 23, 2016 to observe Christmas Eve, Monday, December 26, 2016 to observe Christmas Day. All ayes, motion carried

**Consider creating a casual employee position to provide clerical support for the Corporation Counsel's Office and HR Department.** Motion by Hurlbert, second by Jansen, to approve creating a temporary casual employee position for Corporation Counsel and Human Resources. The Committee is recommending that the job description for the Deputy Registrar/Deputy Juvenile Court Clerk be revised at a later date to serve as a back-up and to accommodate the needs of Corporation Counsel and HR offices. All ayes, motion carried.

**Review and revise County's Personnel Policies.** RJ reviewed the work being done between Corporation Counsel Robin Stowe and HR RJ Weitz on re-designing the Accountability and Complaint Resolution Policy and Family Medical Leave Act (FMLA) Policy. These two policies will be briefly discussed at the Management Team meeting on January 27, 2016 for further recommendations.

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

**Set date for next meeting.** Thursday February 4, 2016 at 9:00 a.m. in the Wolf River Room

Motion by Bonacci to adjourn, second by Hurlbert. All ayes, motion carried.

Respectfully Submitted,

**Becky Rank, Recording Secretary**