

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 7/2/2015

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dick Hurlbert, and Arlene Bonacci.

MEMBERS ABSENT: Dale Dahms and Jim Jansen.

OTHERS PRESENT: Brian Braun, Krista Otto, Kari Lazars, Sarah Meidl, Kim Van Hoof, Nate Heuss, Ron Nye, Kathy Jacob, Judy Nagel, Gary Olsen, Robin Stowe, Sandy Fischer, and Pam Resch.

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.

Motion by Hurlbert and second by Bonacci to excuse Dale Dahms and Jim Jansen. All ayes, two absent, motion carried.

Pledge of Allegiance.

Approve/amend Minutes of June 4, 2015.

Motion by Hurlbert, second by Bonacci, to approve the minutes of the June 4, 2015 Personnel Committee meeting. All ayes, motion carried.

Approve/amend Minutes of Joint Meeting with Executive Committee.

Motion by Hurlbert, second by Bonacci to approve the minutes of the June 16, 2015 Joint Meeting with Executive Committee. All ayes, motion carried.

Craig Hotchkiss addressed the Committee. Craig Hotchkiss contacted Nonnenmacher that he could not make today's meeting and that he did not have any items to bring to the Committee.

Consider adding Casual UWEX Support Staff Position during the 2015 Langlade County Fair.

Kari Lazars and Krista Otto addressed the Committee regarding the vacant staff position in the Extension Office. They are asking for a three week casual position, one week before the fair, the fair and one week after. Robin addressed this, as this casual position is not in the UWEX budget for 2015. This position will have to be approved by their oversight, Personnel, Executive committees and County Board before hiring.

Motion by Hurlbert, second by Bonacci to approve the hiring of a Casual UWEX Support Staff Position during the 2015 Langlade County Fair. All ayes, motion carried.

Consider Resolution regarding Staffing Plan for Highway Department.

Robin passed out a copy of a Resolution regarding the staffing plan. This staffing plan was established a few years ago and this was for a two year period. This resolution has expired. The resolution for 2015 is requesting a minimum staff of 29. Newly elected Highway Commissioner, Brian Braun, explained the staffing situation at the Highway Department, keeping the crews full to get the jobs completed.

Motion by Bonacci, second by Hurlbert to approve the Resolution for a Staffing Plan for the Highway Department. All ayes, motion carried.

At this point in the meeting, Ron Nye was excused from meeting to attend other business.

Review proposed office locations for the Human Resource Position.

Nate Heuss presented the possible locations for this position, primarily within the Courthouse. The drawings of the suggested locations were submitted to the Committee along with the projected costs of these projects.

Option A is the former IS Office, presently occupied by the Victim Witness Coordinator, Sarah Meidl, making this office into two offices with a cost of \$6000 to \$8000. Option B, same space with entrances added to the hallway, with a preliminary cost of \$11,000 to \$13,000. Option C, using the space in the back of the County Clerk's Office, removing the replacing the walls and ceiling, with an approximate cost of \$1200 to \$2400. Space is small, but would make two offices.

Other Options: Hunting River Room or relocate the Small Courtroom and put the HR Position in there, and relocate the Victim Witness. Discussion was held.

Sarah Meidl addressed the Committee as she is presently occupying the space that would be remodeled in Options A & B. She feels that safety and security are very important in the location of the Victim/Witness Coordinator.

Kathy Jacob, County Clerk, address the Committee as to Option C. The back office in the County Clerk's office does not allow the privacy that is needed for both the Clerk's office and the HR Position. Kathy Jacob suggested that the Committee consider the option of using the Law Library for the location of the HR Position, with these needing very minimal remodeling costs. Discussion held as to relocating the meetings that are presently held in the Law Library.

Motion by Hurlbert, second by Bonacci to have the Law Library as the first choice of the Committee and Option B as the second choice. All ayes, motion carried. Public Property will be made aware of the choices that Personnel Committee has agreed to for the location of the HR Position.

Discuss the job duties and responsibilities of a Human Resources Position, if the funding is available for 2016.

Robin handed out the Human Resources (HR) position description which was revised from the position description at the time the position was originated created in 2005. Generally speaking, the HR position will perform three important functions: 1) this position will be a resource to public officials (especially the Personnel Committee) and employees to ensure that personnel matters are handled consistently throughout our organization; 2) this position will also function as a sentry or monitor to ensure that the all County personnel policies and procedures are up-to-date with the ever-changing

employment rules and regulations; and 3) this position shall serve as a compliance officer to ensure that the County is following all applicable labor and employment regulations. The Committee will continue to review the draft next month.

Discuss recruitment and selection process for the HR Position.

The Personnel Committee confirmed that they serve as the hiring body and oversight for the HR position; and that since the position has already been approved by the County Board – once sufficient funding is allocated in the 2016 budget - the Committee intends to begin an external recruitment process. Since this is a new position within our organization, Robin asked if the Committee may be interested in using the services of an employment agency like the Premier Solutions Group. By using this process, Premier would conduct the recruitment and selection process locally and provide the County with a candidate on a contract basis. This process would allow a candidate to transfer from the employment agency to full-time County employment if the County is satisfied with the candidate's performance and how the position is functioning. If not, then Premier would provide the County will another candidate for the HR position or we could cancel the contract at any time. Robin will invite Premier Solutions Group to attend the next meeting to present this idea to the committee.

Motion by Bonacci, second by Hurlbert to keep the Personnel Committee as the hiring body for the HR Position. All ayes, motion carried.

Consider disposition of prize awarded to county employees.

Robin explained to the committee that the County has a policy that when an employee goes to a seminar or training session that is funded by the County, and wins a prize, then any prize valued over \$25, must be turned over to the oversight committee for a determination of whether the employee may retain the prize. At a recent seminar, Robin won a computer keyboard with an estimated value of over \$25. This prize policy will be reviewed at the next meeting.

Motion by Bonacci, second by Hurlbert to allow Robin to keep the prize. All ayes, motion carried.

Review and revise County's personnel policies, including Grievance Procedure and the Job Performance Management and Disciplinary Policy.

Robin distributed a draft revision of the changes for the Policy which incorporates the revisions requested at the previous joint Personnel and Executive Committee meeting. Currently, the procedures for resolving personnel issues and other complaints are located in various policies and handbooks. As a first step, this draft attempts to incorporate all the relevant policies into one source. Relevant parts of this policy will apply to both public officials and employees. The policy includes the County's mission statement, code of conduct, discipline and grievance procedure. As such, the current title of this policy is: "Langlade County Government Accountability and Complaint Resolution Procedure". The highlighted revisions from the Joint Meeting include: expanding the authority of department heads to take disciplinary action; identify a new chain of command which includes a Human Resources position; separating the individuals involved in the investigation phase from the individuals involved in the decision-making phase for resolving disputes; designating someone outside our organization to serve as an Impartial Hearing Officer which will in turn allow the Personnel

Committee to assume their former role in reviewing personnel issues. The policy includes the goals and objectives for receiving, investigating and resolving complaints involving public officials and employees. Robin questioned whether Committee wanted to include specific procedure steps (such as the requirement to use a specific form to file a complaint and the use of a specific form documenting the resolution of a complaint). Consistency in the process is an important goal or objective, but since complaints come in all shapes and sizes, it is also important to recognize that the process used may vary depending upon the nature of a complaint (i.e., complaint that co-worker talks too loud versus complaint that co-worker engaged in sexual harassment). Robin will share the current draft of this policy with the Management Team at its next scheduled meeting. After the Policy is finalized by the Committees, the Policy will be reviewed by outside labor counsel (Attorney Andy Phillips) and the policy will be submitted for review and approval by the County Board.

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, August 6, 2015 at 9:00 a.m. in the Law Library.

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

Respectfully Submitted,

Robin Stowe, Recording Secretary