

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 07/05/2012**

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

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Dale Dahms, Richard Hurlbert and Richard Olsen

**MEMBERS ABSENT:** Judy Karpf

**OTHERS PRESENT:** Robin Stowe, Gary Olsen, Sheriff Greening, Ron Barger, Craig Hotchkiss, Tim Rusch

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, and WI 54409.

**Approve/amend minutes of June 7, 2012.**

Motion by Olsen, seconded by Dahms, to approve the minutes of June 7, 2012 as printed. All ayes, motion carried.

**At approximately 9:00 a.m., consider moving into closed session pursuant to Section 19.85(1)(c), Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: update of leave of absence for Highway Department employee; discuss terms of initial collective bargaining exchange for 2013 with Law Enforcement Association; and review Policy regarding outside work performed by Langlade County employees.**

Motion by Hurlbert, seconded by Nonnenmacher, to go into closed session at 9:07 a.m. Roll call Hurlbert, aye, Dahms, aye, Olsen, aye, Nonnenmacher, aye. The committee commenced to closed session.

**At approximately 10:08 a.m., return to open session with possible action taken on any matters discussed during closed session.**

Motion by Hurlbert, seconded by Olsen, to return to open session. All ayes, motion carried. The Committee returned to open session. Committee requested Robin to draft a new Outside Work Policy for the Committee to consider at its next meeting consistent with the discussions in closed session.

**Discuss request to refill one (1) full-time Deputy Sheriff position.**

Sheriff Greening is looking for authority to refill a vacant, full-time Deputy Sheriff position. There is no current eligibility list. Motion by Dahms, seconded by Hurlbert to allow Sheriff Greening to refill the vacant full-time Deputy Sheriff position. All ayes, motion carried.

**Further discussion on request to refill one (1) full-time Corrections Officer position in the jail.**

This matter was held in committee until Robin researched the legal requirements for staffing in the jail. Robin reported that the only staffing requirement set forth by the Dept. of Corrections (DOC) applies to the need to double cell or double bunk inmates. For the Langlade County jail, a staff of 16 jailers (4 jailers per 12 hour shift, with at least one female officer per shift) is required for double bunking inmates. When the jail population falls below the level required to double bunk inmates, then there is no specific legal requirement to maintain a staff level of 16 jailers. However, the DOC advises that

Counties base staffing levels on a comprehensive study performed by a reputable agency, such as the National Institute of Corrections. The Sheriff has agreed to participate in this study, subject to the understanding that there will likely be a fee for such study. Motion by Hurlbert, seconded by Olsen to refill one (1) full-time Corrections Officer position in the jail. 4 ayes, 1 no. Motion carried.

**Discuss request for funding for alternative placement for juveniles.**

Craig Hotchkiss presented a summary of secure detention and shelter care placements to the committee. Craig is requesting funds for up to three months to house a juvenile until he can get placed into the Job Corps program. There is funding for this placement. Motion by Olsen, seconded by Hurlbert to provide funding not to exceed \$1,000 for alternative placement for a juvenile. All ayes, motion carried.

**Further Discussion on referral from Board of Health to refill the vacant union clerical employee position in the Health Department.**

This matter is back on the agenda because of a 2-2 vote and the committee wanted Supervisor Hulbert to have the opportunity to cast a vote. Ron Barger explained that customer service is being affected by the office window being closed at certain times during the day. Ron Barger is asking for permanent part-time clerical position not to exceed 56 hours per pay period. Discussion followed. Motion by Dahms, seconded by Olsen to forward request to the Executive Committee. All ayes, motion carried.

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

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

**Set date for next meeting.**

Next meeting date will be August 2, 2012 at 9:00 a.m.

**Adjourn the meeting.**

A motion was made by Olsen, seconded by Dahms to adjourn meeting. All ayes, motion carried, and the meeting was adjourned at 10:55 a.m.

Respectfully submitted:  
Gail Dunlop