

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 6/15/2016

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dave Solin, Richard Hurlbert, Jim Jansen

MEMBERS ABSENT: Pete Pennington

OTHERS PRESENT: Tammy Wilhelm, Robin Stowe, Ron Barger, Don Bergbower, RJ Weitz, Becky Rank.

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

Motion by Hurlbert, second by Jansen to excuse Pennington, all ayes, motion carried.

Pledge of Allegiance.

Approve/amend the Agenda of June 15, 2016 Personnel Committee. Motion by Solin, second by Hurlbert to approve the June 15, 2016 agenda as printed, all ayes, motion carried.

Approve/amend Minutes of May 5, 2016 Personnel Committee Meeting. Motion by Hurlbert, second by Jansen to approve the May 5, 2016 minutes, all ayes, motion carried.

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

Review options for the initial placement and movement on the Compensation Matrix. Robin Stowe, Corporation Counsel, reviewed the process for the initial placement and movement on the Compensation Matrix System. This is a 10-Step Compensation System. New employees/promotions will become eligible to advance to the next compensation step after 12 months. The wording in the policy leads to confusion because it also refers to a probationary period (i.e., "if the probationary period or the first 12 months in the position ends before November 1st, then the employee will also be eligible to advance to the next compensation step at the beginning of the next year"). The satisfaction and purpose of a probationary period is separate and distinct from movement on the Matrix. The County has always used the 12 month standard in determining the first step movement on the Matrix. Thereafter, the employee cycles to a (calendar year) January 1st movement if the initial 12 months of service ends on or after November 1st then the employee will not become eligible to advance to the next compensation step until the following year. Regarding the process of developing the compensation offer and the range of steps that are available for initial placement, RJ Weitz, Human Resource Director, has identified different options for the Committee to consider. No action taken

Review request for an additional full-time Deputy Sheriff position. A request has been made by Sheriff Greening for an additional full-time Deputy Sheriff. In addition to the Courthouse Security position, Sheriff Greening asked for approval to hire one more full-time Sheriff Deputy. Motion by Hurlbert, second by Jansen to approve the request for an additional full-time Deputy Sheriff and move the request onto the Joint Finance and Executive Committee meeting to be held on July 8, 2016. Should a resolution be presented to the County Board, the approval of the position will be contingent upon the Sheriff working with the Human Resource Director in the Recruitment and Selection process as required by County policy, all ayes, except Nonnenmacher nay, motion carried.

The Committee noted that the Recruitment and Selection Policy ("Hiring Policy") states: "All County positions shall be filled in accord with this policy. Positions filled in non-compliance with this policy have not been properly authorized and funding for the position may be withdrawn".

Review request refill vacant Corrections Officer position. Don Bergbower, Jail Administrator, requested to refill a vacant Corrections Officer position. The funding is currently in the budget for this position. Motion by Jansen, second by Hurlbert to refill the vacant Corrections Officer position, all ayes, motion carried.

Review resolution for Casual Employee for Treasurer Department. Tammy Wilhelm, County Treasurer, addressed the Committee stating that the Deputy Treasurer may be out of the office on medical leave during the month of July and August. The Treasurer's Office will be receipting tax monies in the month of July for the second installment payments due to Langlade County. With the Deputy possibly being out of the office during this extremely busy month, with a high volume of monies collected, the Treasurer is requesting a Casual Employee during the medical leave of the Deputy Treasurer. The Casual Employee Position would be for 105 hours at a rate of \$10 per hour, the Treasurer has funds in the 2016 Budget to fund the position. Motion by Solin, second by Hurlbert to approve the Casual Employee for Treasurer Department, all ayes, motion carried.

Request from the Board of Health and Social Services Committee to change the current part-time Public Health Nurse and part-time Social Worker position and make these two positions full-time as of January 2, 2017. Ron Barger, Health and Social Service Director, addressed the Committee, asking for the current part-time Public Health Nurse and part-time Social Worker be made into full-time positions as of January 2, 2017. If approved, this would go to the Joint Finance and Executive Committee meeting to be held on July 8, 2016. Ron stated that by moving the Public Health Nurse it would give him more time to focus on other projects. By moving the Social Worker to full-time he would have that Social Worker work part-time with the Juvenile Justice Program and do more intensive in-home counseling that could lower the out-of-home placement costs. Motion by Solin, second by Hurlbert to approve the change of part-time to full-time, contingent on sustainable funding source and to be forwarded to the Joint Finance and Executive Committee meeting on July 8, 2016, all ayes, motion carried.

Review new process for employee recognition (years of service and retirements). The Committee has been discussing discontinuing the presentation of a plaque to recognize employees who retire, to an annual event to recognize employees attaining certain longevity with the County (i.e., 5, 10, 20 years of service) and presentation of gift cards. The County's annual insurance dividend was identified as a potential funding source. Solin asked that RJ Weitz, Human Resource Director, look into what the City does for years of service and bring finding back to the July Personnel Committee Meeting. No action taken.

Discuss the Handbook Advisory Committee. The Handbook Advisory Committee was established to help employee's voice opinions and get invested into the process. The Committee responsibility is to write a review of the handbook, and recommending revision to the Personnel Committee. One member of the Personnel Committee needs to sit on this Committee. Solin appointed Nonnenmacher to the Handbook Advisory Committee. The next meeting will be scheduled when more requests are submitted. No action taken.

Review and revise Personnel Policies.

- A. Review the Personnel Committee's role under the new Accountability and Complaint Resolution Policy.** Robin Stowe, Corporation Counsel, RJ Weitz, Human Resource Director, will be training and mentoring the County Board and Department Heads in the new Accountability and Complaint Resolution Policy. The Human Resources Director shall document any complaints received by or forwarded to Human Resources Department. The Human Resources Director shall ensure that a consistent process is used to investigate complaints received by the HR Department. Complaints will be investigated in a timely, thorough and fair manner. The process to file a complaint will be clearly identified and will allow for the filing of anonymous complaints. The complaint process will include follow-up as needed to ensure that substantiated complaints have been remedied. Regarding the issue of anonymous complaints, it was noted that regardless of how the complaint is received, the complaint will be documented; however if the complaint does not contain sufficient information to conduct an effective investigation, then no further action will be undertaken at that time.

- B. Clarify which parties need to be consulted during the disciplinary process.** The HR Director is authorized to investigate complaints. The HR Director shall report the receipt of a complaint to the Department Head, Corporation Counsel and to the Personnel Committee Chairman. Depending upon the severity of the complaint (on a case-by-case basis), the HR Director may seek guidance and assistance from the Personnel Committee, in closed session, regarding the scope of the investigation.

For Department Head positions, the Oversight Committee with the assistance of the HR Director is authorized to investigate the complaint. Depending upon the severity of the complaint, the Oversight Committee may delegate this responsibility to the Personnel Committee, as this Committee has direct access to labor counsel. Committee asked that this item be brought back to the July Personnel Meeting for further discussion, no action taken.

Review Human Resources Director Report.

- a. At approximately 11:00 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), to consider employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; consider financial, medical, social or specific persons, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.** Motion by Hurlbert, second by Solin to move into closed session. Chairman Nonnenmacher aye; Solin aye; Hurlbert aye; Jansen aye. The committee commenced to closed session at 10:45 a.m. Chairman Nonnenmacher asked to clear the room.
- b. At approximately 11:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Solin, second by Hurlbert to return to open session, all ayes, motion carried. The Committee returned to open session at 11:50 a.m. Motion by Solin, second by Nonnenmacher to leave the Office Manager of the Health and Social Service Department at the previously determined Matrix Compensation level, not to increase to the next step until 12 months of service in the position is complete, all ayes motion carried.

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 July 7, 2016
Room 203, Courthouse

Adjourn the Meeting. Motion by Hurlbert, Second by Jansen to adjourn the Personnel Committee meeting at 11:55 a.m. all ayes motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary