

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 6/02/2011
Time: 9:00 a.m.**

CHAIRMAN: James Jansen

MEMBERS PRESENT: James Jansen, Michael Klimoski, Richard Hurlbert, Dale Dahms, and George Bornemann

MEMBERS ABSENT: None

OTHERS PRESENT: Robin Stowe, Tom Madsen, Nate Heuss, Dave Solin

The meeting was called to order at 9:00 a.m. by Chairman Jansen in the Eau Claire River Room at the Langlade County Resource Center, 837 Clermont St, Antigo, and WI 54409.

Approve/amend minutes of the May 5, 2011 meeting.

Motion by Bornemann, seconded by Dahms, to approve the minutes of May 5, 2011 as printed. All ayes, motion carried.

Discuss evening hours at the Department of Social Services.

Tom Madsen reported that county residents who need to conduct business with the Department of Social Services have been requesting that the Department consider remaining open in the evening to accommodate their work schedules. Tom and his management staff have discussed having evening hours on Tuesday and Thursday evening from 4:30 p.m. to 8:00 p.m. This would involve two workers each from Economic Support and Children and Family Services, one manager and one support staff. Those workers would start at 12:00 p.m. (Noon) that day. They would like to begin these services on September 1, 2011. Motion by Bornemann, seconded by Klimoski to allow evening hours with a review after six months of implementation for review and discussion. All ayes, motion carried.

Consider creation of a Courthouse Union Range 6 Lead Worker in the Maintenance Department.

Robin distributed a draft resolution from Public Property Committee to create a "lead worker" position in the Maintenance Department. Requests to create new positions or refill vacant positions must be reviewed by the Personnel Committee prior to being considered by the County Board. Included with the resolution, is a job description for the new position and staffing plan which lists the various permanent and casual employment positions, as well as the contracted services within the Maintenance Department. Robin explained that while the Public Property Committee was recruiting for the new Director of Facilities Management, John Holup was appointed to serve as an interim lead worker to assign and direct work, and for these additional duties, John was compensated at Range 6. This resolution proposes to create a lead worker position at Range 6. After Nate Heuss was selected as the Director, the Committee assigned additional responsibilities to this position, including architectural and project management services (previously provided under contract). Given the assignment of additional duties to the Director position, the Public Property Committee has continued to study the staffing needs for the department and specifically the need to expand the role for an existing position in the Maintenance Department to provide some additional assistance to the Director. After discussion of the options available regarding a lead worker position, the Committee felt that additional study was

necessary. Motion by Klimoski to refer resolution back to Public Property, seconded by Bornemann. All ayes, 1 no (Hurlbert), motion carried.

Consider refilling vacant elective office of Highway Commissioner.

This position is mandated by state statute. Motion by Bornemann to refill vacant elective office of Highway Commissioner, seconded by Hurlbert. All ayes, motion carried. Tim Rusch was offered and has accepted position. He is a civil engineer. Tim will begin employment as the Highway Commissioner after he is elected to this position by the County Board on June 21, 2011.

Discuss recommendation from Management Team regarding reporting of comp time.

Pursuant to County policy, department heads are expected to report comp time to their respective oversight committees on a regular basis. This policy was originally put in place with the development of the County's comp time policy; however over the course of several years, the practice of reporting comp time to oversight committees has been inconsistent. With the advent of the County's automated time-keeping system (Kronos), it is no longer necessary for this policy of reporting comp time to continue. This policy will be revised to indicate that such reporting is not necessary as long as this information is tracked on the County's automated time-keeping system. The Committee noted that regardless of this revised policy, oversight committees still retain the right to request a comp time report.

At approximately 9:45 a.m., consider moving into closed session pursuant to Section 19.85(1)(c)(f) and (g), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; considering disciplinary data of specific persons, preliminary consideration of specific personnel problems; conferring with legal counsel for the governmental body with respect to litigation in which it is or is likely to become involved: to discuss personnel issues.

Motion by Hurlbert, seconded by Bornemann to go into closed session. Roll call vote, Jansen aye, Bornemann aye, Klimoski aye, Hurlbert aye, Dahms aye. The committee commenced in closed session.

At approximately 10:00 a.m., return to open session with possible action taken on any matters discussed during closed session.

Motion by Hurlbert, seconded by Dahms to return to open session. All ayes, motion carried. The discussion in closed session was for informational purposes only; no action taken.

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

Adjourn the meeting.

A motion was made by Hurlbert, seconded by Bornemann to adjourn meeting. All ayes, motion carried, and meeting of the Personnel Committee was adjourned at 9:50 a.m.

Respectfully submitted:
Gail Dunlop