

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 6/4/2015

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dick Hurlbert, Dale Dahms and Jim Jansen. Dave Solin sat in for Arlene Bonacci.

MEMBERS ABSENT: Arlene Bonacci

OTHERS PRESENT: Gary Olsen, Robin Stowe, Craig Hotchkiss, Joe Novak and Vern Cahak.

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 Dahms and second by Hurlbert to excuse Arlene Bonacci. All ayes, one absent, motion carried. Dave Solin will be sitting in for Arlene Bonacci. Dave Solin will be a voting member of the committee.

Pledge of Allegiance.

Approve/amend Minutes of May 7, 2015.

Motion by Jansen, second by Hurlbert, to approve the minutes of the May 7, 2015 Personnel Committee meeting. All ayes, motion carried.

Craig Hotchkiss addressed the Committee. Craig is continuing to meet with Department of Social Services and participate in the on-going study regarding the costs of out of home placements. Juvenile Supervision is planning to do a vehicle switch, getting a 2013 squad from the Langlade County Sheriff's Department. The cost will be approximately \$700 to get the vehicle ready for use. Presently Juvenile Supervision uses a 2011 car.

Discuss the job duties and responsibilities of a Human Resources Position, if the funding is available for 2016. The Committee was provided with a report from 2005, where the County Board at that time addressed and approved the need for a Human Resources (HR) position. To avoid any confusion between the duties of an Administrative position (oversight by Executive Committee) and a Human Resources position (oversight by Personnel Committee), the Executive Committee requested that these duties be separated. Therefore, the Personnel Committee needs to approve the job description which focuses on HR duties and also determine what additional resources will be made available to this position (i.e., office location, office equipment, clerical support, etc.). The Compensation Matrix Committee will establish a compensation range for this position. Since this position has already been established by the County Board, then the Board will have the opportunity to consider the funding for this position during the 2016 budget approval process. Once the Personnel and Executive Committees agree to fill this position starting in 2016 (and funding is allocated in the 2016 budget), the Personnel Committee can begin the recruitment process for the HR Director position.

The Personnel Committee views this position as a stand-alone department, and therefore the Committee suggested that Robin make a few revisions to clarify that this position is not under the supervision of another existing position and bring this back to the Committee next month.

Discuss and determine the requirements for employees to display security badges. In order to address concerns about unauthorized access to certain areas of the Courthouse, the Courthouse Security Committee recommended that ID Badges be used/displayed to identify individuals who are authorized to be in the building. Now that ID badges have been issued on a county-wide basis, the Personnel Committee is being asked to clarify when, where and how these badges will be used. Discussion followed. Since this requirement focused on Courthouse security, the Committee recommended adopting a policy such that the ID badges must be worn within the Courthouse during normal working hours. An employee who fails to display an ID badge could be denied access to the Courthouse for security reasons. For all other work locations, the Committee recommended that the requirement to use ID badges be left to the discretion of the department head. Robin will draft a policy on displaying security badges.

Review and revise County's personnel policies, including Grievance Procedure and the Job Performance Management and Disciplinary Policy. Robin reminded the Committee that this is supposed to be an interactive process with both the Executive and Personnel Committees proposing changes to the County's current personnel policies. To encourage a more interactive process, it is recommended that both Committees meet jointly to work on redrafting these policies. Robin reported that he contacted retired Judge Kawalski to see if he was agreeable to serving as the Impartial Hearing Officer. Discussion was held as to other options for this Impartial Hearing Officer given that Judge Kawalski is likely to be familiar with the employees that may be the subject of a grievance proceeding and therefore, the Committee advised Robin to contact another Reserve/Retired Judge from outside of Langlade County. The Personnel and Executive Committees will plan to meet immediately following the County Board meeting on June 16, 2015 to continue the work of redrafting these personnel policies.

The recently adopted Code of Conduct will be incorporated into the new personnel policies. Robin relayed the questions that he has received from County employees regarding the Code of Conduct. The Committee confirmed that this Code not does modify the County's progressive disciplinary policy and that violations of the Code will be handled on a case-by-case basis. The Committee clarified that this policy is not intended to be administered on a "zero tolerance" basis – such that a violation triggers an automatic and specific disciplinary action. The main purpose of this policy is to establish a standard of conduct that all employees and officials would strive to achieve. Violations of the Code of Conduct by County employees will be handled through the County's progressive disciplinary policy.

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 2, 2015 at 9:00 a.m. in the Law Library.

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

Respectfully Submitted,

Robin Stowe, Recording Secretary