

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 6/06/2013

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dale Dahms, Richard Olsen and Arlene Bonacci

MEMBERS ABSENT: Richard Hurlbert, Dave Solin

OTHERS PRESENT: Robin Stowe, Gary Olsen, Marilyn Baraniak, Patsy Rolo and Kim Van Hoof.

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.

Pledge of Allegiance.

Approve/amend minutes of May 2, 2013.

Motion by Bonacci, seconded by Dahms, to approve the minutes of May 2, 2013 as printed. All ayes, motion carried.

At approximately 9:30 a.m., consider moving into closed session pursuant to Section 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: to discuss Human Resources position and to discuss proposal from Premier Solutions Group.

Motion by Bonacci, seconded by Dahms, to go into closed session at 9:30 a.m. Roll call Dahms, aye, Bonacci, aye, Nonnenmacher, aye, Olsen, aye. The committee commenced to 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 Bonacci, seconded by Olsen, to return to open session. All ayes, motion carried. The Committee returned to open session at 10:00 a.m. The Committee understands the County's human resources needs, however given the forecasted budget limitations it is not feasible or sustainable to fill the vacant HR position at the current time. As a sustainable source of funding becomes available, the Committee will continue to review options to address the County's HR needs.

Discuss Capital Improvement Plan for 2014 through 2018 for the Clerk of Circuit Court's Office.

Marilyn updated the Committee on a CIP project for installing security glass for the Clerk of Court's office. The possibility of Grant money is being explored. The project is ranked #4 in the Maintenance CIP plan for 2014. Discussion only. No action taken.

Review options to increase hours and staff for Income Maintenance Consortium due to additional caseload created by Affordable Care Act.

Kim Van Hoof explained that the Income Maintenance Consortium is going to receive additional funding to increase hours and staff due to additional case load created by the Affordable Care Act. The funding will be coming in July 2013, but final amounts have not been released. They are

expecting funding to hire 1.5 full-time equivalent (FTE) employees. Kim would like to hire a full time Economic Support worker and allow the existing workers to work an additional 5 hours a week. The position and additional hours would be covered by Federal Funding, and will end once the funding is depleted. Motion by Olsen to approve, seconded by Dahms. All ayes, motion carried.

Discuss refilling the vacant Social Worker position in the Department of Social Services.

Kim Van Hoof explained that one of the social workers recently resigned and she would like to refill the position. The social worker did not complete her probationary period, so as required by County Board Rule 12.2, the chairman of the County Board and oversight committee have approved the refilling of this vacant position. In these situations, the action of refilling vacant position during a probationary period will also be reported to the Personnel, and Executive Committees. Currently, the Department of Social Services is conducting a study to determine the adequacy of staffing levels. Information only. No action taken.

Discuss revisions to Employee Handbook.

Recommendations from the Handbook Advisory Committee were presented to the Committee for its review and consideration. Recommendations included revising the membership of the Handbook Advisory Committee to mirror the Health Insurance Advisory Committee, expanding the list of relatives for qualification of Funeral Leave for immediate family, change the 24 hour time period for the start/end of holiday pay for Correction/Dispatch. Additionally, Robin asked that the Committee clarify the approval process in the Handbook for FMLA requests. Gary will present a request for Handbook changes that will be needed to comply with the Affordable Care Act at a future meeting. Motion by Dahms to approve changes as presented, seconded by Bonacci. Motion carried. [A copy of the revisions are on file in the Clerk's Office.]

Discuss conducting employee satisfaction survey.

Conducting an Employee Survey was discussed. The Committee is interested in soliciting information from employees to help identify methods to address job satisfaction issues. Discussion followed. A draft of the survey will be brought back to the committee next month.

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

The bills were reviewed. No action taken.

Set date for next meeting.

The next regular meeting date will be July 1, 2013 at 9:00 a.m.

Adjourn the meeting.

A motion was made by Bonacci, seconded by Dahms to adjourn the meeting. All ayes, motion carried, and the meeting was adjourned.

Respectfully submitted:
Gail Dunlop