

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 06/07/2012

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dale Dahms, Judy Karpf and Richard Olsen

MEMBERS ABSENT: Richard Hurlbert

OTHERS PRESENT: Robin Stowe, Gary Olsen, Sheriff Greening, Ron Barger

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 Street, Antigo, WI 54409.

Approve/amend minutes of May 3, 2012.

Motion by Dahms, seconded by Olsen, to approve the minutes of May 3, 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; to discuss terms of initial collective bargaining exchange for 2013 with Law Enforcement Association; to discuss 2013 wage offer for the other four County Unions; and to review clerical needs for Maintenance Department.

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

At approximately 9:30 a.m., return to open session with possible action taken on any matters discussed during closed session.

Motion by Dahms, seconded by Olsen to return to open session. All ayes, motion carried. The Committee returned to open session.

Review application of hiring freeze (Resolution #52-2011) to existing casual employment positions.

The hiring freeze adopted by the County Board in June of 2011 exempted existing casual employment positions for the 2012 budget only. The current version of the Rules of the Board incorporated the hiring freeze (Rules 12.1-12.3) but does not exempt casual employment positions. Therefore, the current hiring freeze will apply to existing casual employment positions in 2013 which means that all existing casual employment positions would need to be re-approved by the Board each year by a $\frac{3}{4}$ vote. Previously, the County Board exempted existing casual employment positions from similar hiring freezes because this annual re-approval process created the public perception that the County was creating additional positions each year. The Committee recommends that existing casual employee positions are exempted from the hiring freeze (Board Rules 12.1-12.3). Motion by Dahms, seconded by Olsen to have Robin draft a resolution to take before County Board to amend the existing hiring freeze (Board Rules) to exempt existing casual employment positions. All ayes, motion carried.

Discuss referral from Board of Health for the County to partially fund (\$2,000) an AmeriCorps Volunteer for 2013 as a drug/alcohol abuse prevention specialist to offer community education through local schools.

Ron Barger explained the AmeriCorps Volunteer program. Ron and Keith Wolf are working on the 2013 application for AmeriCorps Volunteer to provide services in our community as a drug/alcohol abuse prevention specialist to offer community education through local schools. The volunteer would be a full-time position. Motion by Dahms, seconded by Olsen to accept application for a one year AmeriCorps Volunteer. All ayes, motion carried.

Discuss referral from Board of Health to refill the vacant union clerical employee position in the Health Department.

Ron Barger previously shared some staffing concerns with this Committee back in September of 2011. At that time, the County decided not to refill a vacant Registered Nurse position and a vacant full-time Clerical position in the Health Department. The Committee decided to revisit this staffing issue prior to the development of 2013 departmental budgets. Given current staffing levels, Ron is concerned about the Department's ability to provide all the services required of a Level II Health Department. Overall, the Department is down 1 full-time RN position and 1 half-time clerical position, as the full-time clerical position is currently being filled by a part-time casual employee. The Board of Health has approved refilling the vacant full-time clerical position. Given the fiscal implications of refilling this position, if such action is not feasible at this time, then Ron is requesting that the position be refilled in a part-time capacity with a minimum of 56 hours per pay period. The Committee also discussed the feasibility of creating a central reception area to address the shared clerical needs of other departments in the Health Service Center. Motion by Dahms, seconded by Olsen to refill the vacant clerical position on a part-time basis at 56 hours per pay period and pro-rated benefits, and refer to Executive Committee for approval. 2 ayes, two noes, motion failed.

Discuss referral from Board of Health to create a permanent part-time Registered Nurse position in the Health Department.

In 2011, upon reviewing the terms of an early retirement request, the Committee was advised that upon the retirement of the Director, the County could promote from within the Department and leave a vacancy created by this promotional opportunity unfilled. The current Director, Ron Barger, advises that he was not aware of this discussion and therefore has been attempting to fill the duties of both Director and Registered Nurse positions. The Board of Health supports refilling the vacant full-time RN position on a part-time basis. Should the RN and clerical positions not be refilled then it will be necessary for the Health Department to reduce its current level of services given staffing limitations. Motion by Karpf, seconded by Nonnenmacher not to refill the vacant Registered Nurse position on a part-time basis at this time. 3 ayes, 1 no. Motion carried.

Request for authorization to refill one (1) full time Corrections Officer position in the jail.

The normal jail staff consists of 16 correctional officers with 2 day shifts and 2 night shifts of 4 correctional officers each. The typical shift includes 2 male and 2 female jailers. When one shift is scheduled off, then the other shift is scheduled to work. In order to double bunk inmates, the County must have an approved agreement with the Department of Corrections. The current agreement calls for 16 correctional officers. After a vacancy occurred in a correctional officer position in 2012, due to budgetary constraints the position was not immediately refilled. The Sheriff has not considered double bunking inmates since the jail staff is not at the required level. Although the daily average of inmate population is such that double bunking is not absolutely necessary, the duties and responsibilities of correctional officers remain the same (i.e., inspecting the same number of cells, and the same types of facilities). Therefore, the Sheriff recommends refilling the vacant correctional officer position in the 2013 budget. The Committee tabled this issue to allow Robin to research the legal requirements for

staffing levels given the design of the County jail and report his findings and recommendations back to the Committee.

Request for authorization to hire four (4) additional Casual Correction Officer Positions in the jail.

In 2013, given the changes to how employees will be compensated when requested to fill in for other shifts, the Sheriff would like to have some flexibility to use casual employees as correctional officers when needed. Motion by Olsen, seconded by Dahms to include four (4) additional Casual Correction Officer Positions in the 2013 budget. All ayes, motion carried.

Increase hours for Courtroom Security/Transport Casual Employee to 900 hours.

By State Statute, the Sheriff is required to provide courtroom security. There are greater concerns in the court offices since the Concealed Carry Law went into effect. Increase in hours has already been approved by the Public Safety Committee. Information only for Personnel Committee. No action required.

Discuss revisions to the Recruitment and Selection Policy.

The proposed revisions include: 1) a clarification that the County does not accept applications for employment unless there is an active recruit for a position or an active recruitment to establish an eligibility list for a given position; 2) applications are to be received directly by the Finance Department and not by the hiring body; and 3) a clarification that the hiring body may consider the entire application after all qualified applications are first reviewed without any personally identifiable information. Motion by Dahms, seconded by Olsen that changes be incorporated into the policy. All ayes, motion carried.

Discuss request to increase the Corporation Counsel's County credit card limit.

Recently, the Corporation Counsel was issued a County credit card for the purpose of charging the costs of legal education seminars. It is recommended that the credit limit be raised from \$250 to \$750 in order to allow using the credit card to reserve more than one seminar, including lodging, within the same month. Motion by Dahms, seconded by Olsen to increase Robin's credit card limit to \$750. All ayes, motion carried.

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

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

Set date for next meeting.

Next meeting date will be July 5, 2012 at 9:00 a.m.

Adjourn the meeting.

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

Respectfully submitted:
Gail Dunlop