

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 6/8/2017
Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Arlene Bonacci, Richard Hurlbert, Jim Jansen, and Pete Pennington

MEMBERS ABSENT: None

OTHERS PRESENT: Gary Olsen, Robin Stowe, Alisha Resch, Dave Solin, Carlene Nagel, John Schunke, Sheriff Westen, Ron Barger, Nate Heuss and Becky Rank

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

Pledge of Allegiance.

Approve/amend Minutes of May 4, 2017 and May 24, 2017 Personnel Committee Meetings. Motion by Bonacci, second by Jansen to approve the minutes of May 4, 2014 and May 24, 2017. All ayes, motion carried.

Approve/amend the Agenda of June 8, 2017 Personnel Committee. Motion by Hurlbert, second by Pennington to approve the agenda of June 8, 2017. All ayes, motion carried.

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

Consider adopting a personnel policy regarding restraining orders for threats against County Employees. Robin Stowe, Corporation Counsel explained that pursuant to County policy, an employee may obtain reimbursement for legal expenses relating to scope of their employment from the Personnel Committee. However, employees may not be able to wait for a Committee meeting and may incur legal expenses or have a need to request legal services (i.e., obtaining a restraining order as a protection against violence in the workplace). Stowe will draft a policy similar to the one Marathon County uses and present the policy at the July Personnel Committee meeting. Discussion held.

Approve to refill the vacant Finance Director position. Motion by Pennington, second by Hurlbert to approve refilling the vacant Finance Director position. All ayes, motion carried. Carlene Nagel has accepted the Finance Director position and will start in the new position effective June 12, 2017.

Approve to refill the vacant Building Maintenance Worker in the Maintenance Department. Nate Heuss, Facilities Management Director, asked the Personnel Committee for approval to refill the vacant Building Maintenance Worker position in the Maintenance Department.

Motion by Pennington, second by Bonacci to approve refilling the vacant Building Maintenance Worker. All ayes, motion carried.

Discuss/review the recruitment and compensation for the Human Resource Director Assistant. The Ad Hoc Committee recommended recruiting for the HR Director Assistant externally. Gary Olsen, Finance Director, recommended a wider compensation rate range and to then fine tune the range based upon candidates experience and education. It was noted that a similar approach was used for the initial range of the HR Director position.

Motion by Pennington, second by Hurlbert to advertise in the local news papers, twice, and to recommend that the Compensation Matrix Committee use the same compensation range established for the Interim HR Director Assistant as the range for this new position. All ayes, motion carried.

Consider proposal from Marathon County to provide legal services to Lincoln and Llanglade Counties under the umbrella of programs that are covered by the Tri-County Agreement (Chapter 51 & 54/55). Based upon a request from Lincoln County, Marathon County issued a proposal to provide legal services in Chapter 51 & 54/55

proceedings to the three member counties to the Tri-County Agreement (i.e., for both Lincoln and Langlade Counties). Given the allocation of costs, Robin notified Marathon County that Langlade County would not be interested in pursuing this proposal at this time, given that no funding is currently available, and the allocation of costs exceeds the amounts that the County is currently budgeting for these same expenses. The plan going forward is for Marathon County to contract only with Lincoln County for the provision of these legal services. Information only.

Discuss and review disparity in pay for the Sheriff's Department. Sheriff Westen asked the Committee to consider allowing the Sheriff's Department to adjust the wage of one employee who was hired by the past Sheriff, at a lower compensation rate. This employee has a large amount of experience and is an asset to the Department. However, the County currently does not have a policy that would allow for any adjustment of compensation during the probationary period.

Gary Olsen suggested the wording change to the Employee Handbook under the Compensation Plan, New Hires and Promotions. "A Department Head is authorized to refill a vacant position with the Human Resources Director negotiating the wage up to the control point, e.g., Step 5 and an additional step on the Compensation Matrix with the exception of Department Head positions. If additional funds are required for the hire, then the Oversight Committee and the Finance Committee will need to determine the funding source. New employees ~~(or employee who are promoted/transferred to another position)~~ will become eligible to advance to the next compensation step, up to Step 5 after 12 months."

Motion by Pennington, second by Hurlbert to adjust the employee to be at the same pay rate as the other new hires. Motion rescinded.

Motion by Pennington, second by Hurlbert to approve the proposed wording change to the Employee Handbook with the change from "after 12 months" to "during the probationary period" as long as funds are available in the department's budget. All ayes, motion carried.

Review and Revise Personnel Policies.

- **Reconsider policy for one-time payment for temporary work assignments.** The Handbook was changed to eliminate the potential for one-time payments to hourly employees in favor of allowing hourly employees to simply work more hours. However, when an hourly employee is assigned higher compensable work, then the Committee may need to consider adopting a policy that allows a one-time payment in certain circumstances in which the hourly rate no longer serves as a legitimate or reasonable basis for comparison.

Motion by Pennington, second by Bonacci to bring the policy back to the July Personnel Meeting for further discussion. All ayes, motion carried.

Human Resources Director's Report. Alisha Resch gave an update on the recent recruitments.

- 2-Social Workers
- 1-Economic Support Specialist
- 1-Deputy and eligibility list
- On-boarding new hire and creating an eligibility list for Corrections
- 1-Maintenance worker
- 1-Staff Accountant
- 1-Assistant HR Director

Robin Stowe updated the Committee on a Public Record Request that was sent to all Counties. The request is for a copy of all Separation Agreements from 2012 – 2017 that included a payout of \$10,000 or more. Stowe presented the Committee with options on how to respond to the request. Information only.

Gary Olsen stated that the work load for the Interim HR Plan has been shifted to Alisha Resch and Robin Stowe. Olsen stated that over the years he has done a lot of administrative work for the County and that someone will need to continue to do this type of work regardless of whether a specific administrative position is recognized by the

County Board. Gary emphasized that the County Board should not expect the new Finance Director to perform any administrative work which is outside the job description of the Finance Director position. The County will need to determine who is responsible to complete those administrative tasks.

10:38 a.m. Committee took a 5 minute recess, resumed at 10:43 a.m.

At approximately 10:25 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which 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; to discuss personnel issues.

Motion by Hurlbert, second by Jansen to move into closed session. Chairman Nonnenmacher, aye; Bonacci, aye; Hurlbert, aye; Jansen, aye; Pennington, aye. The Committee commenced to closed session at 10:43 a.m.

At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed in closed session.

Motion by Pennington, second by Pennington to return to open session. All ayes, motion carried. The Committee returned to open session at 11:57 a.m.

Motion by Bonacci, second by Jansen to offer Alisha Resch the Human Resource Director position starting at Step 1 on the Compensation Matrix (with the compensation retroactive to June 5th – for payroll administration purposes). All ayes, motion carried.

Review monthly budget summary for Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney. none

Set date for next meeting. Next regular meeting is on Thursday, July 6, 2017 at 9:00 a.m., Room 203, Courthouse.

Adjourn the Meeting. Motion by Pennington second by Bonacci to adjourn the Personnel Committee meeting at 12:07 p.m. All ayes, motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary