

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 3/2/2017
Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Arlene Bonacci, David Solin (Board Chairman in the absence of Richard Hurlbert), Jim Jansen, and Pete Pennington

MEMBERS ABSENT: Richard Hurlbert

OTHERS PRESENT: Kari Lazars, Gary Olsen, Ron Barger, John Schunke, Brenda Mayr, Robin Stowe and Becky Rank

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

Pledge of Allegiance.

Motion by Pennington, second by Bonacci to excuse Richard Hurlbert. All ayes, motion carried.

Approve/amend Minutes of February 2, 2017 Personnel Committee Meeting. Motion by Jansen, second by Bonacci to approve the minutes of February 2, 2017, all ayes, motion carried.

Approve/amend the Agenda of March 2, 2017 Personnel Committee. Motion by Pennington, second by Bonacci to approve the agenda of March 2, 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 request from Register in Probate/Juvenile Court Clerk for a low-limit credit card. Brenda Mayr, Register in Probate/Juvenile Court Clerk, asked the Committee to approve a low-limit credit card for travel expenses.

Motion by Jansen, second by Bonacci to approve a credit card with a \$350 limit for Register in Probate/Juvenile Court Clerk. All ayes, motion carried.

Request to fill the vacant Economic Support position. Ron Barger, Health/Social Services Director, requests to fill the vacant Economic Support position.

Motion by Solin, second by Pennington to approve the request to fill the vacant Economic Support position. All ayes, motion carried.

Discuss Employee Appreciation event. Gary Olsen, Finance Director, discussed with the Committee on when to hold the Employee Appreciation event that was approved during the July 7, 2016 Personnel Committee meeting. The Committee discussed holding the event in the evening on July 18, 2017 pending availability of the Veterans Memorial Shelter. Olsen will coordinate the event. Information only.

Consider request to establish minimum staffing plans in Departments not listed in Board Rule 12.1. Robin Stowe, Corporation Counsel, stated that during the February 21, 2017 County Board meeting, Board Rule 12.1 was approved to have a minimum staffing plan in Departments that have employees on call 24/7 that respond to public health and safety issues. The County Board referred to the Personnel Committee the need to evaluate the process to refill all other types of positions when a vacancy occurs. The current process has already been streamlined to only require approval by oversight and Personnel Committees (if position is budgeted), so any delay in refilling any other positions is minimal (30 – 45 days). The concern about any further fast-tracking of other positions (i.e., that are not on-call to respond to public health/safety) then this process would not provide the oversight committee, department head and Personnel Committee will the opportunity to review other options rather than simply refilling vacant positions “as is”.

Motion by Pennington, second by Solin to retain the current process to refill all other positions not covered by the new Rule 12.1, by requiring approval of oversight and Personnel Committees. All ayes, motion carried.

Discuss Confidentiality Policy and Confidentiality Pledge Form. Robin Stowe, Corporation Counsel, presented the Committee with a Confidentiality Policy and a Confidentiality Pledge Form. Although employees in certain departments are required to sign a confidentiality pledge, it is recommended that all employees and officials within County government acknowledge the need to maintain confidentiality, since it is possible that they may be privy to or have access to private, protected or sensitive information. Discussion was held. Executive Committee will consider incorporating the Confidentiality Policy in the County Board Rules .

Motion by Solin, for all employees to sign and implement the Confidentiality Policy. No second, motion failed.

Committee requests that the proposed Confidentiality Policy be discussed with Department Heads during the Dept Head meeting and brought back to the April Personnel Committee meeting.

Discuss Compensation and PTO for Employee who fills a Vacant Department Head position. Gary Olsen, Finance Director asked the Committee to consider adding the following wording to the Accrual Limits Policy:

“When there is a vacancy in a department and an employee is unable to take PTO time off and they are losing PTO, then the department head can authorize the payout of PTO that is being lost. If a department head is losing PTO due to a vacancy, then the oversight committee can authorize the payout of PTO that is being lost. It is the department head’s responsibility to be sure they have adequate funding within their budget before authorizing the payout. The department head will work with the Finance and Human Resource Directors regarding authorizing these payouts. If the employee would rather move the amount of PTO that would be lost to their Extended Leave bank, that can be authorized by the Department Head also.” Olsen stated that a situation has occurred due to a vacancy of a Department Head and an employee is losing PTO due to filling in for the vacancy.

Motion by Solin, second by Pennington to approve adding the wording to the Accrual Limits Policy in the Employee Handbook. All ayes, motion carried.

Review and Revise Personnel Policies.

a. Evaluation of the personnel policies that have been implemented or revised within the past year.

Gary Olsen, Finance Director, presented the Committee with wording changes to the Compensation Plan Policy in the Employee Handbook:

“When appointed to serve as an interim Department Head, or when duties from a vacant department head position are being performed, the oversight committee may approve additional compensation at a prorated rate not to exceed 25% of the vacant position’s salary.

Motion by Pennington, second by Bonacci to approve the wording changes to the Compensation Plan Policy in the Employee Handbook. All ayes, motion carried.

Olson, asked the Committee to consider adding the wording changes to the Transfers/Promotions Policy:

“It is recommended that employees transferring or being promoted to a higher level position shall move to the next step on the matrix that affords them an increase equivalent to the one they would have earned as of the first of the next year. If the promotion involves a substantial increase in duties where the recommended movement does not allow for compensation that justifies the additional work requirements, then the entire matrix can be utilized. The department head has to have money in their existing budget to cover the increase. The department head will work with the Finance and Human Resource Directors regarding placement on the matrix.

If an employee transfers to a lower paying position, then the employee will be placed on the matrix at the step closest to their current salary.”

Motion by Pennington, second by Solin to approve the wording changes to the Transfers/Promotions Policy, this Policy must follow the Counties Hiring Policy. All ayes, motion carried.

Human Resources Director's Report. (Explanatory Note: Given the nature of the personnel matters contained within the Director's report, it may be necessary to discuss certain parts of the Director's report in closed session.)

- a. **Review status of personnel investigations, if any.** None
- b. **Review status of changes in employment status (new hires, promotions, resignations, etc.), if any.** None
- c. **Review status of employment claims (unemployment, worker's compensation, FMLA, etc.), if any.** None

At approximately 10:30 a.m., consider moving into closed session pursuant to Sec. 19.85(1)(c) & (e), Wis. Stats., to review employment applications for the position of Human Resources Director.

Motion by Pennington, second by Jansen to move into closed session. Chairman Nonnenmacher, aye; Bonacci, aye; Solin, aye; Jansen, aye; Pennington, aye. The Committee commenced to closed session at 10:30 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 Bonacci to return to open session. All ayes, motion carried. The Committee returned to open session at 12:55 p.m.

Motion by Bonacci, second by Solin to approve the terms of the separation agreement that was discussed during closed session. All ayes, motion carried.

Motion by Pennington, second by Jansen to decline interviewing any applicants for the Human Resource Director position. All ayes, motion carried. The Committee would like to meet with Department Heads, with all County Board members invited, on March 8, 2017 at 12:30 p.m. to discuss other options regarding the vacant Human Resource Position.

If necessary, review status of delegation of Human Resources services while the HR Director position is vacant and discuss County's needs and priorities for Human Resource / Personnel Management services. No action taken. This will be discussed at the meeting with Department Heads.

If necessary, review options available to address the County's needs and priorities for Human Resource / Personnel Management services, including the advantages, disadvantages and costs associated with each option. No action taken. This will be discussed at the meeting with Department Heads.

Set date for next meeting. Next regular meeting is on Thursday April 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 1:05 p.m. All ayes, motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary