

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 3/30/2011  
Time: 9:00 a.m.**

**CHAIRMAN:** James Jansen

**MEMBERS PRESENT:** James Jansen, Michael Klimoski, Richard Hurlbert, Dale Dahms, and George Bornemann

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robin Stowe, Judge Kawalski, Marilyn Baraniak, Joy Pecha, Sandy Fischer, and Ralph Uttke

The meeting was called to order at 9:00 a.m. by Chairman Jansen in the Law Library Room 205 of the Langlade County Courthouse, 800 Clermont St, Antigo, and WI 54409.

**Amend/approve minutes of the March 30, 2011 meeting.**

Motion by Klimoski, seconded by Hurlbert, to approve the minutes of March 3, 2011 as printed. All ayes, motion carried.

**Discuss program ranking/funding priorities with the following departments: Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.**

All of the following departments with the exception of Corporation Counsel are elected positions and the county's responsibility is to provide the elected officers the resources they need to carry out their respective constitutional, statutory duties.

Judge Kawalski indicated all Circuit Court duties are mandated by statute. Probate and Juvenile offices also are state mandated. All offices are required to be open during regular courthouse hours and clerks are needed to perform these duties. Many of the court cases are ongoing. Priority ratings are as follows: Probate Register/Juvenile Clerk #1, Judicial Assistant #2, Juvenile Supervision #3, Family Court Commissioner #4 and Law Library, #5. Discussion followed.

Ralph Uttke indicated the District Attorney's office is part of the executive branch and he and his assistant prosecutor are employed by the State. Part-time victim witness position is also mandated. They have two programs with the District Attorney as the prosecuting position and the victim witness position. He has two administrative assistants. Discussion followed.

Marilyn Baraniak discussed the Circuit Court Clerk's Office. Their office has five programs. The Clerk of Court, Jury management, civil small claims, traffic and criminal and family/paternity. Essential functions of her department could be broken down into three divisions; maintaining the court records, collecting and dispersing funds and courtroom operation support. Passports are no longer performed in the clerk of court's office. The programs are all mandated. Pro se cases are extremely time-consuming. It would be very difficult to eliminate any of her staff. Discussion followed.

Sandra Fischer discussed the Register of Deeds Office. Her office functions are also state mandated. She is the repository of all vital records and real estate records. She distributed copies of her revenues and expenditures. Her office is the agent for the weatherization program (rental units) for realtors

which is not mandated; otherwise all other services are mandated. Many people are drafting their own documents and avoiding abstractor services and that requires additional services provided by the Register of Deeds office. Genealogy is mandated. ROD Direct is real estate records on-line which has created extra revenues for her office. Discussion followed.

Robin Stowe explained that Langlade County is a municipal "corporation" which has its own legal rights and liabilities apart from its members. As such, each county in the State of Wisconsin is required to retain an attorney to serve as its Corporation Counsel. The essential functions of the Corporation Counsel include: protecting the legal rights of the corporation and limiting its exposure to legal liabilities; advocate the corporation's legal interests in all civil matters within the bounds of the law; and represent the County in all civil proceedings. The programs of Ordinance Enforcement, Mental Health and Alcohol Commitments, and Collections are specific examples of legal services provided by the Corporation Counsel. In addition to these legal services, the Corporation Counsel provides administrative services as the Assistant Administrative Coordinator. The County is mandated to select among their different administrative structures: Administrative Coordinator, Administrator or Executive. The Corporation Counsel has also served as the Director of the Child Support Agency since 2006. The County is required by the State Bureau of Child Support to designate someone as the Director/Manager of the Child Support Agency. The ranking according to priority is as follows: General legal services, General administrative services, ordinance enforcement, child support agency director, Chapter 51 mental and alcohol commitments and collections. Discussion followed.

**Adjourn the meeting.**

A motion was made by Hurlbert seconded by Klimoski to adjourn meeting. All ayes, motion carried, and meeting of the Personnel Committee was adjourned at 10:25 a.m.

Respectfully submitted:  
Gail Dunlop