

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 3/5/15

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dick Hurlbert, Jim Jansen, Arlene Bonacci, Dale Dahms.

MEMBERS ABSENT: None

OTHERS PRESENT: Dave Solin, Robin Stowe, Marilyn Baraniak, Patsy Rolo, Scott Jensema, Nate Heuss

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 February 5, 2015.

Motion by Hurlbert, second by Bonacci, to approve the minutes of the February 5, 2015 Personnel Committee meeting. All ayes, motion carried.

Discuss carry forward request for the Clerk of Court's budget. Marilyn Baraniak requests to carry forward funds from 2014 in the amount of \$5035 for Counseling Mediation fees. Marilyn also requests to carry forward from 2014 Jury fees \$12,881.28. Jury expenses carry forward to 2015 would be \$10,000 and \$1500 for desktop scanners for the work stations in the Clerk of Courts Office, preparing for e-filing. A scanning plan is in place, with a bulk scanner already in the Clerk's office. Discuss held. A motion by Hurlbert, and seconded by Bonacci to carry forward the full amount, \$12,818.21, \$10,000 for Jury fees and the balance, \$2,881.28 for the purchase of scanners in the Clerk's office. All ayes, motion carried. Finance Committee will also have to approve the carry forward request.

Consider creating a casual employee position for clerical support in the Dept. of Social Services.

Kim Van Hoof could not attend, so Patsy Rolo and Scott Jensema were present for this agenda item. Executive Committee approved forwarding a resolution for this through 2015. Patsy gave the committee a handout making the committee aware of the clerical needs. The department currently has one full-time clerical position and the County is required to have someone available during normal business hours to handle walk-ins. For 2015, the department is requesting a casual employee for clerical support for a total of 546 hours, 14 hours a week at \$9 per hour. \$4914 for salary, \$389 fringe benefits, \$5303 would need to be budgeted for 2015. Discussion was held. Motion by Hurlbert to approve this casual employee position for

2015, Bonacci seconded. All ayes, motion carried. This request will go to County Board in March 17, 2015.

Discuss Return to Work Policy, including telecommuting. Robin reminded the committee that this was discussed last month. The proposed policy allows the Department Head to present a plan for an employee to return to work when the employee is unable to fully perform the job due to a work-related injury or FMLA qualifying condition. In the absence of this type of policy, the County's position has been that an employee is not allowed to return to work until medically certified to perform all essential functions of the job. The proposal would be to allow a Return to Work Policy on a trial basis for the remainder of 2015. Discussion was held. Nate Heuss discussed that this type of policy would benefit the operation of his department as due to the nature of their work, he has encountered many situations in which employees in the Maintenance Department are a leave of absence due to work-related injuries, but these employees could provide valuable work in some capacity. This type of policy has been recommended by the Langlade County Worker's Comp carrier for some time now as it has the potential to reduce the County's loss experience on work-related injuries. Department Heads that utilize this new policy will be requested to meet with the Committee at the end of 2015 to review their experiences, as this information will help the Committee determine whether to extend this policy beyond 2015. Motion by Dahms to implement this plan for 2015, Hurlbert seconded. All ayes, motion carried.

Discuss proposal to revise the duties of the Compensation Matrix and the Personnel Committees in the County Board Rules. Executive Committee is already sponsoring a resolution to make the changes to the duties of these committees as a result of changes to the operation of the Compensation Matrix, setting COLAS, setting the compensation for elected officials, and the changes to the collective bargaining process as a result of Act 10. Robin distributed a document which compared the current duties to the proposed duties. Motion by Jansen, second by Dahms to approve the proposed changes to the duties of the Matrix and Personnel Committees. All ayes, motion carried.

Motion by Bonacci to pay bills, Jansen seconded. All ayes, motion carried.

Next meeting will be April 2, 2015 at 9:00 a.m.

Motion by Arlene Bonacci to adjourn, second by Hulbert. All ayes. Motion carried.

Respectfully Submitted,
Robin Stowe, Recording Secretary