

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 3/06/2014

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Richard Hurlbert and Arlene Bonacci, Dale Dahms, Dave Solin (ex-officio)

MEMBERS ABSENT: Gary Johnson

OTHERS PRESENT: Robin Stowe, Melinda Olsen, Tim Rusch, Kari Lazars, Bill Greening, Larry Shadick, Becky McPhail, Pete Pennington, Sandy Fischer, Carlene Nagel, Brad Henricks, Erik Rantala and Chet Haatvedt

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. In the absence of Supervisor Johnson, Chairman Solin participated in the meeting as an ex-officio member.

Pledge of Allegiance.

Approve/amend minutes of February 6, 2014.

Motion by Bonacci, seconded by Hurlbert to approve the minutes of February 6, 2014 as printed. All ayes, motion carried.

Discuss office space for Family Court Commissioner.

Previously, the County Board created the permanent part-time position of Court Commissioner / Family Court Commissioner. This position is currently held by Attorney Melinda Olsen. Melinda has advised the Committee of the need for this position to have office space available near the Circuit Court (third floor of the Courthouse). The Committee briefly discussed the space that may be available in the Courthouse, Safety Building and Resource Center. Motion by Hurlbert to inquire about the office space in the County Clerk's office. There was no second. This item will be referred to the Public Property Committee for its consideration.

At approximately 9:10 a.m., consider moving into closed session pursuant to §§19.85(1)(c)(f) and (g), Wis. Stats., to consider performance evaluation and disciplinary data of specific public employees in the Highway Department, and to review oral advice of legal counsel regarding litigation that the county is involved and/or that the county is likely to become involved.

Motion by Hurlbert, seconded by Dahms to move into closed session. By roll call vote, Bonacci, aye, Hurlbert, aye, Dahms, aye, Solin, aye, Nonnenmacher, aye. The committee commenced to closed session at 9:10 a.m.

At approximately 10:00 a.m., return to open session with possible action taken on any matters discussed during closed session.

Motion by Hurlbert, seconded by Bonacci to return to open session. All ayes, motion carried. The committee returned to open session. No action taken on discussions in closed session.

Discuss request for one-time payment of UW Extension support staff.

Kari Lazars requests consideration of a one-time payment for Sally Hull and Karalee Brock for additional duties that were assigned to them during the extended vacancy in the 4H Youth Coordinator position. There is money left in the UW-Extension budget to cover this one-time payment of \$2,300.00 for each employee. These duties were performed during normal office hours. This one-time payment, as a carry-forward expense, was approved by the Agriculture and Extension committee. Motion by Solin, seconded by Dahms to forward to the Finance committee. All ayes, motion carried.

Set salaries for the elected position of Sheriff, Clerk of Circuit Court and Coroner for the upcoming term of office.

This item was brought back to the committee to look at more options for establishing the compensation for these elected offices. The Committee previously received a memo for the Finance Director which provided background information regarding how these salaries were established dating back to 2010. The Committee was also provided with updated compensation comparables from 18 counties of comparable population. Additionally, the Committee was provided with a list of compensation currently paid to the County's department heads for comparison purposes. Sheriff Greening provided the Committee with comparables compensation data that he obtained from some additional Counties that are not included in our list of comparable counties. Discussion followed. Motion by Dahms, seconded by Bonacci, to re-approve the same compensation plan established at its previous meeting, increasing the current compensation as follows: 4% (2015); 3% (2016); 3% (2017); 3% (2018) with no additional cost-of-living adjustments during this term. 4 ayes, one no. Motion carried. County Coroner Larry Shadick addressed the committee. Comparables were discussed. Motion by Dahms, seconded by Solin to re-approve the same compensation plan established at its previous meeting, increasing the current compensation as follows: 4% (2015); 3% (2016); 3% (2017); 3% (2018) with no additional cost-of-living adjustments during this term. All ayes. Motion carried. Clerk of Court, Marilyn Baraniak, addressed the committee. From its previous meeting, there was confusion amongst the committee members regarding whether the proposed increase of 1% and the COLA applied to each year of the term. Robin directed the Committee to the memo prepared by the Finance Director. Specifically, the Personnel Committee and the County Board decided to pay all the Courthouse elected offices the same rate and determined the maximum compensation of \$55,000 (which in 2010-2011 was based upon the average maximum compensation paid to the Clerk of Courts in comparable counties). Therefore, the Committee needs to determine if \$55,000 remains the maximum compensation subject to cost-of-living adjustments only and whether the Committee desires to keep the Courthouse elective offices at the same compensation. The compensation for the remaining 3 elected Courthouse offices of County Clerk, Treasurer and Register of Deeds will not be set for two more years. Motion by Bonnaci to provide an increase of 1% per year plus cola for each year of the four year term. Motion was withdrawn and not seconded. Motion by Hurlbert, seconded by Dahms to increase the compensation for the Clerk of Court as follows: 1% for 2015 with no additional COLA for that year and not in the resolution that the compensation may be adjusted by any COLA granted by the County Board for the last three years of the term of office. 4 ayes, one no. Motion carried.

Review list of non-union positions and their current classification status, as requested by the Courthouse Union.

The Committee is meeting with Chet Haatvedt to consider the first four of thirteen positions that Chet previously identified for an analysis of whether the positions are properly classified. Chet and the Committee were provided with the copies of job descriptions for the 13 non-union positions. Robin cautioned the Committee that some of these job descriptions may have been changed or are in the process of review as the County conducts its five year review of the Compensation Matrices. In the past, when conducted the five year compensation review of positions, the County has also taken this opportunity to review positions to make sure that the position descriptions are up-to-date and that the

position is properly classified (non-union/non-rep or represented) and whether certain positions still qualify as exempt under the FLSA (salaried or hourly).

The first four positions on the list for discussion today are: Emergency Government Dept. Head, Office Coordinator for Child Support, Senior Accountant and Office Manager in the Forestry Office. Chet reviewed the positions and presented his opinion regarding whether the positions meet the tests for non-representation under MERA (Sec. 111.70 Wis. Stats.) and given the result of the WERC ruling on the petition of unit clarification involving the County Surveyor and Land Conservationist. The Committee advised Chet that it will not make any determination on these positions until they have the opportunity to discuss this matter in greater detail with the County's Corporation Counsel. Chet advised that the union may be willing to enter into an agreement regarding the classification of these positions. For example: An agreement to keep the Emergency Government Dept. Head and CSA Office Coordinator as non-represented if the County would agree to re-classify the Senior Accountant and Office Manager (Forestry) as represented by an existing bargaining unit. Motion by Dahms, seconded by Hurlbert to have Robin and Doug review the list of positions with Chet and bring information back to the committee. All ayes, motion carried.

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

Motion by Hurlbert, seconded by Bonacci to approve the bills. All ayes, motion carried.

Set date for next meeting.

The next regular meeting date will be April 3, 2014 at 9:00 a.m.

Adjourn the meeting.

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

Respectfully submitted:
Gail Dunlop