

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 5/24/2017**

**Time: 8:30 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robin Stowe, Alisha Resch, Dave Solin, Ron Barger, Carlene Nagel and Becky Rank

The meeting was called to order at 8:30 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

**Pledge of Allegiance.**

**Review the Interim Plan for Human Resources (Res. #23-2017) and discuss the reassignment of Human Resources responsibilities until such time as the Ad Hoc Committee completes its study and a new plan for Human Resources is implemented.** Robin Stowe, Corporation Counsel, reviewed the current job duties of the Interim Human Resources Plan as set forth in Resolution #23-2017. According to this interim plan, the Finance Director was appointed as the Interim HR Director and the Payroll Specialist (Alisha Resch) was appointed as the Interim Assistant HR Director. Interim Plan as set forth in Resolution #23-2017 will terminate as of June 9, 2017 when the Finance Director (Gary Olsen) is no longer available to provide the services of Interim HR Director.

As this point in the discussion, the Committee decided to move forward and discuss other items on the agenda, and returned to this item after a discussion involving the appointment of a new Interim HR Director. Motion by Pennington, second by Hurlbert to offer Alisha Resch the Interim HR Director position, with compensation and financial duties to be determined, starting on June 12, 2017. All ayes, motion carried.

**Review and consider request from Ad Hoc Human Resources & Admin Needs Study Committee to refill the Human Resources Director position.** Copies of the revised job description for the HR Director and Assistant HR Director positions were distributed. The revisions to the HR Director job description were made in recognition that the HR Department will have a full-time assistant position and therefore, the HR Director is not solely responsible to provide all HR duties, as duties may be assigned to the Assistant position. The revisions to that Assistant position were designed to remove the listing of financial duties currently included within the Interim Assistant HR Director job description. Supervisor Webb and Ron Barger, Health and Social Services Director, gave the Committee an overview of the recommendations from the Ad Hoc Human Resources and Admin Needs Study Committee. The recommendation from the Committee is to re-fill the HR Director position and create a full-time Assistant Human Resource position. Discussion was held on doing an internal recruitment and selection process to fill the Human Resource Director position.

Motion by Pennington, second by Bonacci to have an internal recruitment for the HR Director position start immediately, with applications due by June 1, 2017. All ayes, motion carried.

**Review and consider request from Ad Hoc Human Resources & Admin Needs Study Committee to create a full-time position for Assistant HR Director.** Supervisor Webb discussed the recommendation from the Ad Hoc Human Resources and Admin Needs Study Committee is to create a full-time Human Resource Assistant. Discussion held.

Motion by Bonacci, second by Hurlbert to approve the creation of a full-time Human Resource Assistant. All ayes, motion carried.

**Consider creating an additional staff accountant position in the Finance Department, if necessary due to results of the internal recruitment process for the Finance Director position.** Carlene Nagel addressed the Committee asking for an additional Staff Accountant position in the Finance Department. The Staff Accountant position would be in lieu of refilling the Senior Finance Accountant position.

Motion by Hurlbert, second by Pennington to approve the Staff Accountant position in the Finance Department. All ayes, motion carried.

Discussion held on next Ad Hoc Human Resources and Admin Committee meeting. The next meeting is Wednesday, May 31, 2017. Information only.

**Set date for next meeting.** Thursday, June 8, 2017 at 9:00 a.m., Room 203, Courthouse.

**Adjourn the Meeting.** Motion by Hurlbert, second by Bonacci to adjourn at 10:45 a.m. All ayes, motion carried.

Respectfully Submitted,  
Becky Rank, Recording Secretary

DRAFT