

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 5/7/2015**

**Time: 9:00 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Duane Haakenson, Robin Stowe, Craig Hotchkiss

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 April 2, 2015.**

Motion by Dahms, second by Jansen, to approve the minutes of the April 2, 2015 Personnel Committee meeting. All ayes, motion carried.

**Consider one-time payment for additional duties assigned to a Child Support Specialist due to vacancy in the secretarial position in the Child Support Agency.**

Motion by Hurlbert, second by Dahms to approve the one-time payment of \$250 for Ann Wegner in Child Support. The Child Support Agency Director and Coordinator have requested this one-time payment for Ann as compensation for her taking on additional clerical duties during the vacancy in the CSA secretary position. All ayes, motion carried.

**Consider request to create a casual employee GIS position in the Land Records Department.**

Duane Haakenson is requesting to utilize the Register of Deeds Modernization Fees to fund a new Geographic Information System (GIS) casual employee position in the Land Records Department. The position would start around August 2015 and go until January. The pay would be up to \$15 an hour for 28 hours a week starting in August of 2015, running through January, 2016. Motion by Bonacci to approve this position, Dahms second. All ayes, motion carried. Duane Haakenson will draft a resolution for the County Board.

**Consider four and a half day work schedule.**

This item was previously considered by the Executive Committee with no action taken. Robin reminded the Committee that this topic was previously considered by the Personnel Committee and the Management Team with no action taken. Under this proposal, the County would modify its work schedule for all departments to a schedule that is similar to the one that has been used

by the City of Antigo for several years. Discussion followed regarding concerns about how this proposed change would affect services. Robin also advised the Committee that department heads, working in conjunction with the oversight committees, are able to modify work schedules on an individual departmental basis with the goal to set hours that are most efficient and effective for providing services. A number of departments have used this process to revise the hours that they provide services. Motion by Jansen to table this item, second by Hurlbert. During the meeting, the Committee also questioned the frequency and number of personnel-related items that appear on the Executive Committee agenda and requested Robin to review the role of the Executive Committee at the next County Board meeting.

**Consider Employee Conduct Policy.** Robin advised that the County contracted HR Specialist, Deb Pagel, will be meeting with the County Board later this day and has recommended that the County adopt a Code of Conduct policy for public officials and employees. Robin distributed a draft policy that he prepared from samples provided by Deb and the workplace safety coordinator, Jodi Traas, who works for the County's insurer. Robin advised that ordinarily the Management Team is given the opportunity to review workplace policies before they are implemented, but in this case, Deb's recommendation is to adopt this policy at this time and modify it later if needed. This Code of Conduct will become a component of a new process to resolve conflicts (i.e., personnel issues) within our organization and therefore the Personnel Committee, Management Team and County Board will have the opportunity to further revise this policy. The Code of Conduct lists examples of unacceptable conduct which is subject to discipline or sanction. These examples are not intended as an exhaustive list of all types of unacceptable conduct. Although the examples of unacceptable conduct may seem like "common-sense," and the conduct described is already prohibited by other County policies and regulations, listing examples within a specific Code of Conduct policy is a recommended first step in designing a process to resolve conflicts within our organization. Motion by Hurlbert to adopt the Employee Conduct Policy drafted by Robin, second by Dahms. All ayes, motion carried.

**Review and revise County's personnel policies, including Grievance Procedure and the Job Performance Management and Disciplinary Policy.** Robin reviewed how personnel issues were resolved prior to end of union contracts (1/1/2013) and how the Personnel Committee was directly involved in the resolution of personnel issues. Robin also reviewed how this dispute resolution process changed after 1/1/2013, and specifically how the Personnel Committee's designation as the County's Impartial Hearing Officer has significantly changed their role. Now, personnel issues involving non-department head positions are resolved by the department head. If the discipline will exceed three days off without pay, then the Administrative Coordinator must approve the disciplinary action. Since 2013, (although not required by our policies) the Administrative Coordinator and department head have included the Board Chairman and the Oversight Committee Chairman in matters involving discipline actions which exceed three days off without pay. Only after the time period has run for filing a grievance (or once the grievance is resolved) is the Personnel Committee (Impartial Hearing Officer) then apprised of the personnel issue.

Robin reviewed with the Committee his understanding of the procedure used by the City of Antigo to address its personnel issues. Although the County created an HR position about 10 years ago but never filled the position, the City of Antigo has employed an HR position over this same time period. The City's HR position plays a very important role in assisting with the resolution of the personnel issues and both Mark Desotell and Amy Lynch (HR) are willing to discuss with the Committee the role and responsibilities of Human Resources for the City of Antigo. As we revise our dispute resolution policies, Robin will need some direction from the Personnel Committee on the following issues: whether a Human Resources position should be incorporated into this process; whether the Committee wants to be more directly involved in the resolution of personnel issues (as in the past); who will have decision-making authority on disciplinary matters (i.e., will the County continue to follow the AG Opinion 01-11); which positions are included within the "chain of command" to address personnel issues and what is the role of each position within the chain; and who will serve as the Impartial Hearing Officer. Discussion only, no action taken. Supervisor Jansen reminded the committee that Supervisors are policy makers only.

**Craig Hotchkiss addressed the Committee.** Craig updated the Committee on reports that he has made to the Social Services Committee. Craig indicated that he plans to attend monthly Personnel and Social Services Committee meetings.

**Bills approved.**

**Next Meeting scheduled:** June 4, 2015 @ 9:00 a.m.

Motion by Hurlbert to adjourn, second by Bonacci. All ayes, motion carried.

Respectfully Submitted,  
**Robin Stowe, Recording Secretary**