

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 11/12/2015**

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

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Arlene Bonacci and Jim Jansen

**MEMBERS ABSENT:** Richard Hurlbert, Dave Solin

**OTHERS PRESENT:** Ron Barger, Becky Rank, Robin Stowe, Sheriff Bill Greening, RJ Weitz, Scott Jensema, John Zenkovich, Sandy Fischer, Craig Hotchkiss, Media

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher in the Wolf River Room, Resource Center

Motion by Jim Jansen and second by Arlene Bonacci to excuse Richard Hurlbert and Dave Solin. All ayes, two absent, motion carried.

Pledge of Allegiance.

**Approve/amend Minutes of September 15, 2015 and September 30, 2015.**

Motion by Arlene Bonacci, second by Jim Jansen, to approve the minutes of the September 15, 2015 and September 30, 2015 Personnel Committee meetings. All ayes, two absent, motion carried.

**Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Ron Barger requests a closed session for 15 minutes during the next meeting to discuss the terms of a Return to Work plan.

**Juvenile Justice Program with Craig Hotchkiss.** Current cost of out of home placement has increased due to more difficult cases needing either residential or group homes placements.

**Consider resolution/request from John Zenkovich to move PTO to 7.29 hours earned twice a month based on 35 hour work week.** John has serves as a Department Head and would like to be moved up to the next PTO step consistent with past practice to grant 3 weeks of vacation to new Department Head level positions. Motion by Jim Jansen, second by Doug Nonnenmacher to allow John Zenkovich to move to the next PTO step. All ayes, two absent, motion carried.

**Consider allowing Juvenile Court Officers to have a 37.5 work week, consistent with Social Work Staff.** Craig Hotchkiss explained due to an increase in case loads, more coverage is needed. Funding is available to cover extra cost by allocating the funds from the overtime budget for 2016. Motion by Arlene Bonacci, second by Jim Jansen to approve Craig Hotchkiss and Kim Schwarz for a 37.5 hour work week. All ayes, two absent, motion carried.

**Consider revision to compensation for the Child Welfare Support Specialist Position.** Ron Barger submitted documentation in support of a compensation review for the Child Welfare Support Specialist position. In February of 2015, Kinship Care duties were added to the Child Welfare Support Specialist Position. The Kinship Care responsibilities are considered higher compensable job duties

in the marketplace. A time study revealed that these new duties represent 11% of the time allocated for this position. Matrix Committee recommends adjusting the wage for this position from the current range of \$14.71-\$17.46 per hour to a new starting range of \$15.10-\$17.93, with the current employee placed at a Step 8 (\$17.49 per hour). Motion by Arlene Bonacci, second by Doug Nonnenmacher to approve the adjustment in the compensation rate for the Child Welfare Support Specialist Position. All ayes, two absent, motion carried.

**Review and Revised Personnel Policies to include reference to new Human Resources Director Position.** With the hiring of the County's first HR Director, the County's personnel policies now need to be revised to incorporate references to the HR Director consistent with the job responsibilities for this position. RJ Weitz and Robin Stowe are working on revisions of current policies and procedures to incorporate references to the Human Resource Director where appropriate. These revisions will be presented during the next meeting in December. RJ is currently working on a previously identified HR priority – to centralize all personnel files. All files are now located in the Human Resources office and RJ is working on collecting all pertinent and required information for placement within personnel files.

**Consider creating a new Dispatcher Position.** Sherriff Greening is asking to create a new dispatcher position, currently the Department employs a total of 7 full-time dispatchers. The County has previously identified the need to provide additional staffing resources for dispatch in the Sheriff's Office as a top priority. It was noted that training for a dispatcher position can take up to 6 months to complete and subsequently, the Executive Committee has recommended hiring another dispatcher six months in advance of an upcoming retirement in September. Motion by Arlene Bonacci, second by Jim Jansen to create a new Dispatcher Position. All ayes, two absent, motion carried.

**Consider options to replace the ROD direct system used by the Register of Deeds.** Sandy Fischer stated the need to replace the ROD Direct software. ROD Direct has informed the Register of Deeds that they will no longer provide services after March 1, 2016. The Register of Deeds and the Finance/Information Services Departments are recommending purchasing the Trimin software and also purchasing redaction software. The Register of Deeds has \$74,000 in their Redaction Fund to be used towards the software. There is also funding in the ROD Modernization Fund for the remaining funds. Motion by Jim Jansen, second by Arlene Bonacci, to allow purchasing the software from the Redaction Fund and the Modernization Fund. All ayes, two absent, motion carried.

**Consider revising the approval process for requesting a compensation adjustment for a position on an individual basis.** The current process for handling requests to review the compensation for individual positions requires the approval of: the Department Head, Oversight Committee, Matrix Committee, Personnel Committee, and then County Board. A question was raised whether these requests should go to County Board or not given concerns about how the County Board handled these types of requests in the past. This process involves an analysis of the position only and not the employee who holds that position. Motion by Arlene Bonacci, second by Jim Jansen to keep the approval process for requesting a compensation adjustment the same. All ayes, two absent, motion carried.

**Review and revise County's Personnel Policies, including Grievance Procedure, Job Performance Management and Disciplinary Policy.** The Executive and Personnel Committees suspended their efforts to redesign the County's Dispute Resolution (last revision date of July 22, 2015) until completion of the recruitment for the HR position. The HR Director, RJ Weitz, has recommended some revisions to the proposed policy. Robin and RJ will be working the Personnel and Executive Committee to finalize these revisions prior to their submission to the County Board. The goal is to have these new policies adopted and in place prior to the next County Board term starting in April of 2016. This will allow the new Board to receive orientation and training on these new policies.

**Review monthly bills for Corporation Counsel, Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.** Motion by Arlene Bonacci, second by Jim Jansen to approve all bills. All ayes, two absent, motion carried.

**Set date for next meeting.** Thursday December 3, 2015

Motion by Arlene Bonacci to adjourn, second by Doug Nonnenmacher. All ayes, two absent, motion carried.

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