

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 11/03/2011

Time: 9:00 a.m.

CHAIRMAN: James Jansen

MEMBERS PRESENT: James Jansen, Michael Klimoski, Richard Hurlbert, Dale Dahms, and George Bornemann

MEMBERS ABSENT: None

OTHERS PRESENT: Robin Stowe, Gary Olsen, Becky Frisch, Kim Van Hoof

The meeting was called to order at 9:00 a.m. by Chairman Jansen in the Law Library Room 205 of the Langlade County Courthouse, 800 Clermont St, Antigo, and WI 54409.

Approve/amend minutes of the October 6, 2011 meeting.

Motion by Klimoski, seconded by Hurlbert, to approve the minutes of October 6, 2011 as printed. All ayes, motion carried.

Consider refilling permanent part-time union position of Program Specialist in the Land Records and Regulations Department.

Last year Jean Higgins went from a full-time Program Specialist to a permanent part-time position in the Land Records Department. She will be retiring at the end of the year. Permanent activity in the department has declined so a permanent part-time position is all that is budgeted for 2012. It will be a union posting. Motion by Bornemann, seconded by Hurlbert to refill the permanent part-time union position of Program Specialist in the Land Records and Regulations Department. All ayes, motion carried.

Consider creation of a combined non-union position of Director/Children and Family Services Supervisor in the Department of Social Services.

The current Director, Tom Madsen, will be retiring at the end of the year. State Statute §46.22 requires that there must be a director in the Social Services Department. The plan is to assign the remaining duties to Kim Van Hoof. The proposal is to combine the positions to Director and CFS Unit Supervisor earning an additional \$5,000. There would be a savings in wages and benefits from not refilling the full-time Director position. Motion by Bornemann to approve the creation of a combined non-union position of Director/Children and Family Services Supervisor in the Department of Social Services, seconded by Hurlbert. All ayes, motion carried.

Consider creation of a union position of Children and Family Services Lead Worker in the Department of Social Services.

Given that the CFS Unit Supervisor will be expected to provide additional duties as the Director, the creation of a Lead Worker position would allow the Director/CFS Unit Supervisor to appoint an existing CFS social worker to assign work. The new Lead Worker position would earn an additional \$1.37/hr and roughly \$2,500/yr. for these additional duties. This position will be posted and interviews conducted. Motion by Hurlbert, seconded by Dahms to approve the creation of a union position of Children and Family Services Lead Worker in the Department of Social Services. All ayes, motion carried.

Review status of employee handbook.

Robin distributed the draft of the current union benefit structure as to vacation, personal holidays, sick, etc. for the Courthouse, Professional, Highway and Corrections/Dispatch Unions. After the existing union contracts expire on January 1, 2013, the only subject of bargaining in the future will be wages. All other existing benefits for these union employees will need to be transitioned into an "employee handbook". The existing non-union handbook could be used as a foundation for the overall employee handbook that would take effect on January 1, 2013. Robin and Gary will present the framework for the new handbook to the Committee for review at a future meeting. The Committee's goal would be to have the framework for the new handbook in place by the end of this year. Discussion followed.

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

Motion by Klimoski, seconded by Hurlbert to approve payment of bills as presented. All ayes, motion carried.

Adjourn the meeting.

A motion was made by Dahms, seconded by Hurlbert to adjourn meeting. All ayes, motion carried, and the meeting was adjourned at 10:25 a.m.

Respectfully submitted:
Gail Dunlop