

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 11/3/2016

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

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

MEMBERS ABSENT: None

OTHERS PRESENT: RJ Weitz, Don Bergbower, Robin Stowe, Chet Haatvedt, Judy Nagel, Tammy Wilhelm, Marilyn Baraniak, Brian Braun, Justin Resch and Karen Hegranes.

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

Pledge of Allegiance.

Approve/amend Minutes of October 6, 2016 Personnel Committee Meeting. Motion by Pennington, second by Jansen to approve the Minutes of October 6, 2016, all ayes, motion carried.

Approve/amend the Agenda of November 3, 2016 Personnel Committee. Motion by Nonnenmacher, second by Pennington to approve the Agenda of November 3, 2016, all ayes, motion carried.

Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas. RJ Weitz, Human Resource Director and Robin Stowe, Corporation Counsel, request items to be added to the December Agenda: set 2017 holiday calendar for the County; reorganization of Health and Social Service Departments and discuss request for one-time payment for temporary work assignments due to the vacancy of the Jail Administrator.

Discuss newly hired employee request for unpaid leave. Brian Braun, Highway Commissioner, introduced the new Highway Department hire, Justin Resch. Upon his hire on July 25, 2016, Justin informed RJ Weitz, Human Resource Director, that he had scheduled leave from his previous employer. Brain is asking the Personnel Committee to approve the unpaid leave because it is for more than 5 days. An non-precedential agreement was drafted and will be signed by RJ Weitz, Brian Braun, and Justin Resch.

Motion by Hurlbert, second by Pennington to approve the unpaid leave for Justin Resch, all ayes, motion carried.

Discuss and obtain authority to refill the current Chief Deputy and/or Deputy Position within the Register of Deeds office due to the vacancy which will result as of the election of a new Register. Chet Haatvedt, Chief Deputy Register of Deeds, is requesting to refill the Chief Deputy and/or Deputy Register of Deeds due to a vacancy as of January, 2017.

Motion by Hurlbert, second by Pennington to approve the refill of the Chief Deputy and/or Deputy Register of Deeds, all ayes, motion carried.

Discuss creation of 1 (one) Lt and 4 (four) Sgt classifications in the Corrections Department. Don Bergbower, Jail Administrator, presented a reorganizational plan for the Langlade County Jail. Don is proposing to create 1 (one) Jail Lt and 4 (four) Jail Sgt to establish a chain of command within the Corrections Department. Don will be working with RJ Weitz, Human Resource Director to organize an internal recruitment on the proposed positions once they are approved. RJ asked Don, if the Jail Lt and Jail Sgt positions are new positions and are not current classifications in the Sheriff's Department. Don stated the Jail Lt and Jail Sgt positions are new classifications.

Motion by Pennington, second by Hurlbert to conditionally approve the creation of 1 (one) Jail Lt and 4 (four) Jail Sgt in the Corrections Department once the reorganization plan is reviewed and approved by the Human Resource Director, all ayes, motion carried.

Robin Stowe, Corporation Counsel, informed the Committee that the Public Safety had approved one time payments for the Jailers and the Office Manger in the Sheriff's Department. RJ requested Don to send Robin, Gary and himself any information on the additional duties. Don stated he would provide that information.

Discuss Office Manager Title vs. Administrative Assistant title. RJ Weitz, Human Resource Director, proposed that the title "Office Manager" to be changed to "Administrative Assistant" title. RJ Weitz stated that by the County using the title Office Manager it would imply some supervisory duties and the industry standard title is Administrative Assistant. The change in title would not change the employee's job duties or pay.

Motion by Jansen, second by Pennington to approve the change from Office Manager title to Administrative Assistant, all ayes, motion carried.

Discuss County Wellness Committee and chairperson position as it relates to the Affordable Health Care Act. RJ Weitz, Human Resource Director and Karen Hegrane, Clinical Manager, discussed the County Wellness Committee and wellness programs. RJ requests clarification that his responsibility to oversee the County's wellness plan applies to the plans associated with the County's health insurance, and other "voluntary" wellness activities that are not associated with the County's health plan (i.e., weight loss challenges, etc.). RJ would like for Nate Heuss to be the Chairman of the Wellness Committee, leaving RJ to oversee the Health Risk Assessment (HRA) and the Welfit Program. RJ will step down from chairman of the Wellness Committee and will not attend Wellness Committee meetings.

Motion by Pennington second by Hurlbert for the Human Resource Director to oversee the HRA and Welfit Program, having Nate Heuss chair the Wellness Committee, all ayes, motion carried.

Discuss employee annual performance evaluations and employee hire/anniversary date. RJ has provided all department heads with a spreadsheet with employee anniversary dates to assist as reminder for timing performance evaluations. No action taken.

Review and Revise Personnel Policies.

a) Accountability and Complaint Resolution Policy. RJ Weitz, Human Resource Director, presented the wording change in the Accountability and Complaint Resolution Policy. If a complaint involves either the Human Resources Director or the Corporation Counsel/Administrative Coordinator, then arrangements shall be made to retain services to replace the responsibilities of these positions within the Chain of Command on a "standby" or interim basis.
Outside Private Attorney

b) Performance Reviews Policy. RJ Weitz, Human Resource Director, presented the wording change in the Performance Reviews Policy that only the Personnel Committee shall have the authority to approve or change annual performance evaluation forms. See attached.

Motion by Pennington, second by Hurlbert to approve the wording change for the Accountability and Complaint Resolution Policy and the Performance Review Policy (as attached to the minutes), all ayes, motion carried. RJ will send out a policy change reminder to department heads.

Human Resources Director's Report. (Explanatory Note: Given the nature of the personnel matters contained within the Director's report, it may be necessary to discuss certain parts of the Director's report in closed session.)

- a. **Review status of personnel investigations, if any.** None.
- b. **Review status of changes in employment status (new hires, promotions, resignations, etc.), if any.**
- c. **Review status of employment claims (unemployment, worker's compensation, fmla, etc.), if any.**

At approximately 9:50 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), to consider report from the HR Director which includes employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social or personnel histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion by Pennington, second by Hurlbert to move into closed session. Chairman Nonnenmacher aye; Bonacci aye; Hurlbert aye; Jansen aye; Pennington aye. The Committee commenced to closed session at 9:50 a.m.

Chairman Nonnenmacher asked to clear the room, requesting Robin Stowe and RJ Weitz to remain during closed session.

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

Motion by Pennington, second by Hurlbert to return to open session, all ayes, motion carried. The Committee returned to open session at 10:18 a.m. No action taken on matters discussed in closed session.

Review monthly bills for Corporation Counsel, Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.

Set date for next meeting. Thursday December 1, 2016 at 8:30 a.m.
Room 203, Courthouse

Adjourn the Meeting. Motion by Pennington, second by Hurlbert to adjourn the Personnel Committee meeting at 10:22 a.m., all ayes motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary

PPENDIX I

<i>Langlade County</i>		
ISSUE DATE 2/6/14	POLICY TITLE:	POLICY NO.
REVISION DATE 12/03/15	Performance Reviews	

1. EMPLOYEE EVALUATIONS

The purpose of the employee evaluations is to provide a periodic review of work performance. Periodic evaluations are an important part of ensuring that the employee is performing up to expectations and to identify progressive measurements for future performance. Each Department Head, or their designee, will evaluate their employees annually. Department Heads will be evaluated by their respective oversight. Each employment position shall be subject to objective measurements of performance that relate to the essential functions and work expectations of the position. Department Heads are encouraged to develop a recorded format for conducting performance evaluations that best measures the performance and addresses the work expectations for positions under their supervision and control. ~~The format for conducting performance evaluations must be approved by the applicable oversight committee; alternatively, any evaluation form previously approved by the Personnel Committee may be used to evaluate employees.~~ Only the Personnel Committee shall have the authority to approve or change annual performance evaluation forms.

2. NEW EMPLOYEE EVALUATIONS

All newly hired employees will be evaluated during their first year of employment to determine the employee's suitability for the position. Nothing contained in this policy prohibits a department from conducting more frequent evaluations.

3. PROMOTED/TRANSFERRED EMPLOYEE EVALUATIONS

Department Heads, or their designee, will evaluate employees who have been promoted or transferred prior to the end of their probationary period in their new position.

4. REVIEW WITH EMPLOYEE

The evaluation completed by the Department Head, or designee, must be discussed with the employee. After the evaluation is completed, the employee and the Department Head will be given the opportunity to sign the evaluation to evidence that the evaluation was reviewed with the employee.

5. EMPLOYEE COMMENTS

The employee will be given the opportunity to comment on the evaluation and those comments will be placed in the employee's file.

6. FILING OF EVALUATIONS

7. A copy of all evaluations shall be filed with the Human Resources Department.