

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 10/06/2011**

**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, Tim Rusch, Ken Washatko, Becky Frisch, Gary Olsen

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 September 8, 2011 meeting.**

Motion by Klimoski, seconded by Hurlbert, to approve the minutes of September 8, 2011 as printed. All ayes, motion carried.

**Discuss refilling vacant union position in the Highway Department.**

Tim Rusch explained that the department's critical staffing need is to have sufficient employees for snow plowing operations. The goal is to complete the majority of snow plowing within 24 hours, with "touch-ups" as needed by the following day. Given that the department has been very diligent in reducing staff through attrition and that additional vacancies are anticipated, at present the department does not have sufficient staff for winter maintenance activities. As of three years ago, the department maintained a staff of 33 full-time employees and divided snow plowing operations into 27 beats or routes. Currently, the department has only 20 employees available to be assigned a beat. Therefore, the Commissioner shared with the Committee his plan to address the staffing levels for winter maintenance activities. The department will spread the workload for one snow plow beat over other beats for a total of 26 beats. The additional six employees needed to staff the remaining beats will be: refilling two positions in the department; assigning foreman to plow two beats; and assigning employees who work in the highway shop to two beats. Motion by Klimoski, seconded by Bornemann to refill two positions in the Highway Department. All ayes, motion carried.

**At approximately 9:10 a.m., consider moving into closed session pursuant to Section 19.85(1)(c), Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: to review fitness to return to work issue.**

Motion by Jansen, seconded by Hurlbert to go into closed session. Roll call vote Hurlbert aye, Dahms aye, Bornemann aye, Klimoski aye, Jansen aye. The committee commenced in closed session.

**At approximately 9:30 a.m., return to open session with possible action taken on any matters discussed during closed session.**

Motion by Klimoski, seconded by Bornemann to return to open session. All ayes, motion carried. The course of action discussed in closed session was approved by the Committee including the consideration of a closed session meeting at the next County Board meeting in order to update the County Board on this issue. Motion by Klimoski, seconded by Bornemann. All ayes, motion carried.

**Discuss Resolution to go before October County Board to authorize the establishment of a part-time Court Commissioner.**

This is the main component of the Ad Hoc Committee that studied options to address the Circuit Court workload. With the current judicial need formula, credit can be obtained for regularly scheduled hours of court commissioners to satisfy the judicial need. The County does not receive credit for the cases assigned to supplemental court commissioners. Currently, the Family Court Commissioner receives a salary of \$30,000 and also is compensated at the rate of \$70/hr. when assigned other types of cases (i.e. Small Claims) as a supplemental court commissioner. Therefore, as the best option to address the fluctuations in judicial need, the Ad Hoc Committee recommended creating a general Court Commissioner position at a compensation of \$36,000. Typically, the County expended more than this amount for the services provided by the family court commissioner and supplemental court commissioners and therefore, this position should result in an overall cost savings in the Circuit Court budget. The proposed resolution calls for this position to report a minimum of 400 hours of regularly scheduled court time on an annual basis. This proposal will need the approval of Personnel, Executive and County Board with a ¾ vote and the effective date would be January 1, 2012. Motion by Bornemann, seconded by Dahms to pass the establishment of a part-time court commissioner position on to the Executive Committee and County Board. All ayes, motion carried.

**Review Management Team's recommendation regarding County's policy for comp time/adjusted work schedules for non-union employees.**

At its previous meeting, the Committee reviewed the County's current policy for comp time/adjusted work schedules and requested information and input from the Management Team before making any changes to the existing policy. The existing policy created in 2004 allows salaried employees to adjust work schedules with the oversight committee approval. Prior to 2004, approval of the oversight committee was not required. Robin provided the Committee with a copy of the minutes from the Management Team meeting at which this topic was discussed. In summary, the Management Team does not recommend any changes to the existing policy and in the event that an oversight committee/supervisor believes that a salaried employee is not working enough hours to get the job done or is somehow not working up to expectations, then the oversight committee or supervisor should address that salaried employee.

As the Committee began discussion of this topic there was some confusion regarding the concept of "comp time" for salaried employees. The Fair Labor Standards Act uses the term "compensatory time" for both hourly and salaried employees. The Committee received clarification that only hourly employees who exceed the normal work hours for their positions are entitled to bank "comp time" - to take time off in lieu of pay at a later date, or request compensation for the extra hours worked. Whereas, the non-union employee handbook uses the term "adjusted work schedules" to reflect that, as approved, salaried employees may on a limited basis adjust their work schedules - meaning that on a given work day, the employee works a schedule different from the normal schedule for that position. Discussion followed. No action taken.

**Consider policy prohibiting employees from carrying a concealed weapon in the course of employment.**

Previously, the Forest Administrator requested a revision to the proposal that would allow County Foresters to carry a firearm while performing work on or upon County Forest land. Motion made by Bornemann, seconded by Hurlbert to adopt the changes to the concealed weapon policy effective November 1st. All ayes, motion carried.

**Discuss status of labor relations services.**

Given all the changes to the collective bargaining process by the Budget Repair Bill (BRB), Robin recently checked with the County's insurer, Wisconsin County Mutual Insurance Corporation (WCMIC) to confirm that it will continue to offer programs designed to save its clients costs associated with labor and employment claims. WCMIC confirmed that it will continue to offer the legal endorsement program for discounted rates for labor relations services. Additionally, WCMIC will continue to offer pre-claim loss control - which allows insurance coverage and legal services at reduced costs before a grievance or lawsuit is filed. The Committee previously discussed retaining the services of other labor counsel and given the changes by the BRB, the need for labor counsel services is greatly reduced. To date, the Personnel Committee has only authorized the services of Attorney John Prentice as labor counsel. Since the Committee is interested in working with other labor counsel who participate in the WCMIC legal endorsement program, Robin suggested that he be given the option to work with WCMIC to assign labor counsel who participate in this discount fee program on an as needed basis. Motion by Klimoski, seconded by Hurlbert to authorize the Corporation Counsel to work with the County's insurer (WCMIC) to determine which labor relations counsel may best fit the specific case or controversy. All ayes, motion carried.

**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 10:45 a.m.

Respectfully submitted:  
Gail Dunlop