

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 10/6/2016**

**Time: 8:00 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Dave Solin, Richard Hurlbert, Jim Jansen, Pete Pennington

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** RJ Weitz, Don Bergbower, Becky Rank, Robin Stowe.

The meeting was called to order at 8:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

**Pledge of Allegiance.**

**Approve/amend Minutes of September 1, 2016 Personnel Committee Meeting.** Motion by Pennington, second by Jansen to approve the Minutes of September 1, 2016, all ayes, motion carried.

**Approve/amend the Agenda of October 6, 2016 Personnel Committee.** Motion by Hurlbert, second by Nonnenmacher to approve the Agenda of October 6, 2016, all ayes, motion carried.

**Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** None

**Discuss options for appointing standby HR, when needed.** Robin Stowe, Corporation Counsel, discussed the Chain of Command if a complaint is filed against the Human Resource Director. Currently the Government Accountability and Complaint Resolution Policy states: 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.

Discussion was held. The Personnel Committee is recommending a local independent attorney to be the "standby" for the Human Resources Director if a complaint is filed. Robin Stowe was asked to contact local attorneys to determine interest. Discussion only.

**Discuss the Handbook Advisory Committee Recommendations:**

**Courthouse/Resource Center; Maintenance/Forestry; Highway; Health/Social Services.** Discussion was held.

**Review and revise Personnel Policies.**

- Funeral Leave: Request to include Nieces and Nephews, same as the Aunts and Uncles for two (2) days off for funeral leave
- Funeral Leave: Immediate Family, Other Family Members- Take out the word consecutive days and insert language that if the family has the funeral service planned at a later date, allows the employee to split funeral time off in accordance with the funeral service arrangements or at the department heads discretion.
- Funeral Leave: Immediate Family-Request to extend the funeral days off not to exceed five (5) days, to attend the funeral and to take care of necessary arrangements.
- Holiday Pay: insert language regarding holiday pay and its effect on overtime worked in the same week. Example was given: If Christmas falls on a Monday and the Highway worker works overtime during the rest of the week. The eight (8) hours for Monday is not considered hours worked.
- Request for "call in pay" on days of posted change in work schedule.

- Request holiday pay to be ten (10) hours not eight (8) during summer hours when Highway Department works 4-10 hour days.
- Matrix steps dropped down to five (5) steps rather than ten (10)
- Changes to the Employee Handbook should only be done twice a year.
- Only the most current Employee Handbook should be available on the County shared drive.

Motion by Hurlbert, second by Jansen that, at this time, the Personnel Committee is not prepared to make any changes to the Employee Handbook. The Personnel Committee appreciates the work of the Advisory Committee and will keep the suggested recommendations on file with the Human Resource Director, all ayes, motion carried.

#### **Review and Revise Personnel Policies.**

- **Responding to Requests for Public Records.** Robin Stowe, Corporation Counsel, discussed the Access to Personnel File Policy and the Responding to Requests for Public Records. Robin proposed a wording change to the Requests for Public Records to make both of the policies consistent and uniform. See attachment.

Motion by Solin, second by Pennington to make the changes on the Requests for Public Records, all ayes, motion carried.

**Discuss having HR Director Develop performance evaluation/review forms for Department Heads and employees.** RJ Weitz, Human Resource Director, presented the Personnel Committee with an Employee Performance Evaluation form and a Department Head Performance Evaluation form to standardize the performance evaluations for all departments. Discussion was held. Forms on file in the County Clerk's Office.

Motion by Pennington, second by Hurlbert to adopt and use the Employee and Department Head Performance Evaluation forms that the Human Resource Director presented starting in 2017. Only the performance evaluations approved by the Personnel Committee are to be used by each Department, countywide, all ayes, motion carried.

**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.)**

- Review status of personnel investigations, if any.** None.
- Review status of changes in employment status (new hires, promotions, resignations, etc.), if any.** RJ Weitz, Human Resource Director, presented the names of the new hires and welcomed them to Langlade County: Ann Albrecht, Social Worker; Kristi Auner, Social Worker; Crystal Baker, Economic Support Specialist; Ashley Donovan, Corrections Officer/Jailer; and Joe Martell, GIS Coordinator.
- Review status of employment claims (unemployment, worker's compensation, fmla, etc.), if any.** Specific employment related claims discussed in closed session.

**At approximately 9:00 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 Nonnenmacher to move into closed session. Chairman Nonnenmacher aye; Solin aye; Hurlbert aye; Jansen aye; Pennington aye. The Committee commenced to closed session at 8:35 a.m.

Chairman Nonnenmacher asked to clear the room.

**At approximately 9:15 a.m., return to open session with possible action taken on any matters discussed in closed session.**

Motion by Solin, second by Hurlbert to return to open session, all ayes, motion carried. The Committee returned to open session at 9:26 a.m.

Motion by Hurlbert, second by Solin that all Departments, including the Sheriff's Department, must follow and comply with the Recruitment and Selection Policy, by utilizing the Human Resource Director as set forth in the County's policy; and if the policy is not followed then the County will not recognize or fund that given position all ayes, motion carried. The Committee noted that, at this time, there is an active recruitment for a vacant deputy sheriff position is underway and once this process is completed, the Committee expects that the Sheriff will utilize the HR Department for all future vacancies and new hires as required by County policy.

**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 November 3, 2016 at 9:00 a.m.  
Room 203, Courthouse

**Adjourn the Meeting.** Motion by Hurlbert, second by Pennington to adjourn the Personnel Committee meeting at 9:32 a.m., all ayes motion carried.

Respectfully Submitted,  
Becky Rank, Recording Secretary

## RESPONDING TO REQUESTS FOR PUBLIC RECORDS\*

### I. Display Procedural Information Regarding Requesting Public Records.

A. The legal custodian of public records shall prominently display a notice containing a description of its organization and the established times and places at which and the methods whereby, the public may obtain information and access to records in its custody and the costs thereof.

B. *\*The notice shall also list "local public office" positions (see attached: sample notice and local public office descriptions).*

### II. Identify What Records Are Being Requested.

A. The request must be reasonably specific. If you are unable to ascertain the subject matter or the length of time represented by the record, respond accordingly.

B. The request must involve a "record". Drafts, notes, preliminary computations, records prepared for personal use, copyrighted or patented material, and published material available for sale or inspection at a public library are not "records".

C. The record must be available in the format requested. The custodian is not required to create a new format for a record, such as creating a compilation or summary of data.

D. **when responding to requests for information contained in a personnel file, please follow the procedures listed in the Access to Personnel File Policy.**

### III. Determine What Information Will Be Released.

A. All records are presumed open to inspection and copying unless exempted from disclosure by:

1. Statute. See attached list of statutory exemptions.

2. Determination of the legal custodian. Upon applying a balancing test to the competing public interests involved, finding that the public interest in not disclosing the specific records requested outweighs the public interest in the right to inspect and copy public records.

a. *\*(after applying the balancing test) then applying special procedures for responding to requests for "employee personnel records" (see attached).*

### IV. Determine How The Information Will Be Released.

A. The custodian may permit the requestor to inspect and copy records during normal office hours or the custodian may locate and copy the records for the requestor.

### V. Determine What Fees Will Be Charged For The Request.

A. The custodian may impose fees for the "actual, necessary and direct costs" of copying and mailing any record to the requestor, including labor expenses. The custodian shall not charge a fee for redacting information from any record.

B. Copy fees may not exceed .25 cents per page.

C. The custodian may also impose a fee for locating a record, if the cost exceeds fifty dollars (\$50.00).

D. The custodian may also require prepayment of fees if the total amount exceeds five dollars (\$5.00).

### VI. Respond To The Request Within 10 Business Days.

A. Within 10 business days, the custodian must either fulfill the request, deny the request or provide an explanation for the delay.

B. The custodian must include in each response that "any denial is subject to review in an action for mandamus under Wisconsin Statutes Section 19.37(1), or by application to the District Attorney or Attorney General".

*\*as revised to address changes to the law (6/04)*