

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 9/3/2015

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Richard Hurlbert, Arlene Bonacci, Jim Jansen and Dave Solin

MEMBERS ABSENT:

OTHERS PRESENT: Ron Nye, Kim Van Hoof, Ron Barger, Gary Olsen, Erik Rantala, Judy Nagel, Becky Rank, Vern Cahak, Robin Stowe, Joe Novak

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

Motion by Hurlbert and second by Jim Jansen. All ayes, motion carried.

Pledge of Allegiance.

Approve/amend Minutes of August 6, 2015.

Motion by Hurlbert, second by Jansen, to approve the minutes of the August 6, 2015 Personnel Committee meeting. All ayes, motion carried.

Juvenile Justice Program with Craig Hotchkiss. No discussion on the Juvenile Justice Program this month.

Update on recruitment for Human Resources Director Position. Gary Olsen confirmed that 12 applications have been received to date, and the application deadline is September 11, 2015. After County Board Meeting September 15, 2015 the Personnel Committee would like a closed meeting to review the employment applications. Given that the City of Antigo has already established an HR position, the Committee invites Amy Lynch (City of Antigo HR) and Mark Desotell (City of Antigo Admin.) to the meeting on September 15, 2015 if they are willing to assist the committee in reviewing the applications.

Dates to commence contract negotiations with Langlade County Law Enforcement Association. Committee will also like to meet in closed session after the County Board meeting on September 15, 2015 to develop terms of contract offer for initial exchange with the Langlade County Law Enforcement Association.

Finance Department request one-time payment for temporary work assignments. Gary Olsen is requesting a one-time payment of \$1,000 for the Senior Accountant and Financial Support positions in the Finance Department who have been temporarily assigned additional duties as a result of the vacancy in the Payroll & Benefits Specialist position. Motion by Richard Hurlbert, second by Doug Nonnenmacher to approve the one-time payment to staff in the Finance Department. All ayes, no opposed, motion carried.

Reclassification of Recreation Coordinator/Forestry Technician Position. Erik Rantala addressed the Committee. Erik would like to re-classify the Recreation Coordinator as a Forester position. This position will continue to be assigned recreation duties and will also assist in efforts to control invasive species. Under this staffing plan, recreation duties will be assigned by the Forest Administrator within the Forestry Department and the Forest Administrator will also continue to perform certain recreation duties. This staffing plan grants the Forest Administrator greater flexibility in meeting the County's recreation and forest management needs. This reclassification would resolve the recruitment and retention issues experienced with the Recreation Coordinator position and will also ensure consistency in the staff assigned to administer the County's recreation programs. Motion by Richard Hurlbert to approve the reclassification of the Recreation Coordinator position to a County Forester position, second by Arlene Bonacci. All ayes, motion carried

Create new combined position of Director of Social Services and Public Health Director. Request to create a new part-time Social Worker and part-time Public Health Nurse (2 year degree). Ron Barger (Public Health Director) and Kim Van Hoof (Social Services Director) addressed the Committee regarding the idea of appointing Ron as the Director of Social Services in addition to Public Health. Kim Van Hoof is leaving the position of Director of Social Services as of September 21, 2015. Given that both departments are in need of additional staffing resources, the budgetary savings from not refilling the full-time Social Services Director position would allow the creation of a part-time nurse position and a part-time social worker position and provide Ron will additional compensation in the amount of \$12,000 per year. The proposal also allows for the County Board to reconsider this appointment at any time, and Ron will be requested to provide a report on this transition to the County Board by November 1st of 2016. Motion by David Solin, second by Richard Hurlbert to combine the two Director positions. All ayes, no opposed, motion carried.

Reclassifying one existing full-time Public Health Nurse (BSN) to Public Health Nurse (2 year degree). The Nurse position in the Health Department may be filled by an RN with a two year or four year degree. If a Nurse with a two year degree is hired then he or she is granted additional time to obtain their BSN (4 year degree). Given that Health Director and Board of Health already have the flexibility to place a nurse at a step within the compensation range based upon the nurse's education and experience, there is no need at this time to develop a separate compensation range for a Nurse with a two year degree. No action taken. Information only.

Review and revise County's Personnel Policies, including Grievance Procedure, Job Performance Management and Disciplinary Policy. Robin Stowe advised the Committee that the Executive Committee recommended that the County wait until a new HR Director is hired before we finalize the County's personnel policies. Since the HR Director position will have an essential role in administering these policies, the Personnel Committee would also like to wait until a new HR Director is able to review these policies and assist the Committees with further revisions.

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. Tuesday September 15, 2015 at 9:00 a.m. in the Law Library.

Motion by Hurlbert to adjourn, second by Bonacci. All ayes, motion carried.

Respectfully Submitted,
Robin Stowe, Recording Secretary