

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 09/06/2012
Time: 9:00 a.m.**

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dale Dahms, and Richard Hurlbert

MEMBERS ABSENT: Dave Solin and Richard Olsen

OTHERS PRESENT: Robin Stowe, Ron Nye, Tim Rusch, Craig Hotchkiss, Kim Van Hoof and Dwayne Haakenson

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, and WI 54409.

Approve/amend minutes of August 14, 2012.

Motion by Dahms, seconded by Hurlbert, to approve the minutes of August 14, 2012 as printed. All ayes, motion carried.

At approximately 9:00 a.m., consider moving into closed session pursuant to Section 19.85(1)(c) and (g), Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and conferring with legal counsel for the governmental body with respect to litigation in which it is or is likely to become involved to confer with legal counsel regarding Courthouse Grievance #01-12 proceeding to arbitration.

Motion by Hurlbert, seconded by Dahms, to go into closed session at 9:00 a.m. Roll call Dahms, aye, Hurlbert, aye, Nonnenmacher, aye. The committee commenced to 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 Hurlbert, seconded by Dahms, to return to open session. All ayes, motion carried. The Committee returned to open session at 9:30 a.m.

Motion by Hurlbert, seconded by Dahms, to authorize the Corporation Counsel to retain the services of labor counsel on an as needed basis. With the application of the BRB to four of the County's five unions in 2013, it is anticipated that the need to retain labor counsel will be greatly reduced. Motion by Hurlbert, seconded by Dahms that the Personnel Committee forward the County's initial contract proposal to the Law Enforcement Association prior to the date of the first bargaining meeting. Motion carried.

Discuss revised Outside Work Policy.

The policy has been revised to reflect the discussions of the outside work policy during previous committee meetings. The revised policy will require an employee to take paid leave in increments of at least one-half of the workday when requesting leave to perform outside work during normal work hours; and the policy was revised to clarify that the supervisor and/or oversight committee may establish additional conditions or restrictions for employees performing outside work (i.e., limitations on the amount of work performed in a calendar year and reporting outside work activities to the

Committee on an annual basis). Motion by Dahms to accept the revised policy, seconded by Hurlbert. Motion carried.

Consider refilling three vacant positions in the Highway Department – mechanic and two general laborers.

Tim Rusch explained to the committee that the Highway Dept. currently has 27 hourly laborers and three foremen to handle the winter work load. They are looking to maintain that current level. They have three additional retirements creating vacancies in the near future. There are 26 snow plow beats and Tim would like to have 2 mechanics in the shop during the event of a major snowstorm.

Motion by Hurlbert, seconded by Dahms to give the Highway Dept. one mechanic and two general laborers and forward to the Executive committee. Motion carried. This will be contingent upon the Highway Committee approval. Tim would hope to have the new employees by November 1, 2012. An eligibility list was discussed.

Consider transferring supervision and oversight of the County's juvenile intake program (Sec. 938.06(2), Wis. Stats.) to the Department of Social Services and the Social Services Committee.

The county is currently studying a proposal from North Central Health Care to transition to a human services model operated by North Central Health Care. While at the same time, the Juvenile and CFS agencies are undertaking a "LEAN" event to study methods of improving the efficiency and effectiveness of these programs. Under consideration is the transition of supervision of the juvenile programs to the Department of Social Services as well as the re-assignment of work among existing staff (i.e., to provide more intensive "in-home" services). Discussion followed regarding transferring juvenile over to social services. State statute allows the county board to determine supervision of the juvenile program to be under either the Circuit Court or Social Services. This will be held in committee pending further study and the Committee would like to meet with the Circuit Court Judge prior to making any recommendations regarding the supervision of the juvenile court program.

Consider refilling the vacant full-time Deputy position in the Land Records and Regulations Department (LRRD).

Approximately two years ago, the LRRD employed two full-time deputy (clerical) positions. For budget considerations, the County decided to create a part-time position on a trial basis with the option of refilling the vacant full-time deputy position as the workload required. Two long-serving employees have now left the LRRD and the work activity has increased (i.e., more requests for permits, approvals, variances, etc.). At present, the Code Administrator is performing the duties of Interim Director in addition to the duties of his own position. Given current staffing levels and workload, the Interim Director and the WLUPC recommend that the vacant full-time deputy position in the LRRD be refilled in 2013. The WLUPC is prepared to make adjustments to the 2013 LRRD in order to accommodate this increase from part-time to full-time clerical support position, including delaying the start date for the Director position (if necessary). In the meantime, the WLUPC has authorized staff in the LRRD to work additional hours as deemed necessary by the Interim Director for the remainder of this year as funding is available within the 2012 departmental budget. Motion by Hurlbert to accept the recommendations made by the Water and Land Use Planning committee to refill the vacant full-time deputy position (with no carry-forward of unexpended 2012 budget funds) and forward to the Executive Committee for approval, seconded by Dahms. Motion carried.

Discuss status of Standby Corporation Counsel and Labor Counsel representation.

Robin requested authorization to retain the services of the Sommer, Olk, Schroeder & Payant law firm on an emergency basis to act as standby Corporation Counsel for Chapter 51 hearings. Currently, Attorneys Mike Winter and Shawn Behrens have been serving as standby Corporation Counsel on an as needed basis; however, Robin would like to have additional authorization in the event that the Winter, Winter & Behrens law firm is unable to provide these services due to representation or scheduling conflicts. Motion by Hurlbert to grant the authorization as requested, seconded by Dahms. Motion carried.

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

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

Set date for next meeting.

The next regular meeting date will be October 4, 2012 at 9:00 a.m.

Adjourn the meeting.

A motion was made by Nonnenmacher, seconded by Hurlbert to adjourn the meeting. All ayes, motion carried, and the meeting was adjourned at 10:15 a.m.

Respectfully submitted:
Gail Dunlop