

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 9/08/2011
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, Holly Matucheski, Karen Hegranes, Ron Barger and Steve Jackson

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 August 11, 2011 meeting.

Motion by Bornemann, seconded by Klimoski, to approve the minutes of August 11, 2011 as printed. All ayes, motion carried.

Review proposed restructuring of the Assistant Director position in the Health Department.

Recruitment was made within the Department with Holly's retirement. Board of Health has approved promotion of Ron Barger as next Director of Public Health. Ron's union position is now vacant and will not be filled. In addition, based upon the recommendations of the Ad Hoc Health/Social Services Study Committee, the Assistant Director position will be restructured at this time.

Review plan to restructure positions in the Health Department.

Holly presented copies of the organizational structure of the department which illustrated a dramatic reduction in staff from 2006 to the present day. As the incumbent Director, Ron Barger voiced his concerns that the department will remain responsible to provide all the services required by a level II health department, but will be attempting to do so with one less full-time nurse position. The health department will attempt to make meet its obligations under the new organizational structure; however the County may need to revisit the need to refill the vacant nursing and receptionist positions during the 2013 budget process. At this time the Assistant Director position will take on the role of a Clinical Supervisor/Deputy Director, with no changes in compensation for this position. Both the Director and Clinical Supervisor positions will remain salaried. Discussion followed regarding the restructure with fewer employees and how it affects the Department. Motion by Hurlbert, seconded by Dahms to accept the proposed restructuring of the Health Department positions. All ayes, motion carried.

Review County's policy for comp time/adjusted work schedules for non-union employees.

The Non-Union Handbook states that any comp/adjusted time for non-union employees must be approved by the oversight committee. The Fair Labor Standards Act (FLSA) allows public employers to grant both hourly and salaried employees with paid time off. Paid time off for hourly employees must be on an hour for hour basis; however any adjustment to the work schedules for salaried employees must be on more than a 1 to 1 basis and only after exceeding the expected work hours for the position. Discussion followed regarding interpretation of adjusted work schedule compared to comp time. The Committee discussed requiring any comp/adjusted work schedules of salaried

employees reported to their respective oversight committees and establishing a uniform threshold for such taking such time off, such as a 2 and ½ additional hours work to 1 hour off ratio. The Committee is requesting input from the Non-Union Management Team prior to taking any action on this policy.

Review draft of new Grievance Procedure.

Robin presented draft of Grievance Procedure. Policy must be in effect by October 1, 2011. Eligible employees will have the right to grieve certain disciplinary and workplace safety issues to an impartial hearing officer. The officer's decision can also be reviewed by the Langlade County Board of Supervisors, to determine whether a rational basis existed for the officer's decision. This Policy can be changed at any time in the future. Any employee who works 900 hours per year can grieve disciplinary action more than three days off without pay to the Personnel Committee, who will serve as the impartial hearing officer. Motion by Bornemann, seconded by Klimoski to take new grievance procedure to County Board. All ayes, motion carried.

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

Robin distributed copies of the proposed policy. The new conceal carry law states that a weapon could be kept in a vehicle; however the employer may establish a policy as a condition of employment that the employee shall not possess weapons during the course of their employment. Steve Jackson, Langlade County Forest Administrator, stated his concerns regarding drug cartels in the Nicolet National Forest and his employees of the Forestry Department not being able to carry a weapon. They should be able to protect themselves in the forests. Discussion followed to possibly revise the policy to authorize the County Foresters to openly carry a firearm while working "in the field", but to store any weapons in their vehicle once they leave the field. Robin will contact County Mutual Insurance for guidance and item will be brought back to the October Personnel Committee.

Consider request for back-up legal secretary for the Office of Corporation Counsel.

Gary Olsen had previously offered to have an employee in his department, Pam Jankowski to be trained to provide back-up secretarial services for the Corporation Counsel's office. Information only. No action taken. While the Legal Secretary for the Corporation Counsel is on medical leave, Robin advised the Committee that he will be requesting that Pam provide some back-up secretarial support.

Consider request for copier for Judicial Assistant.

Judicial Assistant has requested for a copy machine in the Judge's office. The nearest copy machine is located in the Clerk of Courts Office. Discussion followed. Motion by Klimoski, seconded by Hurlbert to refer copier request for Judicial Assistant to the Finance Committee. 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 Hurlbert, seconded by Klimoski to approve payment of bills as presented. All ayes, motion carried.

Adjourn the meeting.

A motion was made by Hurlbert, seconded by Bornemann to adjourn meeting. All ayes, motion carried, and the meeting was adjourned at 10:54 a.m.

Respectfully submitted:
Gail Dunlop