Langlade County Wisconsin

Committee Members:

Bruce McDougal, Chair

Teresa Poltrock, Vice Chair

Roy Dieck

Reinhardt Balcerzak

John Medo

Langlade County Board of Supervisors

800 Clermont Street• Antigo, WI 54409

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Langlade County Board: Personnel Committee Agenda

Notice of Meeting

DATE: February 18, 2025
TIME: 4:00 PM
PLACE: County Board Room
Lower Level of the Safety Building

Notice: A quorum of the Langlade County Board and various County Board committees may be present at this meeting. No business will be discussed nor any action taken by the Langlade County Board or any other County Board committee, other than the committee listed on this notice. It is anticipated that discussion and action may occur regarding all items posted on this agenda.

Agenda

The Chairperson shall determine the order that agenda items are considered.

1. Call the meeting to order
2. Conduct Roll Call
3. Please silence all cell phones
4. Recite the Pledge of Allegiance
5. Approve/amend the minutes of the Personnel Co Meeting of January 21, 2025
6. Discuss Position request in the Health Department: Transitioning PT Nurse to PT Health Educator
7. Continued discussion regarding Discuss Sheriff Westen Dispatcher Proposal referred by the Public Safety Committee. Chairman McDougal requested the Sheriff, County Administrator, and Human Resources to provide justification in hard copy for the Committee to review.
8. Report out change regarding Anovia use: Specify the location to use if Antigo Anovia is not available same day
9. Report on Employment Handbook changes; clarification of the process for making changes to the Handbook and discussion of proposed changes (compensatory time and overtime).
10. H/R Generalist: Monthly County Department Staffing Status Report
11. County Administrator Update
12. Next meeting date
13. Adjourn the meeting

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Ms. Judy Nagel, Langlade County Clerk, 800 Clermont Street, Antigo, WI 54409. Telephone: (715) 627-6200.

Approved: February 12, 2025
Notice of Posting: February 12, 2025

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LANGLADE COUNTY

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MEETING MINUTES

Committee: PERSONNEL COMMITTEE
Date: January 21, 2025
Time: 4:00 PM
Location: County Board Room, Lower Level of the Safety Building

The following discussion was held by the Committee at the meeting detailed above:

As a courtesy to others, please silence cell phones and please notify the Chairman if you intend to record this meeting.

1. **Meeting called to order at 4:00 PM by Chairman McDougal**
2. **Conduct Roll Call:**

PERSONNEL COMMITTEE		
Bruce McDougal	Chairman	Present
Teresa Poltrock	Vice-Chair	Present
Roy Dieck	Member	Present
Reinhardt Balcerzak	Member	Present
John Medo	Member	Present

Others Present			
Name	Interest	Name	Interest
Jason Hilger	County Administrator	John Zenkovich	Health and Social Services Director
Chris Dulmes	H/R Generalist	Kevin Bouche	Facility Management Director
Brian Braun	Highway Commissioner	Nick Novy	Asst. Highway Commissioner
Joe Tatro	Shop Superintendent	Tammy Wilhelm	County Treasurer
Mark Westen	Sheriff	Tina Wild	Clerk of Court
Judy Nagel	County Clerk/Rec. Secretary	Ben Pierce	Supervisor
Andrew Bauknecht	Supervisor		

3. **Please silence all cell phones.**
4. **Recite the Pledge of Allegiance.**
5. **Approve/amend the minutes of September 17, 2024:** Motion by Balcerzak, second by Poltrock to approve the Personnel Committee Meeting Minutes of September 17, 2024. All ayes, motion carried.
6. **Discuss Sheriff Westen's Dispatcher Proposal referred by the Public Safety Committee:** Sheriff Westen reviewed the proposal that he presented last year for consideration to increase the Dispatcher and Corrections wages and provide additional PTO to the Dispatcher and Corrections positions. Westen had also requested moving the Dispatchers and Corrections from a Category 16 down to a Category 15 and moving the Jail Sargent position down to a Category 14 to avoid wage suppression issues. Westen had prepared budget numbers for the requested changes, and sent them to the County Administrator. Westen noted the 2025 wage increase for County Employees was a step in the right direction, not focusing on other organizations for wages and benefits. Sheriff Westen is requesting a vote from the Committee. Chairman McDougal acknowledged the request and for next month's Personnel Committee meeting, Sheriff Westen, County Administrator Hilger, and H/R Dulmes are to provide justification in hard copy for the Committee to review. Chairman McDougal stated that this agenda item will not be referred to the Administrative Committee at this time.
7. **Dispatcher Employment Posting, Application Review, Notification Interview Process:** H/R Generalist Dulmes discussed the recent interviews for the open Dispatcher position. Dulmes stated he has created a template to inform applicants when their application is received, providing the applicant a response that is emailed back to the applicant. Dulmes discussed the 9 October-November Dispatcher Applicants and the interview process taken to fill the vacant Dispatch position: 7 interviews set up, 2 no responses, 2 no shows, 3 interviewed, and 1 offer extended. Chairman McDougal discussed exit interviews, requesting that at the next Personnel

Committee meeting, Dulmes provide the Committee with a summary of the exit interviews from Dispatchers. Discussion on Dispatcher pay, 24/7 coverage, morale, Dispatcher recruitment through Tech Schools, and training time for Dispatchers. County Administrator Hilger stated that the Dispatcher position is not currently on the County Website, allowing the current Dispatchers time for training.

8. **Discuss additional Economic Support Worker:** Health & Social Services Director Zenkovich discussed the Consortium, 4 counties, Langlade, Marathon, Oneida, and Portage, consisting of 53 staff, handling 32,578 cases. The Consortium is proposing adding more staff, to decrease the mandatory overtime and burnout of its employees. Zenkovich stated Langlade County would increase 1 full-time Economic Support Specialist, with funding coming from the Consortium. Zenkovich would like the Committee to approve the creation of an additional Economic Support Worker, which was already approved by the Social Services & Veterans Committee. Currently, there is a vacant Economic Support Worker position. Zenkovich would like to have both positions filled at the same time to make the transition and training easier. Motion by Balcerzak, second by Medo to approve the hiring of an additional Economic Support Position in Langlade County, forwarding onto Administrative Committee. All ayes, motion carried.
9. **Employee Gym Membership Stipends:** H/R Generalist Dulmes discussed the request by employees to review the gym stipends, currently $35 per month, recommending to increase to $40 per month. Dulmes listed the current Employee Gym facilities: Welfit, Anytime Fitness, Body Envy, Riverside Athletic Club, and Unified Martial Arts. Discussion held. Motion by Medo, second by Poltrock to increase the Employee Gym Membership from $35 per month to $40 per month. All ayes, motion carried.
10. **Loss of CDL Policy:** H/R Generalist Dulmes discussed the proposed Loss of CDL Policy for Highway Department Employees:

Section 1:

1. Langlade County Highway Department employees who lose their CDL privileges may continue their employment with the Langlade County Highway Department for a period up to (1) year following the employee's loss of CDL privileges subject to the following terms and conditions:
    a. The loss of the employee's CDL privileges is not related to the employee's employment with Langlade County (i.e., revocation for nonwork-related causes).
    b. The employee is available to perform work for the Highway Department.
    c. The employee's employment status is in "good standing" as determined by the County (i.e., a record of performance/discipline).

Section 2:

1. The Highway Department is limited to a maximum of two (2) employees covered under this Policy at any one time.
2. An Employee may only submit one request under this Policy.

Section 3:

1. An Employee who lost their CDL privileges may submit a written request to the Highway Commissioner and HR Generalist to continue employment under the terms of this Policy.
2. The request must be approved in writing by the Highway Commissioner and the County Administrator.
3. If approved, the Employee's compensation will be reduced to the minimum pay of their associated pay grade while they are covered by this Policy.
4. Upon the submission of proof of reinstatement of CDL privileges, the employee's compensation will be restored to the position and compensation previously held with the Highway Department.

Discussion held. The Proposed CDL Policy was approved by the Highway & Airport Committee. Motion by Dieck, second by Balcerzak to approve the proposed CDL Policy, add the CDL Policy to the Employee Handbook and begin implementing the approved CDL Policy. All ayes, motion carried.

11. **Clarify the Care Navigation Language:** H/R Generalists Dulmes discussed the action taken at the July 24, 2024 Joint Administrative and Personnel Committee approving Health Care Navigation: Motion by Poltrock, second by Balcerzak to move forward in 2025 with Health Care Navigation with Anovia, incentivizing the Employee 25% of the savings, up to $5000. Dulmes is requesting to replace Employee with Employees and Insured Family Members. The Committee discussed and agreed to the wording change.
12. **Workers' Comp Update:** H/R Generalist Dulmes discussed the Workers' Comp Mod Factor, currently at .79, stating anything under 1.00 is a good mod factor. The mod factor affects the Workers' Comp future rates.

Dulmes also shared with the Committee the number of Worker Comp claims by Department for the last seven years.

13. **Update on the Safety Walk Around Update:** H/R Generalist Dulmes continues to work with the rep from Aegis, Charles Taylor, on safety walkarounds, observing work stations and noting issues, and reporting those issues to Maintenance if they can be corrected or changes made. Discussion held.
14. **H/R Generalist: Monthly County Department Staffing Status Report & Community Service Hours Update:** H/R Generalist Dulmes provided the Committee with a monthly Staff Status Report, discussing the current vacancies and updating the Committee on those few vacancies. Dulmes also provided the Committee with a Community Service Hours Report, noting the organizations and hours the Employees donated hours. Discussion, no action.
15. **County Administrator Update:** County Administrator Hilger thanked Dulmes for his participation in today's meeting. Hilger discussed job retention and employment, and the low vacancy rate. Hilger also discussed the closure of the 2024 Budget.
16. **Next meeting date:** February 18, 2025 at 4:00 p.m.
17. **Adjourn the meeting:** Motion by Dieck, second by Poltrock to adjourn the January 21, 2025, Personnel Committee meeting at 5:15 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:
Judy Nagel, County Clerk, Recording Secretary