Langlade County Wisconsin

Committee Members:

Teresa Poltrock, Chair

John Medo, Vice Chair

Doug Curler

Reinhardt Balcerzak

Chet Haatvedt

Langlade County Board of Supervisors
800 Clermont Street● Antigo, WI 54409
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Langlade County Board: Personnel and Health Insurance Trustee Committee Agenda

Notice of Meeting

DATE: March 31, 2026
TIME: 2:00 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 March 17, 2026
6. Discuss Work from Home Policy
7. Discuss Sign-On Bonus
8. Discuss the Weather Policy
9. Posting Open Position Authority
10. Discuss Area Health Education Centers (AHEC) Summer Intern, referral from Board of Health Committee
11. Discuss referrals from the Highway Airport Committee Meeting:
    - Stipend Request
    - PTO management
12. HR Director Report
    - HR Initiatives/Project List
    - New Postings Since Last Meeting:
        1. Assistant County Veterans Service Worker (revised job description)
        2. Legal Secretary for Corporation Counsel
        3. Corporation Counsel Position
13. Update on Recruiting
14. Employee Handbook Review by Personnel Committee, Pages 52 to 90: Reinstate Policy regarding 1 Year Probation Period for Employees transferring to a higher-level position
15. Next Meeting Date
16. Adjournment

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: March 25, 2026
Notice of Posting: March 25, 2026

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LANGLADE COUNTY

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MEETING MINUTES

Committee: PERSONNEL & HEALTH INSURANCE TRUSTEE COMMITTEE
Date: March 17, 2026
Time: 2:00 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 notify the Chairman if you intend to record this meeting.

1. **Meeting called to order at 2:00 PM by Chair Poltrock.**
2. **Conduct Roll Call:** All present.

PERSONNEL COMMITTEE		
Teresa Poltrock	Chair	Present
John Medo	Vice-Chair	Present
Doug Curler	Member	Present
Reinhardt Balcerzak	Member	Present
Chet Haatvedt	Member	Present

Others Present			
Name	Interest	Name	Interest
Robin Stowe	Corporation Counsel	Tim Dahlby	HR Director
Chris Dulmes	H/R Generalist	Randy Adair	Veterans Service Officer
Tina Wild	Clerk of Court	Rachel Ramer	Social Services Director
Amber Resch	Economic Support Director	Ann Wegner	Child Support
Judy Nagel	County Clerk/Recording Sec.	Becky Rank	Dep. County Clerk, for Closed Session only

3. **Please silence all cell phones.**
4. **Recite the Pledge of Allegiance.**
5. **Approve/amend the minutes of the Personnel Committee Meeting of February 17, 2026:** Motion by Balcerzak, second by Haatvedt, to approve the Personnel Committee Meeting Minutes of February 17, 2026. All ayes, motion carried.
6. **Discuss referral from Social Services/Veterans Committee: Motion to approve changing the Dep. CVSO Position to an Assistant CVSO, and refill the position in April or May to allow for cross-training:** HR Director Dahlby provided the Committee with a Job Description for the Assistant Veterans Service Officer. Discussion on the changes to the job description, changing the position from Deputy to Assistant, which changes the Education and/or Experience to require the applicant to be an honorably discharged Veteran. Discussion on cross-training, limiting the candidate pool to the required honorably discharged Veteran, and discussion on State Statute. Motion by Medo, second by Haatvedt, to change the Job Title Deputy, remove Assistant, and changing required to be an honorably discharged Veteran to preferred to be an honorably discharged Veteran. All ayes, except Curler, nay. Motion carried.
7. **Employee Data Report:** HR Director Dahlby provided the Committee with a handout that states the number of Employees by Department and Type, Recent Hires, Recent Terminations, Employee Type by Tenure, and Vacancies by Department. No action.
8. **Update on the future Payroll System:** HR Director Dahlby provided the Committee with information regarding the three systems for HR Tasks: Timekeeping and Payroll. The current timekeeping system will no longer be supported in March 2027. Discussion on the three proposals. Dahlby is suggesting the proposal from UKG and requesting a 2026 Budget of $60,000, 5 modules. Motion by Medo, second by Balcerzak, to approve HR to move forward with UKG, agreeing to the three-year proposal, and transferring $60,000 from the Unassigned General Fund for implementation costs, and forward this request to the Administrative Finance Committee. All ayes, motion carried.

9. **Discuss Work from Home Policy:** HR Director Dahlby presented a proposed Remote Work Policy, which would establish a uniform framework for remote work arrangements that support Langlade County's operational goals. Dahlby noted that this would be a work benefit and a recruitment tool. Discussion held. Motion by Haatvedt, second by Poltrock, to table discussion on the Work from Home Policy to the April Personnel Committee. All ayes, motion carried.
10. **Discuss Benefit Workgroup Recommendations:** HR Generalist Dulmes provided the Committee with a handout of suggested benefits from the Workgroup:
    HSA Match: Dulmes provided information on dollar-for-dollar match costs. Discussion held. Motion by Haatvedt, second by Medo, to forward this to the Administrative Finance Committee, starting a dollar-for-dollar match HSA contribution, up to $500, starting in 2028. All ayes, motion carried.
    Gym Membership: Dulmes noted that there are currently 10 employees who use the gym membership reimbursement, $40 per month, attending one of the 5 approved locations, 10 times per month. Discussion on an on-site employee gym. Discussion on promoting health and wellness. Motion by Haatvedt, second by Medo, to leave the gym membership reimbursement as it is currently. All ayes, motion carried.
    Remove/Get Rid of Spousal Surcharge: Dulmes noted that there are 21 out of 60 employees who are charged the spousal surcharge. Dulmes stated that the Workgroup would like the spousal surcharge removed. Discussion on consulting with the Corporation Counsel and Health Insurance Consultants, providing more information to the Committee before a decision is made.
    Remove the date for Cash Opt out in Lieu of County Insurance: Discussion on more information is needed from the Health Insurance Consultants, noting that 11 employees are not on the County Health Insurance and were not grandfathered in. HR Director Dahlby suggests removing this at the time of open enrollment. Motion by Medo, second by Balcerzak, to eliminate the cash opt-out in lieu of County Insurance at the Fall 2026 Open Enrollment. All ayes, motion carried.
11. **Discuss Sign-On Bonus:** Addressed at the next Personnel Meeting.
12. **Posting Open Position Authority:** Addressed at the next Personnel Meeting.
13. **HR Director Report:** Addressed at the next Personnel Meeting.
    - **HR Initiatives/Project List**
    - **New Postings Since Last Meeting:**
        1. **Assistant County Veterans Service Worker (revised job description)**
        2. **Legal Secretary for Corporation Counsel**
        3. **Corporation Counsel Position**
14. **Update on Recruiting:** Addressed at the next Personnel Meeting.
15. **Discuss the proposed Compensation Plan, recommendation from the Ad Hoc Compensation Plan Committee:** HR Director Dahlby provided a handout that outlined the background on the Compensation Plan, and the proposed Compensation Plan that was recommended by the Ad Hoc Compensation Committee. The Committee discussed the proposed 12 Step, 20 Grade Compensation Plan, using an aged Carslon Dettman Comp Plan. Dahlby discussed Position Equity: Positions highlighted blue (28) that were hired under the 3-Step Plan, with an understanding of moving the Mid-Point in the second year of employment. Positions highlighted in red (25) that are below the start of the proposed Compensation Plan. Positions highlighted in yellow (116) should be appropriately slotted into the Plan. Discussion on costs of the proposed Compensation Plan, criteria to establish grades, and movement within the Plan. Motion by Haatvedt, second by Medo, to adopt the proposed 12-Step, 20 Grade Compensation Plan, effective April 1, 2026. All ayes, motion carried. Motion by Medo, second by Haatvedt, to adjust the 28 employees (blue highlighted) who were hired under the 3-Step Plan, adjusting on the start of the pay period following their anniversary date, going back to the start of the moratorium. All ayes, motion carried. Motion by Haatvedt, second by Balcerzak, to move the 25 employees (red highlighted) to the Compensation Plan, after the first payroll period after April 1, 2026. All ayes, motion carried. Motion by Medo, second by Balcerzak, to have the HR Director and Staff work on reviewing each position in each grade. All ayes, motion carried. Discussion held on the yellow-highlighted employees.

16. **Employee Handbook Review by Personnel Committee, Pages 52 to 90: Reinstate Policy regarding 1 Year Probation Period for Employees transferring to a higher-level position:** Addressed at the next Personnel Committee Meeting.
17. **Consider moving into closed session pursuant to Section 19.85 (1)(c), Wisconsin Statutes, considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to recommend a stipend for providing clerical services to the Corporation Counsel's office while the Legal Secretary position has been vacant:** Corporation Counsel Stowe discussed the need for the Committee to move into closed session as the discussion will be regarding a specific employee. Motion by Medo, second by Curler to move into closed session at 3:45 p.m. Voice vote: Medo, aye; Curler, aye; Poltrock, aye; Balcerzak, aye; Haatvedt, nay. The Committee moved into closed session. Those remaining in closed session with the Committee include: Dahlby, Dulmes, Stowe, Rank, and Clerk Nagel.
18. **Return to open session with possible action on any matters discussed in closed session:** Motion by Haatvedt, second by Curler to return to open session at 4:25 p.m. All ayes, motion carried. Motion by Haatvedt, second by Medo, to request the HR Director work with the Corporation Counsel and County Clerk to review the numbers provided in closed session and report back to the Personnel Committee.
19. **Next Meeting Date:** March 31, 2026, at 2:00 p.m. At this meeting, all agenda items not addressed at this meeting will be completed.
20. **Adjourn the meeting:** Motion by Haatvedt, second by Medo to adjourn the March 17, 2026, Personnel and Health Insurance Trustee meeting at 4:26 p.m. All ayes, motion carried.

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

1. **AHEC Summer Intern 2026- Possible Action:** Health Director/Health Officer Williams stated that, as previously discussed, Langlade County applied to host an AHEC Summer Intern for 2026 through the Area Health Education Centers (AHEC) Summer Internship Program. The program is a paid, eight-week internship for college students interested in public and community health. Students work with local health departments, clinics, and community organizations to gain firsthand experience, network with professionals, and develop community health initiatives. Williams stated that Langlade County has been approved to host 1.5 interns. Williams noted that Langlade County has no financial obligation for the program; however, the interns will be housed within the Health Department. Williams also stated that Langlade County's Corporation Counsel recommended obtaining approval from the Oversight and Personnel Committee. Motion by Bauknecht, second by Persen, to approve hosting 1.5 AHEC Summer Interns for 2026 and to forward the request to the Personnel Committee. All ayes, motion carried.