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LANGLADE COUNTY



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MEETING MINUTES

Committee: Work Group
Date: Monday, July 29, 2019
Time: 5:00 PM
Location: County Board Room, Lower Level of the Safety Building, 840 Clermont Street
**Location change to Resource Center, Wolf River Room

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

- 1 Meeting called to order at approximately 5:00 PM
- 2 Conduct Roll Call.
- 3 Recite the Pledge of Allegiance.

WORK GROUP COMMITTEE			
Name	Role	Status	
David J. Solin	Chair	Present	
Ron Nye	Member	Present	
Don Scupien	Member	Present	
Robert Benishek	Member	Present	
Sandy Fischer	Member	Present	
John Medo	Member	Present	
George Shinnners	Member	Present	
Non- Committee Members Present			
Name	Interest	Name	Interest
Ron Barger	Health and DSS Director	Reinhardt Balcerzak	Supervisor
Terry Brand	Citizen	Tina Ver Hagen	Human Resources Dir.
		Judy Nagel	Cty. Clerk/Rec. Secretary

- 4 **Approve/amend meeting minutes of July 9, 2019:** Motion by Nye, second by Medo to approve the July 9, 2019 Work Group Minutes. All ayes, motion carried.
- 5 **Review prior meeting notes regarding position description for County Manager:** Scupien discussed duty #23, Coordinates and directs the preparation of an annual budget together and a report which identifies and explains reductions and additions from the previous year's budget. Further modification: with the assistance of the Executive Committee, Finance Director and Finance Committee. Moving the parties involved in by "together". The Committee agrees. Medo discussed duty #6 chief spokesperson, as the Committee added when requested by the County Board. The Committee agreed to leave as is. Shinnners discussed the order or sequence of the duties discussed, as this has not been determined. Once the candidate has been selected, the duties can be prioritized. Medo suggests giving a draft copy of the duties to WCA representatives to review.
- 6 **Review County Board Rules regarding adding County Manager duties to the Board Rules:** Corporation Counsel Stowe has made a draft of the current Board Rules implementing the County Manager position. Benishek discussed Board Rule: Function of the County Board: The County Board shall serve as the legislative, policy-making body of Langlade County government. Discussion held, leave alone.

Meeting Minutes (Continued)

Page 4, County Board Rule 7.1, change to add County Manager, change made to draft rules.

Page 4, County Board Rule 7.5, change to add County Manger, changes made to draft rules.

Page 4, County Board Rule 9.1, discussion of adding County Manager, changes made to draft rules.

Page 5, County Board Rule 12.1 discussion of adding County Manager, changes made to draft rules.

Page 6, County Board Rule 13.1, discussion of adding County Manager, no changes made to draft.

Pages 8, 9 Executive: discussion of adding County Manager as needed.

Page 9, Executive: #5, take out Administrative Coordinator and replace with County Manager. Changes made to draft rules.

Page 9, Finance #2, discussion of adding County Manager, changes made to draft rules.

Page 9, Finance, #4, #5, #6, changes made to add County Manager

Discussion on Duties #13, Works with the County Board, committees and department heads to identify, develop, and implement strategic planning goals and objectives, adding consistent to County Board Rules.

Page 10, Finance #12, changes made to draft rules.

Page 13, County Board Rule 16.2, Roles and Responsibilities of the County Board and Department Heads: add County Manager as needed, changes made to draft rules.

Page 13, County Board Rule 16.2, fourth paragraph, discussion of adding County Manager, changes made.

Page 13, Enforcement of Rules, leave that as is.

Discussion of Position Description draft provided to the Committee. Discussion on the 2000, 2005 delegated duties to Administrative Coordinator, duties with no compensation. Committee agrees to continue with the duties refined for the County Manager. Shinners any previous duties given to Administrative Coordinator will be rescinded when hiring a County Manager. Medo taking the Duties refined, and County Board Rules, this give direction to County Manager.

Discussion of adding the topic of County Manager in County Board Rules. Shinners back page of the questions given to County Board, duties of 2000: Develops and maintains close working relationship with Department Heads to oversee that department objectives are met consistent with those of other departments and those of the County Board. Added this to Duties #28 and added to County Board Rules 16.1.

Discussion of topic heading for County Manager in the County Board Rules.

Shinners refers to the proposed Employment Agreement, updating this to County Manager position. Medo, three documents: Employment Agreement, Position Duties, County Board Rules.

7 Review next step processes, such as: Recruitment, Qualifications, Staffing, Office Location:

Discussion on office location in the Courthouse or alternative locations. Discussion of the Facility Study within the County. Discussion of recruitment time frame. Discussion of qualifications for County Manager. Referral from Chairman Solin to Public Property: Discuss and take action on possible restructuring in the Resource Center and the Health Care Center.

8 Set date for next meeting: August 13, 2019 at 4:00 PM Discussing the Employment Agreement, Job Description, final duties and updated proposed County Board Rules.

9 Adjourn the meeting Motion by Nye, second by Scupien to adjourn the July 29, 2019 meeting at 6:35 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:

Judy Nagel,
County Clerk