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LANGLADE COUNTY



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MEETING MINUTES

Committee: Work Group
Date: Tuesday, September 17, 2019
Time: Immediately Following the County Board Meeting, approximately 10:45 a.m.
Location: County Board Room, Lower Level of the Safety Building

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

- 1 Meeting called to order at approximately 12:30 PM by Acting Chairman Nye.
- 2 Conduct Roll Call.
- 3 Recite the Pledge of Allegiance.

WORK GROUP COMMITTEE			
Name	Role	Status	
David J. Solin	Member	Present, arrived late	
Ron Nye	Chair	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
Feller Gottard	Supervisor	Reinhardt Balcerzak	Supervisor
Robin Stowe	Corporation Counsel	Judy Nagel	Cty. Clerk/Rec. Secretary
Keith Langehahn	WCA Rep	Tina Ver Hagen	Human Resources

- 4 **Approve/amend meeting minutes of September 3, 2019, Joint Work Group and Public Property and Work Group Minutes:** Motion by Benishek, second by Medo to approve the September 3, 2019 Joint Work Group and Public Property Committee Meetings. All ayes, motion carried.

- 5 **Finalize Administrative Coordinator/County Manager Employee Agreement:** The Committee reviewed the revised Langlade County Administrative Coordinator/ County Manager Employment Agreement. Committee discussed Termination without Cause with 30 days written notice of the intent to terminate the services of the Administrative Coordinator/ County Manager. Committee discussed severance compensation. The Committee agrees with the three (3) months of salary at the present annual wage rate. The Committee discussed Compensation of the Administrative Coordinator/ County Manager. Shinnners discussed with the Wisconsin Counties Association regarding updated wage information on other Counties full time Coordinators / Administrators. Shinnners feels the Committee should increase the pay range by \$5,000 which would be \$90,000-105,000 annually with an hourly rate range of \$43.27-\$50.48 per hour. Discussion held on the Matrix range, benefits and wage negotiation. Committee removed the wording for educational expense reimbursement and items that could be negotiated or considered as part of employee contract for County Manager as most is already covered in the Employee Handbook.

Meeting Minutes (Continued)

6 Discussion on qualifications Administrative Coordinator/County Manager: Committee reviewed and discussed qualifications for appointment, training and experience. Committee discussed a minimum of years of work experience and/or equivalent combination of education and experience. Committee agreed it should state minimum 3 years of work experience in local government administration. Committee agreed to remove the verbiage on equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered. Ver Hagen reviewed an advertisement from Walworth County for County Administrator stating what Education and Experience is required. Ver Hagen and the Committee discussed how to incorporate some of the verbiage from the Walworth County: Work Experience Qualifications: A minimum of three (3) years of work experience showing progressive responsibility and experience in an organization of similar size and /or complexity and a thorough understanding of government operations. Committee would like the wording change: The noise level ~~is~~ in the work environment is usually moderate. Discussion held on background check and drug screen. Ver Hagen stated that the upon the employment offer, the employee name is given to the sheriff's office for background check and the employee is required to have a drug screen done at the hospital.

Motion by Scupien, second by Shinners to excuse Medo at 1:00 p.m. All ayes, motion carried.

7 Discuss Interview questions for Administrative Coordinator/County Manager: Ver Hagen presented the Committee the Chippewa County Administrator Interview Questions and application process. Committee reviewed.

8 Discuss Work Group Plan/Goals for Administrative Coordinator/County Manager: Committee discussed goals for the Administrative Coordinator/County Manager. The Committee would like: the implementation of strategic planning, implement priorities of the county, communication, familiarize themselves within the County, involve Supervisors in the governing body and meeting with the Board as a committee as a whole. Information only.

Nye discussed the creation of a Department of Administration. Stowe stated after years of research and review of different counties it has been determined that a Department of Administration is effective within the organization. Stowe stated the Department of Administration would be one department that would consist of HR, Finance and Corporation Counsel working directly with the Administrative Coordinator/County Manager. Discussion only.

9 Set date for next meeting: October 16, 2019 @ 2:00 p.m.

10 Adjourn the meeting: Motion by Scupien, second Fischer to adjourn the meeting at 1:35 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:

Judy Nagel,
County Clerk