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LANGLADE COUNTY



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MEETING MINUTES

Committee: Personnel
Date: Thursday, February 7, 2019
Time: 9:00 a.m.
Location: 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 9:00 a.m.
2. Roll call was conducted.

PERSONNEL COMMITTEE

Name	Role	Status
Doug Nonnenmacher	Chair	Present
Pete Pennington	Member	Present
Richard H. Hurlbert	Member	Absent
Sandy Fischer	Member	Present
Arlene Bonacci	Member	Present

Non-Committee Members Present

Name	Interest	Name	Interest
Robin Stowe	Corporation Counsel	Becky Rank	Deputy County Clerk/Rec. Secretary
Reinhardt Balcerzak	Supervisor	Ron Barger	DSS/Health Director
Erik Rantala	Forest Administrator	Tom Lazars	Park & Rec.
Brian Lenzner	Sheriff Department	John Schunke	Deputy Sheriff
Justin Heschke	Sheriff Department	Ben Barth	Labor Council

3. **Pledge of Allegiance.**
Motion by Pennington, second by Bonacci to excuse Hurlbert from the meeting. All ayes, motion carried.
4. **Approve previous meeting minutes of January 3, 2019 Personnel Committee Meeting.** Motion by Pennington, second by Bonacci to approve the previous meeting minutes of January 3, 2019. All ayes, motion carried.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** DSS/Health Director Barger asked the Committee to look at reclassification of Health Nurse and Social Worker positions. Committee agreed to review at the March Personnel Meeting.
6. **Review Monthly Departmental Budgets presented to the Committee.** None
7. **Income Continuation Insurance, action to bring the resolution to the County Board.** Corporation Counsel Stowe discussed the Income Continuation Insurance Program. Stowe stated that this is a free program for all Langlade County employees with 65% employee participation. Stowe stated if there is not the 65% participation from employees, then the County would not be eligible to participate in the program. Stowe also stated for any reason the County can opt out of the program with no cost to the County.

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Motion by Pennington, second by Fischer to support the Income Continuation Insurance Program and move forward to the County Board. All ayes, motion carried.

8. **Discuss with possible action the creation of Park Assistant Position, as a casual employee, in the Park Department.** Forest Administrator Rantala asked for support from the Personnel Committee to create a casual full-time Park Assistant Position. Rantala stated this position would help maintain Camp Lyle and be the backup for Veterans Memorial Park. Rantala stated money is in the budget for this position. Motion by Fischer, second by Bonacci to approve the creation of a casual full-time Park Assistant. All ayes, motion carried.

Committee took a 5 minutes break at 10:00 a.m.

9. **At approximately 10:00 a.m., consider moving into closed session pursuant to §19.85(1)(c) and (e), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to conduct public business whenever competitive or bargaining reasons require a closed session, to discuss Law Enforcement Association contract negotiations.** Motion by Pennington, second by Bonacci to move into closed session. Chairman Nonnenmacher, aye; Pennington, aye; Bonacci, aye; Fischer, aye. The Committee commenced into closed session at 10:06 a.m.

10. **At approximately 10:15a.m., return to open session to exchange initial contract proposals with the Langlade County Law Enforcement Association.** Not needed.

11. **At approximately 10:20 a.m., consider moving into closed session pursuant to §19.85(1)(c) and (e), Wis. Stats., to commence contract negotiations with the Langlade County Law Enforcement Association.** Not needed.

12. **At approximately 10:50 a.m., return to open session with possible action taken on any matters discussed during closed session.** Motion by Pennington, second by Bonacci to move into open session at 12:02 p.m. All ayes, motion carried.

Committee reached a tentative agreement on the Law Enforcement Association contract which will be submitted to the County Board as a resolution.

13. **Human Resource Director Position opening.** Discussed in closed session.

14. **Human Resource Goals.** Will be discussed at the March Personnel Committee Meeting.

15. **Review Board of Health referral regarding Phase Two of the HeART Grant.** Barger updated the Committee on the recommendations from BOH Committee. Barger stated BOH is looking for support for Phase Two of the HeART grant that, if awarded, will “grant” fund a Community Health Facilitator position on a part-time basis for up to two years. This will be considered a temporary position based on available grant funding and either be employed by Langlade County or through a cooperative agreement with UW Madison and/or the Cargill Foundation. The amount requested is for \$150,000. Discussion held.

Motion by Pennington, second by Bonacci to support in Phase Two of the HeART grant. All ayes, motion carried.

16. **Discuss with possible action creating a Foster Family Licensing Specialist.** Barger presented the Committee with a Foster Family Licensing Specialist job description from Taylor County. Barger stated he

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will be working with Carlson Dettmann, Human Resource and the Finance Department in the creation of the job description and placement on the matrix. Barger will be placing this position in the budget starting in 2020 if supported by the appropriate Committees and County Board.

Motion by Pennington, second by Nonnenmacher to support the creation of a Foster Family Licensing Specialist job description and placement on the Matrix. All ayes, motion carried.

- 17. Discuss with possible action potential creation of “Social Worker Technician” position.** Barger presented the Committee with a Social Work Technician position description. Barger asked for support from the Committee to create the Social Worker Technician position. Barger stated this position will provide support at the technician level. Upon completion of a bachelor’s degree and successful internal evaluation, the individual will be re-classed into an existing case worker/social work staff position. Barger stated funding is in the budget due to not refilling a social worker position.

Motion by Fischer, second by Bonacci to approve the creation of a Social Worker Technician position with a two year evaluation contingent on the approval of the DSS Committee. All aye, motion carried.

- 18. Consider amending Dress Code Policy to include: Employees shall display ID Badges during work hours.** The Committee was presented a draft Dress Code Policy to reflect the employee ID Badges. Stowe stated the policy would state “When working, County employees and official shall display County-issued identification badges. The ID badges shall be displayed on the person in a manner which is visible. For security reasons, persons may be refused entry into the Courthouse or certain facilities within the Courthouse without proper identification.” Discussion held.

Motion by Pennington, second by Nonnenmacher to approve amending the proposed Dress Code Policy to the wording stated above. All ayes, motion carried.

- 19. County Administrator Position update.** Stowe updated the Committee on the County Administrator position, discussing job description, basic budget and employment agreement. Discussion held. Information only.

- 20. Discuss Stop Loss Data from Aegis.** Stowe this is in regards to information received by Aegis. Stowe stated the Health Insurance Trustee Committee will discuss this information. Information only.

- 21. Proposed Employee Handbook changes. Carry forward from January meeting.** Stowe stated Aegis reviewed and made proposed wording changes to the Langlade County Employee Handbook.

Motion by Pennington, second by Fischer to approve the changes in the Employee Handbook. All ayes, Bonacci, nay, motion carried.

- 22. Current Recruitment:** Stowe stated that there is an ongoing recruitment for Sheriff’s Deputy, Correction Officer, and Dispatch (currently one opening). Stowe updated the Committee on current openings: Information Technology Assistant/Network Specialist (interviews held), County Prosecutor (interviews held), Social Worker (advertising a second time due to lack of qualified applicant pool), Child Support Financial/Program Assistant (also creating an eligibly list) and Forester (Limited Term Employee). Information only.

- 23. Human Resources Director’s Report. (Explanatory Note: Given the nature of the personnel matters contained within the Director’s report, it may be necessary to discuss certain parts of the Director’s report in closed session.)** Discussion held during closed session.

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- a. Review status of personnel investigation, in any.
 - b. Review status of changes in employment status (new hires, promotions, resignation, etc.), if any.
 - c. Review status of employment claims (Unemployment, Worker's Compensation, FMLA, etc.) in any.
24. **At approximately 11:20 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; continuation of Human Resources Director's report.** Motion by Pennington, second by Nonnenmacher to move into closed session. Chairman Nonnenmacher, aye; Pennington, aye; Bonacci, aye; Fischer, aye. The Committee commenced into closed session at 12:25 p.m.
25. **At approximately 11:40 a.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Pennington, second by Bonacci to return to open session at 1:00 p.m.
- Motion by Pennington, second by Bonacci to start the Human Resource Director position at step 1 on the Matrix with 6 month probation, effective February 7, 2019 using the 2019 matrix chart. All ayes, Fischer, nay, motion carried.
26. **Set date for next meeting:** Thursday, March 7, 2019 at 9:00
27. **Adjourn the Meeting.** Motion by Pennington, second by Bonacci to adjourn the Personnel Committee meeting at 01:04 p.m. All ayes, motion carried.

Minutes transcribed and submittedⁱ by:
Becky Rank,
Recording Secretary
