**LANGLADE COUNTY**
**P E R S O N N E L  C O M M I T T E E  R E P O R T**

**Meeting Date: 1/5/2017**
**Time: 8:30 a.m.**

**CHAIRMAN:** Doug Nonnenmacher
**MEMBERS PRESENT**: Doug Nonnenmacher, Arlene Bonacci, Richard Hurlbert, Jim Jansen, and Pete Pennington
**MEMBERS ABSENT:** None
**OTHERS PRESENT:** Kari Lazers, Robin Stowe, Dave Solin, John Schunke, Joe Novak III, Joe Novak IV, Brenda Mayr and Becky Rank

The meeting was called to order at 8:30 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

**Pledge of Allegiance.**

**Approve/amend Minutes of December 1, 2016 and December 29, 2016 Personnel Committee Meeting.** Motion by Hurlbert, second by Jansen to approve the Minutes of December 1, 2016 and December 29, 2016, all ayes, motion carried.

**Approve/amend the Agenda of January 5, 2017 Personnel Committee.** Motion by Jansen, second by Hurlbert to approve the Agenda of January 5, 2017, all ayes, motion carried.

**Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** None

**Brenda Mayr, Register in Probate/Juvenile Court Clerk will update the Committee.** Brenda Mayr, Register in Probate/Juvenile Court Clerk presented to the Committee an overview of the work that was done in the Probate/Juvenile Office in 2016. A copy of such report is on file in County Clerk's Office. Mayr also stated that their office is working on going paperless by using E-File and will need to have public access computers available. Mayr stated that a new financial reporting system has been established. Information only.

**Consider County Board Rule requiring super-majority vote to overturn policies developed by committees pursuant to the authority delegated by the County Board.** Robin Stowe, Corporation Counsel, explained that under the County Board Rules, all actions are considered by majority vote unless a statute or rule specifies a supermajority vote (2/3 or 3/4). The recent resolution for the consideration of a one-time payment to the three jail staff doing additional duties in the absence of the Jail Administrator was approved by a majority vote although it was denied by the Finance Committee which is required by County policy. Supervisors questioned whether resolutions to approve matters that have been denied by oversight committees under established policies should require a supermajority vote rather than a simple majority. Without a supermajority vote, for example, the Public Property Committee could deny a purchase for a department because it is not authorized under the purchasing policy and the Board could then approve the purchase by a simple majority vote. Discussion followed. Consensus of the committee was that this may be a solution in search of a problem. That until this becomes a problem (i.e., resolutions to overturn decisions made by committees applying established policies) then no further action is needed at this time.

Motion by Hurlbert, second by Bonacci to leave the vote as majority, all ayes, except Supervisor Nonnenmacher nay, motion carried.

**Report on status of refilling the Human Resources Director position.** Kari Lazers, Interim Human Resource Director, stated that five applicants were chosen to complete the interview process. One applicant has rejected the offer, leaving four applicants that the Personnel Committee will interview on January 11, 2017 starting at 12:45 p.m.

Discussion was held on when Lazers would leave the Interim Human Resource Director position.

Motion by Hurlbert, second by Jansen to have Lazers stay as the Interim Human Resource Director two weeks after the new hire has started to allow for training the new Director, all ayes, motion carried.

**Establish schedule for office closures for "holidays" in 2017.** The schedule for the office closures for the observed 2017 holidays are as followed.

New Year's Day- Monday, January 2, 2017
Floating Holiday- Friday, April 14, 2017 (Good Friday)
Memorial Day- Monday, May 29, 2017
Fourth of July- Tuesday, July 4, 2017
Labor Day- Monday, September 4, 2017
Thanksgiving- Thursday, November 23, 2017
Day after Thanksgiving- Friday, November 24, 2017
Christmas Day- Monday, December 25, 2017
Christmas Eve- Tuesday, December 26, 2017

**Discuss Resolution regarding Highway Department Casual Employee for emergency situations on an as needed basis, on-going.** Robin Stowe, Corporation Counsel, discussed a proposed resolution as the Highway Department is requesting the ability to hire employees on the casual or temporary basis in order to address staffing needs (i.e., to fill as needed when permanent staff is unavailable or on a leave of absence), with funding allocated from within the Highway Department budget. By creating this casual employment position, the Highway Commissioner will be able to hire casual employees when necessary to perform work as designated by the Highway Commissioner.

Motion by Hurlbert, second by Bonacci to approve the proposed Resolution, sending to County Board, all ayes, motion carried.

**Discuss location of the Human Resource Director's office.** As the oversight committee for the HR Department, Robin Stowe, Corporation Counsel, questioned the Committee regarding whether they wanted to relocate Human Resource Office before a new Director is hired. Discussion was held.

Motion by Pennington, second by Jansen to leave the Human Resource Director's office in the County Clerk's Office for 1 year until the new Human Resource Director is established, adding a private drop box/mail box for the Director, all ayes, except Supervisor Bonacci, nay, motion carried.

**Review and Revise Personnel Policies.**

**a. Review the Grievance Procedure.** Robin Stowe, Corporation Counsel, gave the Committee an overview on the current Langlade County Grievance Procedure. Discussion was held on whether the parties should share in the costs of an Impartial Hearing Officer for a grievance hearing. Item will be discussed further at the February Personnel Committee Meeting.

**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.)**

**a. Review status of personnel investigations, if any.** None.
**b. Review status of changes in employment status (new hires, promotions, resignations, etc.), if any.** Langlade County has four new employees. One at Social Services, one at Highway Department, one in Dispatch and one Sheriff Deputy, with two pending (Register of Deeds and Clerk of Courts). Information only.
**c. Review status of employment claims (unemployment, worker's compensation, FMLA, etc.), if any.** None

**At approximately 9:15 a.m., consider moving into closed session pursuant to §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 complete performance review of Corporation Counsel.**

Motion by Pennington, second by Bonacci to move into closed session. Chairman Nonnenmacher, aye; Bonacci, aye; Hurlbert, aye; Jansen, aye; Pennington, aye. The Committee commenced to closed session at 9:52 a.m.

Chairman Nonnenmacher asked to clear the room, requesting Robin Stowe, Dave Solin, Joe Novak, John Schunke and Kari Lazers to remain during closed session.

**At approximately 9:30 a.m., return to open session with possible action taken on any matters discussed in closed session.**

Motion by Pennington, second by Hurlbert to return to open session, all ayes, motion carried. The Committee returned to open session at 10:53 a.m. No action taken.

Committee's portion of the Performance Review Form was completed in open session and the original form was filed with the HR Department.

**Review monthly bills for Corporation Counsel, Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.**

**Set date for next meeting.** Thursday February 2, 2017 at 9:00 a.m.
Room 203, Courthouse

**Adjourn the Meeting.** Motion by Pennington, second by Hurlbert to adjourn the Personnel Committee meeting at 11:15 a.m., all ayes motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary