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LANGLADE COUNTY



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MEETING MINUTES

Committee: Personnel
Date: Wednesday, January 6, 2021
Time: 3:00 PM
Location: County Board Room, lower level of the Safety Building.

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

1. Meeting called to order at approximately 3:00 PM by Chairman Scupien.
2. Roll call was conducted. Chr. Scupien welcomed those in attendance.
3. Pledge of Allegiance.

PERSONNEL COMMITTEE			
Name	Role	Status	
Don Scupien	Chair	Present	
Sandy Fischer	Member	Present	
Carol Feller Gottard	Member	Present	
Doug Curler	Member	Present	
Arlene Bonacci	Member	Present	
Non-Committee Members Present			
Name	Interest	Name	Interest
Robin Stowe	Corporation Counsel	Reinhardt Balcerzak	Supervisor
Joseph Novak	Supervisor, by phone	Art Lersch	Ag & Extension, by phone
Mark Westen	Sheriff	Dan Bauknecht	Chief Deputy
George Shinnors	Supervisor	Ron Barger	DSS/Health Director
Jen Carson	Admin. Assistant Corp. Counsel	Judy Nagel	County Clerk/Recording Secretary
Marilyn Baraniak	Clerk of Court	Erin Lundgren	Clerk of Court Deputy

4. **Approve previous meeting minutes of December 2, 2020 Personnel Committee Meeting.** Motion by Fischer, second by Curler to approve the previous meeting minutes of December 2, 2020. All ayes, motion carried.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Clerk of Court Baraniak introduce her new employee, Deputy Clerk of Court Erin Lundgren. The Committee welcomed her.
6. **Discuss vacancy in the Child Support Office:** Financial Specialist/Program Assistant, ratifying Chairman's decision to re-fill vacancy: Stowe discussed the recent re-org in the Child Support Office, creating two positions of Financial Specialist/Program Assistant, currently a vacancy due to retirement. Funding for the vacant position discussed. Motion by Bonacci, second by Fischer to approve Chairman's decision to re-fill budgeted Financial Specialist/Program Assistant. All aye, motion carried.
7. **Discuss vacancy in the Ag & Extension Office:** Lead Program Assistant, ratifying Chairman's decision to re-fill the vacancy: Personnel Committee Chairman Scupien has already approved this. Lersch, by phone, explained the vacancy in the Ag & Extension Office. Motion by Feller Gottard, second by Fischer to approve Chairman's decision to re-fill budgeted Lead Program Assistant in the Ag & Extension Office. All ayes, motion carried.
8. **Discuss staff hours in the Public Health Department:** Barger explained that hours in the Public Health Department was increased from 35 hours per week to 40 hours per week due to COVID until the end of December 2020. Barger is requesting to extend the 40-hour work week in the Public Health Department until June 30, 2021, with funding in the Health Department Budget. Motion by Fischer, second by Curler to approve Public Health Department staff, including

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Barger, hours to remain at 40 hours per week until June 30, 2021. All ayes, motion carried.

9. **Clarification on additional payroll deductions for WRS:** Stowe discussed the request for additional payroll deductions for WRS for employees. Additional WRS payments are a direct payment made by the employee. Information only.
10. **Discuss options for change in wages, if the new hire opts not to enroll in the County health insurance:** Stowe discussed the recruitment option if an employee chooses not to enroll in the County Health Insurance, creating an incentive for an employee to join our organization. Supervisor Shinnors would like a stipend if candidate does not take county health insurance, transferring the health insurance costs to a stipend. Stowe will discuss with Cottingham and Butler the options of providing new hires the opportunity to receive a stipend for not enrolling in the County Health Insurance Plan. This item will be on the February agenda.
11. **Discuss Resolution #59-2020 Funding Limits for the County Self-Funded Group Health Insurance:** Stowe reviewed Resolution #59-2020 with the Committee, as this was a recommendation from Cottingham and Butler, stating on the Resolution the County contribution to be 92%. Discussion held, as there is a request for Cottingham and Butler to attend next meeting to explain this resolution.
12. **Policy Development:** Policies regarding personnel issues to be discussed as needed.
13. **Discuss extension of FFCRA leave until March 31, 2021:** Stowe discussed the new Federal Program regarding COVID for 2021, which was to expire 12-31-2020, now extended until 3-31-2021. Discussion regarding FFCRA, FICA withholdings, and discussion on this unfunded liability for Langlade County, an incentive for employees. Motion by Bonacci, second by Feller Gottard to approve extension of Langlade County Interim COVID Leave Policy (equivalent FFCRA) until March 31, 2021. All ayes, motion carried.
14. **Update on the Personnel Costs associated with the Second Branch of the Circuit Court:** Stowe stated that the HR Team was tasked with determining the personnel costs associated with the proposed Second Branch of the Circuit Court, which costs to be reported out to the County Board in January. Stowe discussed the various entities involved in personnel costs for a second branch. Stowe also discussed the requirement to demonstrate the preparations for a Drug Treatment Court with a Second Branch. Supervisor Shinnors discussed what benefit Langlade County would begin to have with a Second Branch that allows us to justify the costs. Discussion on the shortage of Public Defenders and the resources need to increase the availability of such. Discussion held.
15. **Discuss proposed reorg plan for the Dispatch:** Chief Deputy Bauknecht distributed a proposed re-org plan for Dispatch, focusing on the 8 budgeted dispatcher positions, modifying the job description for Dispatch Supervisor, modifying the job description for the Communications Supervisor, discussing transferring funding to the IT Department for IT services. Chairman Scupien requests that IT Director Paycer attend the next Personnel Committee meeting to discuss IT services for Dispatch.
16. **Proposed Employee Handbook Changes:** Motion by Curler, second by Fischer to approve the following Employee Handbook changes. All ayes, motion carried.
 - a) **Approve change of status form:** Form used to track changes to employee hourly wages, hours, etc. to be submitted to Finance Department.
 - b) **Approve proposed Compensation for Temporary Work Assignments:** Stowe shared the changes that will be made to the Handbook regarding Temporary Work Assignments, which assignments will be more than 60 days but less than 6 months.
 - c) **Review updated wording in the Handbook regarding Annual Physicals for employees:** Stowe discussed the requirement for employees and spouses that use the County's insurance to have an annual physical, or pay an annual 5% annual premium contribution.
17. **Discuss the Langlade County Human Resources Generalist/Payroll Specialist and establish a Payroll Specialist/Human Resources Generalist position to be filled internally:** Stowe reported on the Human Resources Generalist position that is a back up position to the Payroll Specialist. Discussion held on the Interview Team for Human Resources Generalist.
18. **Update on Current Recruitment(s), if any.** Discussion on the hiring rules prior to an interview.
19. **Human Resources 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 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.** Stowe advised that if complaints do come into the Finance Department, some are service related and some are HR related, which employment claims need to be documented and put on file.

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20. **At approximately 4:00 p.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, to review staff management planning discussions:** Motion by Bonacci, second by Curler to move into closed session at 4:40 p.m. Voice vote to move into closed session: Chairman Scupien, aye; Feller Gottard, aye; Bonacci, aye; Curler, aye; Fischer, aye. The Committee commenced into closed session at 4:40 PM. Those remaining in closed session: Balcerzak, Stowe, Barger and Nagel.
21. **At approximately 4:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Curler, second by Bonacci to move into open session at 5:05 p.m. All ayes, motion carried. Action taken: Motion by Curler, second by Fischer to forward Resolution #1-2020 to Ag & Extension and Land Conservation and Social Services Committees for further discussion. All ayes, motion carried.
22. **Set date for next meeting:** February 3, 2021 at 3:00 p.m. in the County Board Room. March meeting will be March 10, 2021 at 3:00 p.m. in the County Board Room.
23. **Adjourn the Meeting.** Motion by Curler, second by Fischer to adjourn the meeting at 5:06 p.m. all ayes, motion carried.

Minutes transcribed and submitted¹ by:
Judy Nagel
County Clerk/Recording Secretary
