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## MEETING MINUTES

**Committee:** Personnel  
**Date:** Wednesday, October 7, 2020  
**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. Motion by Bonacci, second Feller Gottard to excuse Fisher. All ayes, motion carried.

PERSONNEL COMMITTEE			
Name	Role	Status	
Don Scupien	Chair	Present	
Sandy Fischer	Member	Absent	
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	Dan Bauknecht	Chief Deputy
Marilyn Baraniak	Clerk of Court	Ron Barger	DSS/Health Director
Reinhardt Balcerzak	Supervisor	Nathan Heuss	Facilities Management Director
Erik Rantala	Forest Administrator	Judy Nagel	County Clerk
Brian Braun	Highway Commissioner	Mark Westen	Sheriff
Becky Rank	Deputy County Clerk/ Rec. Secretary		

3. Pledge of Allegiance.
4. Approve previous meeting minutes of September 2, 2020 Personnel Committee Meeting. Motion by Curler, second by Bonacci to approve the previous meeting minutes of September 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. No public comment.
6. Approve the hire of a Casual Contact Tracer Position in the Langlade County Health Department. Barger addressed the Committee asking for approval to hire 2 Casual Contact Tracers per recommendation of the BOH Committee. Barger stated one of the current full-time Casual Contact Tracers needs to reduce hours to 12 hours per week. Due to the large work load, more help is needed to complete duties. Barger stated funding will come from grant funds. Motion by Feller Gottard, second by Curler to approve the hire of 2 Casual full-time Contact Tracers, with funding coming from grant funds, with sunset term applying. All ayes, motion carried.
7. Update on Health Insurance. Stowe updated the Committee on Langlade County 2021 Plan Changes. Stowe presented the Committee with the 2021 plan changes from Cottingham & Butler. Committee reviewed. Information only.
8. Timeline and process for proposed Employee Handbook changes: Stowe stated the previous County Manager and

## Meeting Minutes (Continued)

previous HR Director worked on changes to the Employee Handbook to include the County Manager. Stowe stated he has also worked on proposed changes to include the County Manager, stating the current Employee Handbook has conflicting policies that need to be revised. Stowe will continue to work on these. Information only.

9. **Update on re-assignment duties of Human Resources Director while position remains vacant:** Stowe stated this item was discussed at September Personnel Committee. Stowe stated the HR duties have been temporarily reassigned to the Corporation Counsel Office, County Clerk and Finance Department. Information only.
10. **Review policy options for addressing substantial changes to job duties (compensation for temporary and permanent work assignments).** Stowe presented the Committee with a written option proposal for Compensation for assignment of additional duties \*(temporary or permanent). Stowe discussed with the Committee the current policy and what past policy practices consist of. Committee asked that Stowe and Nagel reach out to Department Heads to get a feel of what department are dealing with and draft a policy to reflect.
11. **Discuss and review requests to fill the following vacant positions:** Stowe and Nagel meet with Department Heads with current vacancies to review the vacant position(s). Stowe will present the Committee with a hiring process at the November Personnel Committee Meeting. Information only.
  - **County Manager: County board appointed Interim County Manager and referred recruitment and selection to a County Manger Work Group.** Administrative Ad Hoc Committee will review.
  - **Human Resources Director: Work has been temporarily reassigned to other existing positions and the study of the County's HR needs has been referred to the County Manager Work Group.** Administrative Ad Hoc Committee will review.
  - **Deputy Clerk of Court (full-time):** Stowe and Nagel met with Baraniak and recommends to the Committee to refill the vacant full-time Deputy Clerk of Court Position. Motion by Curler, second by Bonacci to approve the refill of the vacant full-time Deputy Clerk of Court Position. All ayes, motion carried.
  - **Deputy Clerk of Court (part-time):** Stowe recommends to discuss this position during closed session with Baraniak present.
  - **2 Corrections Officer(s):** Stowe and Nagel were unable to meet with the Sheriff on these positions and have no recommendations. Sheriff Westen addressed the Committee stating these positions fall under the minimum staffing levels per the County Board Rules. Discussion held on the level of training and the importance of the positions. Motion by Bonacci, second by Feller Gottard to approve the refill of 2 vacant Corrections Officers Positions. All ayes, motion carried.
  - **Public Health Officer:** Stowe and Nagel stated this position is state mandated. Stowe and Nagel recommend to refill. Motion by Bonacci, second by Feller Gottard to refill the vacant Public Health Officer. All ayes, motion carried.
  - **Land Conservationist:** Stowe and Nagel meet with Haakenson, this position is 100% grant funded with additional funding going to the Land Conservationist Technician and Zoning Administrator positions. Motion by Curler, second by Bonacci to refill the vacant Land Conservationist position. All ayes, motion carried.
  - **Building Maintenance Worker:** Stowe and Nagel meet with Heuss and recommends to the Committee to refill the vacant Building Maintenance Worker. Motion by Bonacci, second by Curler to approve the refill the vacant Building Maintenance Worker. All ayes, motion carried.
  - **2 Highway Worker:** Stowe and Nagel meet with Braun and recommends to the Committee to refill the 2 vacant Highway Worker. Discussion held on funding for the Highway Department. Braun stated the vacancies consists of one higher level worker and one entry level worker. Braun is looking at internal applicants to fill the higher-level worker position then external applicant to fill the then two vacant lower level entry positions. Braun stated these positions are under the Minimum Staffing in the County Board Rules. Motion by Bonacci, second by Feller Gottard to approve the refill of the 2 vacant Highway Workers positions and create an eligibility list. All ayes, motion carried.
12. **Review request to create and fill new combined position of Maintenance/Forestry Office Assistant:** Stowe stated due to permanent layoff and an upcoming retirement the Maintenance/Forestry Office Assistant will be combined.

## Meeting Minutes (Continued)

Stowe stated the job description has been refined to combine duties. Recruitment is underway. Discussion held on the time split between both departments and placement of this position. Nagel stated the Forestry Office will have the most public accessibility. Motion by Curler, second by Feller Gottard to create and fill the newly combined position of Maintenance/Forestry Office Assistant. All ayes, motion carried.

- 13. Discuss proposed policy to payout 70 hours of PTO for positions providing services to prevent the spread of COVID-19 and due to work demands are unable to use PTO; and eligibility for payout of PTO under Handbook provision (III.B-2.b) while vacancies exist in a department.** Stowe stated he has looked into different options and has discussed this during multiple Personnel Committee Meetings. Stowe stated that different criteria would need to be met to qualify for a PTO payout. Stowe presented the Committee with an Interim COVID-19 Policy: Authorizing payout of accrued paid time off (PTO) for employees that provide services to prevent the spread of COVID-19 and due to work demands are unable to use PTO. Chairman Scupien addressed the current policy in the Employee Handbook, discussion held. Motion by Curler, second by Scupien to approve the Interim COVID-19 Policy, authorizing payout of accrued paid time off (PTO) for employees providing services to prevent the spread of COVID-19 and due to work demands are unable to use PTO. All ayes, motion carried.
- 14. Discuss authorized increase in hours for hourly staff in the Health Department in response to work demands related to COVID-19.** Barger updated the Committee stating that due to the current work load he has authorized the hourly Health Department Staff to work 40 hours per week. Barger stated the funding will come from grant funding. Barger would like ratification from the Committee. Motion by Feller Gottard, second by Curler to approve the authorization to increase hours for the hourly staff in the Health Department to 40 hours per week. All ayes, motion carried.
- 15. Review request to payout comp time accruals for hourly staff in Clerk of Courts Office when staff are unable to use comp time due to vacancy and workload in this Department.** Baraniak updated the Committee stating due to 2 vacancies in the Clerk of Courts office, employees are accruing comp and unable to take any time off. Baraniak stated the comp accrued is at a time and a half rate because the Clerk of Court staff are working 40 hours per week. Baraniak stated the funding will come from the 2 vacancies. Stowe discussed with the Committee the history of payout of comp time. Information only.
- 16. Review casual employment policies; wages and benefits for casual employees.** Stowe presented the Committee the Casual Employment Policy as adopted by Resolution #40-2005. Stowe stated that the Casual Employees are not eligible for benefits. However, if the Casual Employee works more than 1200 hours they would be eligible for WRS. Stowe gave the Committee a history of the employment of Casual Employees and wage range. Stowe stated currently there is no set wage range. Carlson Dettmann did include the Casual Employee in the wage study.
  - A. Authorize Casual Employee Highway Workers.** Braun currently has approval for 2 casual employees. Braun stated he was contacted by DOT about sustaining a plow crew. Braun stated the concern is if COVID-19 affects the crew who would be available to run the plow routes. Braun stated there is currently 26 plow routes in Langlade County. Braun stated if more casual employees are needed the Highway Department hours are billed out so there is no fiscal impact. Information only.
- 17. Update on Current Recruitment(s), If any.** See item #11
- 18. 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 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.**
- 19. 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**

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**Director's report, review request for payout of one-half of extended leave; review request to re-classify a position in the Finance/HR Department:** Motion by Bonacci, second by Curler to move into closed session at 5:07 p.m. Voice vote to move into closed session: Chairman Scupien, aye; Feller Gottard, aye; Bonacci, aye; Curler, aye. The Committee commenced into closed session at 5:07 PM. Those remaining in closed session: Stowe, Nagel, Baraniak and Barger.

**20. At approximately 4:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Bonacci, second by Curler to move into open session at 5:55 p.m. All ayes, motion carried. No action taken during closed session.

**21. Set date for next meeting:** Wednesday, November 4, 2020 at 3:00 p.m.

**22. Adjourn the Meeting.** Motion by Bonacci, second by Curler to adjourn the meeting at 5:56 p.m. all ayes, motion carried.

**Minutes transcribed and submitted<sup>i</sup> by:**  
**Becky Rank**  
**Deputy County Clerk/Recording Secretary**

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