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## MEETING MINUTES

**Committee:** Personnel  
**Date:** Wednesday, February 3, 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 Vice-Chairman Curler.
2. Roll call was conducted. Motion by Fischer, second by Bonacci to excuse Scupien. All ayes, motion carried.
3. Pledge of Allegiance.

PERSONNEL COMMITTEE			
Name	Role	Status	
Don Scupien	Chair	Absent	
Sandy Fischer	Member	Present	
Carol Feller Gottard	Member	Present	
Doug Curler	Vice Chair, Acting Chair	Present	
Arlene Bonacci	Member	Present	
Non- Committee Members Present			
Name	Interest	Name	Interest
Robin Stowe	Corporation Counsel	Reinhardt Balcerzak	Supervisor
Sue Paycer	IT Director	Jacob Syndergaard	Cottingham & Butler
Mark Westen	Sheriff	Ron Barger	DSS/Health Director
Jen Carson	Admin. Assistant Corp. Counsel	Judy Nagel	County Clerk/Recording Secretary

4. Approve previous meeting minutes of January 6, 2021 Personnel Committee Meeting. Motion by Fischer, second by Bonacci to approve the previous meeting minutes of January 6, 2021. 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. Discuss options for changes in wages, if the new hire opts not to enroll in the County Health Insurance: Stowe introduced Jacob Syndergaard, of Cottingham and Butler, Langlade County Health Insurance. Discussion on the \$5000 for the 25 year plus employees that opt out of the County's Health Insurance. Discussion on offering new hires the option of opting out of the County's Health Insurance in lieu of a cash benefit. Syndergaard stated that before Langlade County would consider this, the administration and benefit of the opt out of insurance should be reviewed. Syndergaard stated that this could be in the plan design for 2022.
7. Discuss Resolution #59-2020 Funding Limits for the County Self-Funded Group Health Insurance Plan- Cottingham and Butler to discuss: Stowe discussed the Resolution that would set funding limits for Langlade County. Currently, Langlade County maintains a self-funded Group Health Insurance Plan and effective January 1, 2021, the employees enrolled in the County's Group Health Plan are required to contribute 6.2% of the health insurance funding rate, thus the County's contribution is 93.8%. Syndergaard stated that with the Resolution, it will provide Langlade County Self-Funded Group Health Insurance flexibility and a planning tool for 2022. Discussion on the contribution rate and the contribution data. Motion by Bonacci, second by Fischer to approve Resolution #59-2020, renumbered to Resolution #6-2021, forwarding this to the County Board. All ayes, motion carried.

## Meeting Minutes (Continued)

8. **Discuss expanding Wellness benefit to Anytime Fitness:** Stowe explained the current wellness benefit for employees enrolled in the county's insurance, stating that if an employee attends Welfit 10 times per month, there is a \$35 monthly reimbursement. Anytime Fitness has agreed to offer the same incentive, attend 10 times per month, \$35 reimbursement. Discussion held. Motion by Fischer, second by Feller Gottard to approve expanding the wellness benefit to Anytime Fitness, employee can choose. All aye, motion carried.
9. **Policy Development:** Policies regarding personnel issues to be discussed as needed.
10. **Discuss proposed reorg plan for the Dispatch:** Stowe stated Sheriff Westen has already presented and approval given for the one-time lump sum payment to the Interim Dispatch Supervisor, Personnel Committee does not need to approve the payment. Westen stated currently a Dispatcher is Interim Dispatch Supervisor, with no compensation at this time. The Dispatch/IT reorg is a work in progress.
11. **Proposed Employee Handbook Changes:**
  - a) **Changing PTO use from six months to 60 days:** Stowe explained the PTO accrual, requesting to change the wording in the Handbook to state: PTO use can start after 60 days of employment. Motion by Fischer, second by Feller Gottard to approve the Handbook Change: PTO use can start after 60 days of employment. All ayes, motion carried.
12. **Discuss offering recruitment bonus for employment:** Stowe discussed recruitment bonus for employment and retention bonus offers. Discussion on offering a bonus to an existing employee that actually recruits an employee that gets hired by Langlade County and stays employed for one year. Retention bonus to be given to the employee that maintains employment for at least one year. Discussion held, this will be on the next month agenda.
13. **Discuss offering retention bonus:** discussed with #12.
14. **Update on the Director of the Department of Administration:** Stowe discussed the staffing changes in the Finance/HR/County Manager Departments, stating the H/R Generalist back up Payroll Specialist and the Payroll Specialist back up H/R will soon be on-board with Langlade County. Stowe also stated that the County Manager applications close February 10, 2021. Discussion on County Manager interviews and a question/answer opportunity for Department Heads with the County Manager candidates.
15. **Update on Current Recruitment(s), If any.** Jen Carson updated the Committee on the conditional offers and on-boarding of 8/9 employees in February for Langlade County.
16. **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.**
17. **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 Resource's report, to review staff management planning discussions:** Motion by Fischer, second by Bonacci to move into closed session at 4:08 p.m. Voice vote to move into closed session: Feller Gottard, aye; Bonacci, aye; Curler, aye; Fischer, aye. The Committee commenced into closed session. Those remaining in closed session: Balcerzak, Stowe, Syndergaard and Nagel.
18. **At approximately 4:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Fischer, second by Bonacci to move into open session at 5:04 p.m. All ayes, motion carried. Action taken: Motion by Bonacci, second by Fischer to approve re-processing the claim discussed in closed session. All ayes, motion carried.

## Meeting Minutes (Continued)

**19. Set date for next meeting:** March meeting will be March 10, 2021 at 3:00 p.m. in the County Board Room.

**20. Adjourn the Meeting.** Motion by Bonacci, second by Fischer to adjourn the meeting at 5:05 p.m. all ayes, motion carried.

Minutes transcribed and submitted<sup>i</sup> by:

Judy Nagel

County Clerk/Recording Secretary

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