

800 CLERMONT STREET  
ANTIGO, WI 54409-1948  
[WWW.CO.LANGLADE.WI.US](http://WWW.CO.LANGLADE.WI.US)

LANGLADE COUNTY



TELEPHONE: (715)627-6200  
FAX: (715)627-6303

## MEETING MINUTES

**Committee:** Personnel  
**Date:** Thursday, February 6, 2020  
**Time:** 1:30 p.m.  
**Location:** Wolf River Room, Resource Center

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

1. Meeting called to order at approximately 1:30 p.m.
2. Roll call was conducted.
3. Pledge of Allegiance.

PERSONNEL COMMITTEE			
Name	Role	Status	
Doug Nonnenmacher	Chair	Present	
Pete Pennington	Member	Present	
Richard H. Hurlbert	Member	Present	
Sandy Fischer	Member	Present	
Arlene Bonacci	Member	Present	
Non- Committee Members Present			
Name	Interest	Name	Interest
Tina Ver Hagen	H.R. Director	Becky Rank	Deputy County Clerk/Rec. Secretary
Dave Solin	County Board Chairman	Ron Barger	Health/Social Service Director
Marilyn Baraniak	Clerk of Court	Roy Dieck	Citizen
Dennis Clerk	County Manager		

4. **Approve previous meeting minutes of January 6, 2020 Personnel Committee Meeting and Joint Matrix, Personnel and Finance Committee Meeting Minutes of January 16, 2020.** Motion by Hurlbert, second by Bonacci to approve the previous meeting minutes of January 6, 2020 and Joint Matrix/Personnel/Finance Committee Meeting. All ayes, motion carried.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Ron Barger requested to be added to the next Personnel Committee Meeting regarding the creation of an Environmental Health Specialist Sanitarian Position per the Board of Health Committee.
6. **Review Monthly Departmental Budgets presented to the Committee.** None
7. **Discuss with possible action, re-fill Legal Secretary position in the Corporation Counsel's Office.** Ver Hagen read a statement from Corporation Counsel Stowe. Stowe stated he received approval from Chairman Nonnenmacher and County Board Chairman Solin to re-fill the Legal Secretary Position. In his statement, Stowe re-iterated his priorities for the position. Pennington asked if this position will be shared with the County Manager. Discussion held. County Manager Dennis Clark stated his vision of a Legal Secretary would be someone that can do or learn grant writing and other higher-level secretarial work. Clark stated a volunteer could be used for lower level clerical work like scanning and filing. Motion by Pennington, second by Hurlbert to re-fill Legal Secretary in the Corporation Counsel. All ayes, motion carried.

## Meeting Minutes (Continued)

8. **Discuss with possible action, filling the Lead Social Worker Position.** Health and Social Services Director Barger updated the Committee on the filling of the Lead Social Worker Position. Barger stated that Rylee Bricko has been selected as the Lead Social Worker. Barger will be attending the next Matrix Committee to set the wage for the Lead Social Worker Position. Information only.
9. **Discuss with possible action, to write-off "old debt" in the Clerk of Court Office.** Clerk of Court Marilyn Baraniak stated in 1993 the Judge ordered an inmate to pay a fine of \$1,825 to the courts and restitution (Drug by money) to the Sheriff's Department in the amount of \$3,000. The Department of Correction did not notify the Clerk of Court of end of sentence. The Clerk of Court has tried to find this individual; however, he is not currently in the system. The Court has a write-off policy for old fines, but the Judge did not feel comfortable writing off restitution for the Sheriff's Department. Baraniak stated the individual paid on the restitution leaving a balance of \$381.12. The Sheriff has been notified of this old restitution and is in approval of writing this off. Motion by Pennington, second by Hurlbert to approve writing off \$381.12 of restitution, sending this item to Finance Committee. All ayes, motion carried.
10. **Update on Current Recruitment, If any.** Ver Hagen stated she is currently recruiting for a Legal Secretary and LTE Forester. Ongoing recruitment for one Correction Officer, one Sheriff's Deputy is doing the pre-employment screening, one Highway Worker is doing the pre-employment screening with two candidates on the eligibility list. Information only.
11. **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.)** Ver Hagen updated the Committee on the WPELRA Conference attended in Madison. Ver Hagen discussed on different trainings attended. Information only.
  - Review status of personnel investigation, in any.
  - Review status of changes in employment status (new hires, promotions, resignation, etc.), if any.
  - Review status of employment claims (Unemployment, Worker's Compensation, FMLA, etc.) in any.
12. **At approximately 2:00 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.** Motion by Bonacci, second by Pennington to move into closed session. Chairman Nonnenmacher, aye; Pennington, aye; Hurlbert, aye; Bonacci, aye; Fischer, aye. The Committee commenced into closed session at 1:51 p.m.
13. **At approximately 2:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Pennington, second by Hurlbert to move back into open session at 2:00 p.m. All ayes, motion carried. No action taken in closed session.
14. **Set date for next meeting:** March 5, 2020 at 1:30 p.m., Resource Center, Wolf River Room.
15. **Adjourn the Meeting.** Motion by Hurlbert, second by Bonacci to adjourn the Personnel Committee Meeting at 2:04 p.m. All ayes, motion carried.

Minutes transcribed and submitted<sup>i</sup> by:  
Becky Rank,  
Recording Secretary

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