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## MEETING MINUTES

**Committee:** Personnel  
**Date:** Thursday, March 5, 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
Dennis Clark	County Manager	Karalee Brock	4-H Lead Program Assistant
Becky McPhail	Child Support	Reinhardt Balcerzak	Supervisor
Mark Westen	Sheriff	Nate Heuss	Facilities Management Director

4. **Approve previous meeting minutes of February 6, 2020 Personnel Committee Meeting.** Motion by Pennington, second by Hurlbert to approve the previous meeting minutes of February 6, 2020. All ayes, motion carried.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Zoning Administrator Haakenson would like to discuss office hours for Land Records and Regulations Department.
6. **Review Monthly Departmental Budgets presented to the Committee.** H/R Director Ver Hagen updated the Committee on the HR Budget. Ver Hagen stated she is over budget in wages for 2019 stating Finance Department has shifted funds around in her budget to cover the overage and balance the HR's budget. Information only.
7. **Discuss with possible action, re-fill the Financial/Program Assistant Position in the Child Support Agency.** H/R Director Ver Hagen and Child Support Director McPhail asked to ratify the decision of the Chairman to refill the Financial/Program Assistant Position in the Child Support Agency. Discussion held on the evaluation of vacant positions. Motion by Pennington second by Bonacci to refill the Financial/Program Assistant Position in the Child Support Agency. All ayes, motion carried.
8. **Human Resources goals for 2020.** H/R Director Ver Hagen presented the Committee with a list of goals continuing from 2019 and new for 2020. Committee reviewed the list, suggesting to add working with the County Manager on the Compensation Plan. Information only.

## Meeting Minutes (Continued)

### 9. Handbook Policy Review:

- A. Service Animal Policy: Ver Hagen presented the Committee with a proposed Service Animals Policy. Ver Hagen stated this revised Policy pertains to all individuals that bring a service animal onto county property. Committee reviewed. Motion by Pennington, second by Hurlbert to approve the revised Service Animal Policy. All ayes, motion carried. County Manger Clerk suggested that this policy be reviewed by a group before the policy is changed.
- B. Recruitment and Selection of Employees: Ver Hagen presented the Committee with a proposed Recruitment and Selection of Employees Policy. Ver Hagen suggested removing specific wording and adding *"To be eligible for Wisconsin Retirement Systems (WRS) benefits, please refer to the WRS Administration Manual where hire dates and required hours are outlined regarding WRS eligibility (available online at etf.wi.gov)"* Ver Hagen stated by doing this, it would cover the county's policy in the event WRS updates. Discussion held on part-time employees eligibility for WRS. Motion by Hurlbert, second by Fischer to approve the revised Recruitment and Selection of Employees. All ayes, motion carried.

**10. Update on Current Recruitment, If any.** H/R Director Ver Hagen updated the Committee on current recruitment stating interviews are scheduled for Child Support Financial/Program Assistant. Ver Hagen stated she is working on open recruitment for 2 correction officers, 1 dispatch and multiple casual LTE positions for Forestry and Maintenance. 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.)** H/R Director Ver Hagen updated the Committee on the WPELRA Conference she attended in Madison. Ver Hagen discussed the different trainings attended. Information only.

- 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.
- D. Review Exit Interviews from 2019: Ver Hagen stated that upon an employee leaving the county, the employee is given an exit interview to fill out. Ver Hagen presented the Committee with redacted exit interviews from 2019. Committee reviewed. Sheriff Westen asked the Committee to create an authorization that upon the exit interviews all pertinent information is shared with the department head. County Manager Clark agreed that the information in the exit interviews be shared with department heads.

**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 1:56 p.m.

Chairman Nonnenmacher cleared the room, those remaining in closed session are Ver Hagen, Balcerzak, Clark, Brock, and Heuss.

**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 2:15 p.m. All ayes, motion carried.

Motion by Pennington second by Hurlbert to allow donation of PTO to a maintenance worker. All ayes, motion carried.

## Meeting Minutes (Continued)

Motion by Bonacci, second by Fischer to have Human Resource Director Ver Hagen update employee personal file with disciplinary action discussed in closed session. All ayes, motion carried.

**14. Set date for next meeting:** April 2, 2020 at 1:30 p.m., Resource Center, Wolf River Room.

**15. Adjourn the Meeting.** Motion by Bonacci, second by Hurlbert to adjourn the Personnel Committee Meeting at 2:19 p.m. All ayes, motion carried.

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

**Becky Rank,**

**Recording Secretary**

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