

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 4/6/2017**  
**Time: 9:00 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Arlene Bonacci, Richard Hurlbert, Jim Jansen, and Pete Pennington

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Gary Olsen, Robin Stowe, Alisha Resch, Marilyn Baraniak, Deb Igl, Chet Haatvedt, Kirsten Wolf, Dave Solin, and Becky Rank

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

**Pledge of Allegiance.**

**Approve/amend Minutes of March 2, 2017, March 8, 2017 and March 15, 2017 Personnel Committee Meetings.** Motion by Jansen, second by Pennington to approve the minutes of March 2, 2017, March 8, 2017 and March 15, 2017. All ayes, motion carried.

**Approve/amend the Agenda of April 6, 2017 Personnel Committee.** Motion by Pennington, second by Hurlbert to approve the agenda of April 6, 2017. All ayes, motion carried.

**Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** None

**Introduction of the new Deputy of Clerk of Courts.** Clerk of Courts Marilyn Baraniak introduced Deb Igl who was recently hired as a Deputy of Clerk of Courts. The Personnel Committee welcomed Deb. Information only.

**Introduction of the new Deputy Register of Deeds.** Register of Deeds Chet Haatvedt introduced Kirsten Wolf who was recently hired as the Deputy Register of Deeds. The Personnel Committee welcomed Kirsten. Information only.

**Identify which Employee Evaluation Form has been approved for use by the Committee.** Gary Olsen, Finance Director/Interim HR Director stated that the Personnel Committee approved a new Employee Evaluation Form in November of 2016 with the understanding that each Department Head would be trained on the new form. Due to the vacant HR Director position, this training was not held. Department Heads would like the authorization to use the old version of the Employee Evaluation Form and needs approval of the Personnel Committee to do so.

Motion by Pennington, second by Bonacci to approve all Department Heads to use the old version of the Employee Evaluation Form. All ayes, motion carried.

**Review Interim Plan for Human Resources (Res. #23-2017). [Note: This will be a continuing item as long as Interim Plan is in effect].** Gary Olsen, Finance Director/Interim HR Director gave an overview of how the Finance Department has been adjusting to the added HR responsibilities. Olsen stated that the New Staff Accountant position recruitment will be ending today, April 6, 2017. Olsen expects to have the employee hired and starting as early as May 15, 2017. Alisha Resch has been handling the recruitment process for all departments and is also handling the FLMA paperwork along with all the payroll duties. Olsen is in contact with all Department Heads and handling all concerns and issues that have come up.

Robin Stowe, Corporation Counsel stated that the Ad Hoc HR & Administration Study Committee will meet on April 11, 2017 to review and determine the HR and Administrative needs for Langlade County. Stowe, Olsen and Resch will meet weekly regarding the HR duties and concerns. Stowe discussed that lots of changes to the Employee Handbook have been implemented within this last year. Stowe and Olsen will meet with Department Heads every month to review what policies need to be reviewed/changed. Stowe and Olsen will then compile a list of policies that need to be reviewed/changed and present the Personnel Committee with the suggested changes. By these policies

being looked at now it is the hope that the new HR Director will have a smooth transition into the position. Information only.

**Review information regarding services that are available from an employment, consulting or recruiting agency regarding Human Resources and/or staffing for Human Resources. [Note: This is for information only at this time as the County is studying its needs for Human Resources and the Interim Plan is in effect (Res. #23-2017)].** Robin Stowe, Corporation Counsel discussed with the Personnel Committee different options for the County if Plan B does not prove successful. Stowe has been in contact with agencies that provide temporary staffing services, contracted HR services and professional recruiting services, including one agency located in Wausau (Westphal Staffing). Stowe reminded the committee that since the Personnel Committee remains that hiring body and oversight committee for the HR Department, the Personnel Committee will be called upon to implement whatever plan for HR that is adopted by the Board at the conclusion of the study. In the event that the Committee may be interested in any other options as needed (temp staffing, contracted services, etc.), then it is recommended that these services be requested on a competitive basis, such as an RFP. Discussion was held. The Personnel Committee would like to see the results of the Ad Hoc HR & Administration Study Committee before they consider any other options. Information only.

**Discuss Confidentiality Policy and Confidentiality Pledge Form.** Robin Stowe, Corporation Counsel previously presented the Committee with a Confidentiality Policy and a Confidentiality Pledge Form. Stowe was asked to present this form to the Department Heads during the Team Management meeting to get feedback. The proposed policy has been shared with all department heads, and no objections or concerns about adopting this policy at this time were received. It is recommended that the Confidentiality Policy be added to the Employee Handbook and that the Pledge Form be signed by each employee of Langlade County. Committee clarified that this discussion only relates to adopting this policy in the Handbook and that adopting this policy as part of the Rules of the Board will take place at the next Executive Committee meeting.

Motion by Pennington, second by Nonnenmacher to add the Confidentiality Policy and Confidentiality Pledge Form to the Employee Handbook having each employee sign. All ayes, motion carried.

**Review and Revise Personnel Policies.** None.

**Human Resources Director's Report.** Gary Olsen, Finance Director/Interim HR Director gave an overview of the HR Department. Olsen is setting up recommended training sessions for Employee's and Department Heads. Alisha Resch gave an update on the recent recruitments.

- Assistant Code Administrator/Land Conservationist in the Land Records Department has been hired and will start 4/14/2017.
- Shoreland Protections Specialist (LTE) in the Land Records and Regulations Department. Interviews will be held the week of April 10-13.
- Dispatcher positions in the Sheriff's Department. Two (2) individuals were offered positions, contingent on background checks. At the end of this process, it was decided to re-post the dispatcher position in order to find candidates for an eligibility list.
- Deputies in the Sheriff's Department. Three (3) individuals were offered positions contingent on testing and background checks. Two (2) other individual were asked to go through the agility test and will be placed on an eligibility list if completed.
- Corrections Officers in the Sheriff's Department. Copies of all applications were given to Don Bergbower, Jail Administrator for review.
- Staff Account in the Finance Department. Applications will be accepted up to April 6, 2017.

Resch is also working with Sheriff Westen on an internal recruitment to hire for Chain of Command positions. Information only.

**At approximately 10:25 a.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; to discuss personnel issues.**

Motion by Pennington, second by Hurlbert to move into closed session. Chairman Nonnenmacher, aye; Bonacci, aye; Hurlbert, aye; Jansen, aye; Pennington, aye. The Committee commenced to closed session at 10:10 a.m.

**At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed in closed session.**

Motion by Hurlbert, second by Pennington to return to open session. All ayes, motion carried. The Committee returned to open session at 10:38 a.m.

Motion by Jansen, second by Hurlbert to allow Corporation Counsel to negotiate resolution of personnel issues as was discuss during closed session. All ayes, motion carried.

**Review monthly budget summary for Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.** none

**Set date for next meeting.** Next regular meeting is on Thursday, May 4, 2017 at 9:00 a.m., Room 203, Courthouse.

**Adjourn the Meeting.** Motion by Pennington, second by Bonacci to adjourn the Personnel Committee meeting at 10:40 a.m. All ayes, motion carried.

Respectfully Submitted,  
Becky Rank, Recording Secretary