

MEETING MINUTES

Committee: PERSONNEL COMMITTEE
Date: Wednesday, May 15, 2024
Time: 4:00 PM
Location: County Board Room, Lower Level of the Safety Building

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

As a courtesy to others, please silence cell phones and please notify the Chairman if you intend to record this meeting.

- 1. Meeting called to order at 4:00 PM**
- 2. Conduct Roll Call:** Motion by Poltrock, second by Balcerzak to excuse Below. All ayes, motion carried.

PERSONNEL COMMITTEE			
Bruce McDougal	Chairman		Present
Teresa Poltrock	Vice-Chair		Present
Roy Dieck	Member		Present
Reinhardt Balcerzak	Member		Present
Chris Below	Member		Absent
Others Present			
Name	Interest	Name	Interest
Jason Hilger	County Administrator	Robin Stowe	Corporation Counsel
Al Murray	Forest, Park, and Rec Admin.	Kevin Bouche	Facility Management Director
Judy Nagel	County Clerk/Rec. Secretary	Chris Dulmes	H/R Generalist

- 3. Please silence all cell phones.**
- 4. Recite the Pledge of Allegiance.**
- 5. Approve/amend the minutes of the Personnel Co Meeting of March 14, 2024:** Motion by Poltrock, second by Balcerzak to approve the Personnel Co Meeting Minutes of March 14, 2024. All ayes, motion carried.
- 6. Public comment on agenda items and consideration of requests for items to be added to future meeting agendas:** No public comment.
- 7. Elect a Vice-Chair for the Personnel Committee:** Chairman McDougal requests nominations for Vice-Chair. Poltrock nominates herself for Vice-Chair, Balcerzak seconds. The chairman calls three times for nominations. Motion by Dieck, second by Balcerzak to close nominations and cast a unanimous ballot for Poltrock. All ayes, motion carried. Poltrock will be vice-chair for the Personnel Committee.
- 8. Workers' Comp Update:** H/R Generalist Dulmes discussed the LC Workers Compensation Report as of May 8, 2024, noting that our Mod Factor is still below 1, which is very good. Discussion on lag time, ongoing claims from 2023, and the three-year rolling average that sets our WC Premium. No action was taken.
- 9. Safety Walk-Around Update, working on scheduling for the remaining County Buildings:** H/R Generalist Dulmes stated that he completed a walk-through with a representative of our Insurance Carrier, Charles Taylor. Dulmes and Traas toured the Courthouse and the Resource Center, viewing workstations, looking for safety concerns, and completing ergonomic assessments. Dulmes will be meeting again to view the other county building work areas. Discussion held.
- 10. Discussion on the 2025 COLA:** County Administrator Hilger stated the preliminary 2025 COLA is 3%. Discussion held. No action was taken.
- 11. Anovia Update for 2024:** H/R Generalist Dulmes updated the Committee on the Anovia Clinic, explaining to the Committee the services, and the usage number for Langlade County for the first quarter of 2024. Dulmes also explained the estimated savings for Langlade County, as the County is self-funded.
- 12. Condition Management Change for 2025 (\$50/non-compliance for EE and Spouse):** County Administrator Hilger discussed Condition Management, mainly targeting diabetes and high blood pressure. H/R Generalist

Meeting Minutes (Continued)

stated that currently there is a 5% fee for non-compliance. Discussion held. Motion by Poltrock, second by McDougal to support the change in 2025 for Condition Management fees, from 5% to \$50 for non-compliance for EE and Spouse. All ayes, motion carried.

- 13. Joining a Captive for Insurance:** County Administrator Hilger stated that Langlade County is self-insured, and Captive is re-insurance. Captive will place those in the plan with like-minded employers. Hilger is working on the details, with more to come.
- 14. FLSA (Fair Labor Standard Act) Salary Exemption Ruling, discussion only:** H/R Generalist Dulmes discussed the recent changes to the Fair Labor Standard Act, adjusting the minimum salary for salaried employees. County Administrator Hilger stated that this may affect four to five people, moving them from salaried to hourly. No action was taken.
- 15. Employee Community Service Update:** H/R Generalist Dulmes discussed the Community Service Hours Used Report, noting that each employee is allotted 8 hours annually for community service within Langlade County. Discussion held.
- 16. Discuss Amendments to the Community Service Time Off Policy: Community Service must be completed in Langlade County and Community Service hours will not cause overtime to be paid by the Department:** H/R Generalist Dulmes discussed the current Policy for Community Services, stating there is nothing in the policy regarding what county (in Langlade County) to complete community service and being certain that community service does not cause overtime to be paid by the department. Motion by Poltrock, second by Balcerzak to approve the amendments to the Community Service Time Off Policy: Community Service must be completed in Langlade County, and Community Service hours will not cause overtime to be paid by the Department. All ayes, motion carried.
- 17. ARPA Funding Request for Wellness and Motivational Speaker:** County Administrator Hilger discussed the mental health wellness initiative for the Sheriff's Office. Chief Deputy Bauknecht has proposed a program for all Employees, and the City of Antigo, with funding for the program coming from the ARPA Public Health Funds. Hilger stated that some other ARPA Funds will be used for brick-and-mortar projects. No action was taken.
- 18. Expansion of Forestry Office Assistant from Part-Time to Full-Time:** County Administrator Hilger explained the part-time to full-time, increasing the hours from 2.3 to 2.6 in the Forestry Office. Discussion held. Motion by Balcerzak, second by Dieck to expand an LTE Position, formerly located at Jack Lake, to an FT Position, to be located at the Forestry, Parks and Recreation Office, not to exceed \$30,000 from the undesignated General Fund. All ayes, motion carried.
- 19. H/R Generalist: Monthly County Department Staffing Status Report:** H/R Generalist Dulmes reviewed the monthly report, explaining the current vacancies and their status: still vacant, offer pending, or filled. Discussion on the Dispatcher positions budgeted for 12 positions, but working with Marathon County on remote dispatching, there is currently a budget for 6 positions. No action was taken.
- 20. Update or Report on Activities/Grants from the County Administrator:** County Administrator Hilger acknowledged the long-term, dedicated employees, that with retention, become good, trained leaders.
- 21. Next meeting date:** The Personnel Committee will be meeting every Third Tuesday. The next meeting date will be July 16, 2024, at 4:00 in the County Board Room.
- 22. Adjourn the meeting:** Motion by Poltrock, second by McDougal to adjourn the May 15, 2024 meeting at 5:15 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:
Judy Nagel, County Clerk, Recording Secretary