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LANGLADE COUNTY



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MEETING MINUTES

Committee: Personnel
Date: Wednesday, July 1, 2020
Time: 1:30 p.m.
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 1:30 p.m. by Chairman Scupien.
2. Roll call was conducted.
3. Pledge of Allegiance.

PERSONNEL COMMITTEE			
Name	Role	Status	
Don Scupien	Chair	Present	
Doug Nonnenmacher	Member	Present	
Carol Feller Gottard	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	Ron Barger	DSS/Health Director
Marilyn Baraniak	Clerk of Court	Chet Haatvedt	Register of Deeds
Robin Stowe	Corporation Counsel	Sue Paycer	IT Director

4. **Approve previous meeting minutes of June 4, 2020 Personnel Committee Meeting.** Motion by Bonacci, second by Fischer to approve the previous meeting minutes of June 4, 2020. All ayes, motion carried.

Chairman Scupien removed items #6 & 8 off the agenda.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Supervisor Feller Gottard requested the review of the Work Group Committee.
- ~~6. Review Families First Coronavirus Response Act (FFCRA) Policy~~
7. **Discuss request from Register in Probate for a credit card for Deputy Register in Probate with a maximum of \$200.** Human Resource Director Ver Hagen read the request from the Register in Probate Brenda Mayr to issue a credit card for the Deputy Register in Probate with a maximum of \$250. Register in Probate stated in the letter the credit card will be used for registered postal mailings that need to be done at the post office. Motion by Nonnenmacher, second by Bonacci to approve a credit card for the Deputy Register in Probate with a maximum limit of \$250. All ayes, except Feller Gottard nay, 4-1 vote, motion carried.
- ~~8. Discuss request from Finance Director regarding additional compensation for addition hours worked by Finance Staff~~
9. **Discuss request to payout 70 hours of PTO for Health Department Staff that are currently at their PTO Cap.** Health and Social Services Director Barger presented the Committee with a request to payout 70 hours of PTO for Health Department Staff that are currently at their PTO Cap. This request was approved by the BOH Committee and forwarded onto Personnel Committee. Barger stated the funds would come from the Health Department budget. Register of Deeds Chet Haatvedt

Meeting Minutes (Continued)

addressed the Committee stating this is not just an issue in the Health Department but countywide. Ver Hagen agreed with Haatvedt stating there are multiple other county employees that are currently at their PTO Cap. Ver Hagen stated per the Employee Handbook there are currently two options for employees: the employee may transfer PTO to their extended bank twice a year or participate in the Leave Sharing Policy. After lengthy discussion Chairman Scupien postpone this item until more information is available. Committee agreed to postpone this item to a future agenda. Information only.

10. Discuss creation of Health Department Sanitarian Position. Barger presented the Committee with a draft job description for Environmental Health Specialist/Registered Sanitarian. Barger stated that at the June County Board Meeting the County Board suspended the County Board Rules 12.1-12.3 which allowed the position process to be expedited. Barger stated he is working with County Manger Clark and Corporation Counsel Stowe on the creation of a resolution. Barger stated a Public Hearing will be held by the Board of Health Committee in August. Barger stated if all goes as planned this position will be ready to hire in early 2021. Information only, no action taken.

11. Paid Time off: Ver Hagen presented the Committee with a proposed draft of the Paid Time Off Policy in the Employee Handbook. Ver Hagen proposed adding 20 & 30 hours per week line items in the accrual of PTO chart within the policy. Ver Hagen stated the county now has employees working these hours collecting PTO this would clarify accrual hours for these positions. Discussion held. Motion by Fischer, second by Nonnenmacher to add 20 & 30 hours per week line items in the PTO accrual chart in the Paid Time Off (PTO) Policy in the Employee handbook. All ayes, except Bonacci and Feller Gottard, 3-2 vote, motion carried.

Ver Hagen asked the Committee to look at Section B-3, Subsection I, in the Paid Time Off (PTO) Policy. Ver Hagen stated the current policy reads *"Employees, who wish to transfer up to 100 PTO hours to their extended leave bank, must complete a PTO distribution form by June 30th or November 30th".* Ver Hagen stated multiple employees are losing PTO each pay period and would like to change the designated PTO hours eligible to transfer to a higher amount. Discussion held on the clarification of the number of hours eligible to transfer per calendar year. Clark clarified the policy stating Section B-2, Subsection H, stated *"A maximum of 100 PTO hours may be transferred to the employees extended leave bank annually"*. Discussion held, concern that due to COVID, employees are unable to use their PTO and are losing time they have earned. Chairman Scupien would like this item be postponed to next meeting.

12. Handbook Policy Review:

A. Recruitment and Selection of Employees. Ver Hagen presented the Committee with a proposed revised Recruitment and Selection of Employees Policy, section Approval of Employment Positions. Ver Hagen stated the proposed revisions would streamline the hiring process to include the County Manager. Stowe stated the County Board during the June meeting gave the County Manager full administrative authority. Stowe stated he is working on revising the county policies to reflect the County Manger and authority given. Supervisor Feller Gottard would like the policy to reflect the oversight be informed. Chairman Scupien would like this item be postponed to next meeting.

13. Update on Current Recruitment, If any. Ver Hagen updated the Committee on current recruitment. Ver Hagen stated she is working on the hire of 2 Emergency Dispatchers, 4 Contact Tracers, and a Public Health Nurse. Information only.

14. 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 stated employees that have been furloughed have given positive reviews on applying for unemployment benefits.

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.

15. 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 Nonnenmacher, second by Bonacci to move into closed session. Chairman Scupien, aye; Feller Gottard, aye; Nonnenmacher, aye; Bonacci, aye; Fischer, aye. The Committee commenced into closed session at 3:02 p.m.

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Chairman Scupien cleared the room, those remaining in closed session are Ver Hagen, Clark, Stowe and Rank.

- 16. At approximately 2:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Nonnenmacher, second by Bonacci to move into open session at 3:23 p.m. All ayes, motion carried. No action taken in closed session.
- 17. Set date for next meeting:** Wednesday, August 5, 2020 at 1:30 p.m. in the County Board Room
- 18. Adjourn the Meeting.** Motion by Bonacci, second by Nonnenmacher to adjourn the meeting at 3:24 p.m. All ayes, motion carried.

Minutes transcribed and submittedⁱ by:

Becky Rank,
Recording Secretary
