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## MEETING MINUTES

**Committee:** Personnel  
**Date:** Wednesday, August 5, 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	
Vacant	Member	Absent	
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
Duane Haakenson	Zoning Administrator	Ron Barger	DSS/Health Director
Marilyn Baraniak	Clerk of Court	Chet Haatvedt	Register of Deeds
Robin Stowe	Corporation Counsel	Joe Martell	GIS Coordinator
Mark Westen	Sheriff	Karalee Brock	Lead Program Assistant Extension
Reinhardt Balcerzak	Supervisor		

4. **Approve previous meeting minutes of July 1, 2020 Personnel Committee Meeting.** Motion by Fischer, second by Bonacci to approve the previous meeting minutes of July 1, 2020. All ayes, motion carried.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Sheriff Westen requested to add discussion with possible action to revise/clarify wording in the Employee Handbook reflecting Families First Act.
6. **Discuss hours for GIS Coordinator, changing from 35 hours to 37.5 hours.** Haakenson requested to change the GIS Coordinator weekly hours from 35 to 37.5 per week. Haakenson stated Martell has been working closely with the Sheriff's Department on the Superior 911 system and has now has been working with the Health Department on the COVID Tracing Mapping. Haakenson stated this was approved by the Water and Land Use Committee, forwarding onto Personnel Committee for approval. Register of Deeds Haatvedt stated that this request has not gone through the Land Information Council to approve the extra hours, per the approved plan. Haatvedt stated that the GIS Coordinator Position is fully funded by the Land Information Program Funding Grant. Discussion held. Motion by Feller Gottard, second by Bonacci to give preliminary approval contingent on approval from Land Information Council to move the GIS Coordinator Position from 35 hours per week to 37.5 hours per week. All ayes, motion carried.
7. **Discuss Departmental Budgets for 2020/2021 that Personnel Committee has Oversight.**

## Meeting Minutes (Continued)

Clerk of Court Marilyn Baraniak presented the Committee with a 2021 Budget. Discussion held on the 2021 budget and the 2022 preliminary budget. Motion by Bonacci, second by Fischer to approve the 2021 and 2022 preliminary budget for the Clerk of Court's, forwarding it onto the Finance Committee. All ayes, motion carried.

Register of Deeds Chet Haatvedt presented the Committee with a proposal for reduction in cost. Haatvedt presented the Committee with a 2021 Budget. Discussion held on the preliminary 2021/2022 budgets. Motion by Fischer, second by Feller Gottard to approve the 2021 and 2022 preliminary budgets for the Register of Deeds, forwarding it onto the Finance Committee. All ayes, motion carried.

Human Resource Director Ver Hagen presented the Committee with a 2021 budget. Discussion held on the 2021/2022 preliminary budget. Motion by Fischer, second by Bonacci to approve the 2021/2022 preliminary budgets for the Human Resource Department, forwarding it onto the Finance Committee. All ayes, motion carried.

8. ~~Discuss Work Group Committee: per Feller Gottard, July meeting.~~ Chairman Scupien pulled item.
9. **Discuss PTO donation for Corporation Counsel Employee on upcoming FMLA Leave.** Ver Hagen stated an employee has donated PTO hours to an employee in the Corporation Counsel Office. Information only.
10. **Health Insurance Trustee Meeting set for August 13, 2020 at 3:00 PM, discussion only.** Information only.
11. **Discussion only: Timeline for proposed Employee Handbook changes.** Ver Hagen proposed a timeline for Employee Handbook changes with proposals brought to Committee in October, review in November with approval in December, 2020. Information only.
12. **Discuss filling vacant position on the Personnel Committee.** Chairman Scupien will again discuss the vacancy with Chairman Pierce. Information only.
13. **Discuss request to payout 70 hours of PTO for Health Department Staff that are currently at their PTO Cap.** Barger addressed the Committee asking for approval to payout 70 hours of PTO for 3 Health Department Staff that are currently at their PTO cap. Barger stated this would be funded with COVID grant funds. Haatvedt expressed his concern that there are other employees in the same situation. Ver Hagen presented the Committee with a spreadsheet of those departments that have employees that are at the PTO cap. Ver Hagen stated if the County pays out 70 hours for all employees capped, it would cost the county \$58,340.10. Barger stated that due to the COVID Crisis the Health Department employees are not able to take time off and are losing PTO each week because of this. Barger requests the Committee to make an exception for this one time payout. Committee would like this item postponed, working with Stowe and Ver Hagen to come with a plan.

Brock addressed the Committee discussing the loss of PTO. Discussion held.

14. **Paid Time off:**
  - A. Allow more that 100 hours per year to be transferred to Extended Leave Bank (ELB) and transfer more than twice a year. Ver Hagen presented the Committee with a proposed PTO Distribution Form, Request to Move Paid Time Off (PTO) Hours to Extended Leave Bank. Ver Hagen stated per the current Paid Time Off (PTO) Policy, an employee may only move 100 hours annually, twice a year. Ver Hagen proposes to increase the amount of PTO to be moved and change from twice a year to quarterly. Ver Hagen stated this would be beneficial to the employees that have capped their PTO but have missed the deadline to transfer giving the employee more options. Discussion held. Motion by Fischer, second by Feller Gottard to allow employees the option to transfer quarterly up to 200 hours annually to their extended bank.
15. **Handbook Policy Review:**
  - A. **Recruitment and Selection of Employees.** Chairman postponed this item.
16. **Update on Current Recruitment, If any.** Ver Hagen updated the Committee on current recruitment. Ver Hagen stated currently recruitment is for the vacant Public Health Nurse; hired 2-full time and 2-part time contract tracers; and hired 2 Emergency Dispatchers starting in August. Ver Hagen stated there is a vacancy in the Clerk of Court's but recruitment is postponed at this time. Information only.

## Meeting Minutes (Continued)

17. **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 she has resigned her position, as she will be leaving August 28, 2020. Chairman Scupien and the Committee thanked Ver Hagen for all her hard work and wished her well. 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.
18. 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 Fischer, second by Bonacci to move into closed session. Chairman Scupien, aye; Feller Gottard, aye; Bonacci, aye; Fischer, aye. The Committee commenced into closed session at 3:14 p.m.
19. At approximately 2:15 p.m., return to open session with possible action taken on any matters discussed in closed session. Motion by Bonacci, second by Fischer to move into open session at 3:21 p.m. All ayes, motion carried. No action taken in closed session.
20. **Set date for next meeting:** August 13, 2020 at 3:00 p.m. Health Insurance Trustee Meeting. September 2, 2020 at 1:30 p.m. in the County Board Room
21. **Adjourn the Meeting.** Motion by Fischer, second by Bonacci to adjourn the meeting at 3:33 p.m. all ayes, motion carried.

Minutes transcribed and submitted<sup>1</sup> by:  
Becky Rank,  
Recording Secretary

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