



MEETING MINUTES

Committee: Personnel
Date: Thursday, September 6, 2018
Time: 9:00 a.m.
Location: Resource Center- Wolf River Room

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

1. Meeting called to order at approximately 09:00 a.m.
2. Roll call was conducted.

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
Robin Stowe	Corporation Counsel	Tim Deaton	Horton Group
Becky Rank	Dep. County Clerk/ Recording Secretary	Ron Barger	Health/DSS Director
Tina Ver Hagen	Interim Human Resource Director	Brenda Mayr	Juvenile Clerk/Reg. of Probate
Judge Rhode	Judge	Marilyn Baraniak	Clerk of Court
Sue Paycer	Information Technology	Pam Resch	Finance Director
Mark Westen	Sheriff	John Schunke	Chief Deputy Sheriff
Chet Haatvedt	Register of Deeds		

3. **Pledge of Allegiance.**
4. **Approve previous meeting minutes of July 26, 2018, August 2, 2018 and the Joint Personnel & Executive Committee Meeting of August 22, 2018.** Motion by Pennington, second by Hurlbert to approve the previous meeting minutes of July 26, 2018, August 2, 2018 and the Joint Personnel & Executive Committee Meeting of August 22, 2018. All ayes, motion carried.
5. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** None
6. **Horton Group review of 2019 Renewal and Open Enrollment Options.** Tim Deaton from the Horton Group presented the Committee with a handout for the 2019 renewal and open enrollment options. Deaton discussed the Medical Reserve Calculator, Medical Network Savings Analysis and Disruption Report 2018, 2019 PEPM (Per Employee Per Month) Pre-Renewal Projection and Plan Change Options. Discussion was held on the different options, discussing and comparing 10 options. Report is on file in the County Clerk's Office.

Meeting Minutes (Continued)

Motion by Pennington, second by Hurlbert to approve the change to health insurance regarding deductible and out of pocket limits in both PPO and HSA, copay in PPO and RX copays in prescription drug plan for PPO. All ayes, motion carried.

7. Meet with Department Heads for which the Committee maintains oversight: Clerk of courts, ROD, Human Resource, Register in Probate/Circuit Court approval of the 2019 and 2020 Departmental Budgets.

Register in Probate/Circuit Court: Budget presented by Judge Rhode and Brenda Mayr. Mayr discussed that if a second Judge comes to Langlade County, overtime wages will be expected. Mayr stated that enhancements will be needed for guardian ad litem costs, doctors for 51/15's and overtime wages. Resch stated that enhancements will be approved at finance after all budgets have been reviewed. Motion by Fischer, second by Hurlbert to approve the Register in Probate/Circuit Court budget. All ayes, motion carried.

Clerk of Court's: Budget presented by Marilyn Baraniak. Baraniak discussed increase in expenses, wages and benefits. Baraniak stated that State reimbursement fees have changed and less fine money is being received. Baraniak stated the Clerk of Court's has maintained a zero percent operating cost. Motion by Pennington, second by Bonacci to approve the Clerk of Court's Budget. All ayes, motion carried.

Register of Deeds: Budget presented by Chet Haatvedt. Haatvedt stated the revenue will exceed the projected revenue discussing the 2019 budget he feels it is unrealistic to do a zero percent Operating Cost increase. Haatvedt stated that due to an increase in contractual maintenance agreements, he projects this to go over budget. Land Information Council should be able to offset the overage in the expenditures. Motion by Hurlbert, second by Bonacci to approve the Register of Deeds budget. All ayes, motion carried.

Human Resource Department: Budget presented by Tina Ver Hagen. Ver Hagen stated the expenses were decreased due to a vacancy in the HR Department. Ver Hagen also stated paperwork for an enhancement has been completed for \$35,000 for a Compensation Plan Study. Discussion was held. Motion by Hurlbert, second by Fischer to approve the Human Resource budget. All ayes, motion carried. Motion by Hurlbert, second by Fischer to approve \$35,000 enhancement for Compensation Plan Study. All ayes, Bonacci, nay, Nonnenmacher, nay, 3-2 motion passed.

8. Discuss and approve recruitment for the Public Health Nurse for the DSS Department. DSS/Health Director asked the Committee for approval to refill vacant Public Health Nurse in the Health Department. Barger also commented that County Board Rule 12.1 needs to be clarified on what is the minimum staffing needs for the Health Department.

Motion by Hurlbert, second by Fischer to approve the refill of the vacant Public Health Nurse. All ayes, motion carried.

9. Discuss and approve recruitment for the Network Specialist/Support Specialist for the Information Technology Department. Interim HR Director Ver Hagen passed out a job description for the Information Technology Assistant/Network Specialist. IT Director Sue Paycer asked the committee for approval to fill the Information Technology Assistant/Network Specialist stating the position is budgeted. Paycer discussed the revised job description.

Motion by Bonacci, second by Fisher to approve the filling to the Information Technology Assistant/Network Specialist. All ayes, motion carried.

10. Discuss and possible action for PTO hour for new hire. Sheriff Westen and Chief Deputy Schunke discussed with the committee the ability to offer qualified candidates up to 48 hours of PTO at the time of

Meeting Minutes (Continued)

hire as a recruitment tool. Stowe discussed with the committee proposed wording to the Employee Handbook allowing the Sheriff's Office to offer the PTO for new hires. Discussion was held.

Paid Time Off (PTO) for new hires in the Sheriff's Office:

Based upon the candidate's qualifications for a correctional officer or dispatch position, the Sheriff (or hiring body) shall have the authority to offer a new hire up to 48 hours of PTO to be placed in the employee's PTO bank at the time of hire.

Motion by Bonacci, second by Nonnenmacher to approve the wording change in the Employee Handbook allowing the Sheriff's Department to offer up to 48 hours of PTO to new qualified hires. All ayes, Fisher, nay, 4-1, motion carried.

- 11. Discuss PTO hours, accrued, earned and vested.** Stowe discussed with the Committee different options in wording to change PTO hours to non-vested. Stowe and Ver Hagen discussed the procedures other counties use with PTO. Discussion was held with Finance Director Resch on the impact with employees and finance department if PTO were to change to non-vested. Discussion held.

Motion by Pennington, second by Hurlbert to leave the PTO as accrued, earned and vested. Motion rescinded. No action taken on PTO hours.

- 12. WACPD Fall Conference attendance.** Ver Hagen asked the Committee for approval to attend the WACPD Fall Conference the estimated cost is \$300.00.

Motion by Pennington, second by Hurlbert to approve the attendance of the WACPD Fall Conference. All ayes, motion carried.

11:43 a.m. Hurlbert was excused from the meeting.

- 13. Review and Revise Personnel Policy, if any.** Stowe discussed with the Committee the need to review the policy re-setting compensation for new hires. Discussion was held, this topic will be brought back to a future Personnel Committee Meeting. Information only.

- 14. Current Recruitment:** Ver Hagen updated the current recruitments stating an ongoing recruitment for 2 corrections officers, Assistant Finance Director, Public Health Nurse and Information Technology Assistant/Network Specialist. Ver Hagen stated that an internal recruitment is being held for an Assistant Forestry and Multi Operator at Highway. Ver Hagan stating the Senior Account position has been filled. Information only.

- 15. 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.)** Discussion held during closed session.

- 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.**

Meeting Minutes (Continued)

- 16. At approximately 10:00 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 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 Nonnenmacher to move into closed session. Chairman Nonnenmacher, aye; Pennington, aye; Bonacci, aye; Fischer, aye. The Committee commenced into closed session at 11:45 a.m.

Chairman Nonnenmacher asked the room to be cleared asking Ver Hagen to remain in closed session.

- 17. At approximately 10:30 a.m., return to open session with possible action taken on any matters discussed in closed session.**

Motion by Nonnenmacher, second by Bonacci to return to open session at 11:52 a.m. All ayes, motion carried.

No action taken in closed session.

- 18. Set date for next meeting:** October 4, 2018 at 9:00 a.m. in the Resource Building, Wolf River room.

- 19. Adjourn the Meeting.** Motion by Pennington, second by Bonacci to adjourn the meeting at 11:54 a.m. All ayes, motion carried.

Minutes transcribed and submittedⁱ by:
Becky Rank,
Recording Secretary
