

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 21, 2011

MEETING CALLED TO ORDER by Chairman John Young at 9:00 a.m. at the Oneida County Courthouse, Committee Room #2.

COMMITTEE MEMBERS PRESENT: John Young, Ted Cushing, Scott Holewinski, Paul Dean and Sonny Paszak.

COMMITTEE MEMBERS ABSENT: none.

ALSO PRESENT: Lisa Charbarneau (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corp Counsel); Gary Baier (Supervisor); John Bilogan (Forestry); Curt Krouze (Building and Grounds).

The Chairman noted that this meeting of the Labor Relations/Employee Services Committee had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

Motion by Cushing, second by Dean to approve the amended agenda for the present meeting. Motion carried; all ayes.

Motion by Holewinski, second by Dean to approve the bills and vouchers as presented. Motion carried; all ayes.

Buildings & Grounds Cleaning Technician Vacancy Review

Curt Krouze brought forward a request to fill a vacant Cleaning Technician. He explained that the position has been vacant since June and he has had an Assistant Maintenance Tech from the Sheriff's Department putting in overtime at the Courthouse for cleaning of the building. Krouze told the committee that his department will soon be taking over the cleaning of the Job Service building and it will be impossible to accomplish if the position is not filled.

Motion by Dean, second by Paszak to approve filling the Cleaning Technician at Grade Level 1 of the Courthouse Union Wage Schedule as presented. Motion carried; all ayes.

Buildings & Grounds Maintenance Technician Vacancy Review Appeal

Krouze explained that there was a vacant Maintenance Technician vacancy in his department as well. He continued that the department is heading into a very busy season and with the additional building being added, it was critical to get this position filled as soon as possible.

Motion by Paszak, second by Dean to waive the mandatory six month vacancy period and fill the Maintenance Technician in the Buildings & Grounds Department. Motion carried; all ayes.

Forestry Account Technician Vacancy Review Appeal

Bilogan told the committee that the Account Technician in his office will be retiring in January 2012. He continued that the committee of jurisdiction approved the position to be filled as soon as possible and allow an overlap for a training period for the new hire.

Charbarneau explained that she felt this was a real opportunity for the County to restructure the position and shift administrative duties from the Foresters in the office to the Account Technician. She continued that this would allow the Foresters more time to generate revenue for the County. Charbarneau also told the committee that Margie Sorenson and Lynn Grube would be evaluating the accounting and technology components of the position and making recommendations for updates and changes.

Sorenson added that there was a possibility that the position should be at a different grade level, however she needed to review the position first.

Motion by Cushing, second by Dean to postpone the vacancy review appeal for the Forestry Account Technician position until further reviewed by Charbarneau, Sorenson and Grube and bring back to the committee at a later date. Motion carried; all ayes.

Corporation Counsel Secretary I Vacancy Review Appeal

Brian Desmond brought forward a request to fill the Secretary I position in his office. He told the committee that the positions in his office are exempt under the Vacancy Review Policy. Desmond also indicated that due to committee meeting dates, the request was coming to LRES before Law Enforcement and that Law Enforcement would also need to act on filling the position.

Motion by Paszak, second by Dean to approve the vacancy review appeal for the Secretary I position in the Corporation Counsel Office contingent on Law Enforcement Committee approval. Motion carried; all ayes.

Health Insurance Renewal

Young indicated that he, Ted Cushing and Lisa Charbarneau would be meeting with the people from Group Health Trust to try and get the 2012 insurance increase down to five percent or lower. He indicated that they would report back to the full committee at the next meeting.

Employee Handbook Update

Charbarneau indicated that the handbook should not go out until after Finance Hearings in the event anything additional needs to be changed in the document.

Desmond also indicated that benefits should be made an addendum to the handbook so changes could be made more easily.

2012 Budget Update

Sorenson gave an overview of the 2012 budget to the committee. She indicated that currently the county is over the levy limits by \$700,000.

Motion by Holewinski, second by Cushing to adjourn to closed session pursuant to section 19.85 (1) (c), (e), (f), and (g) Wis. Stats to (1) consider the employment and performance evaluation data of an Oneida County employee; (2) for purposes of deliberating the County's position in a matter relating to collective bargaining under subch. I, IV, or V of ch 111 Stats. when bargaining reasons require a closed session (3) for purposes of considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data, and (4) for purposes of conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Cushing, second by Dean to return to open session. Roll call vote taken with all voting in the affirmative.

The following motions were made during the above closed session and announced in open session:

Motion by Cushing, second by Paszak to instruct Charbarneau, Desmond and Sorenson to work with Attorney Phillips on Courthouse Grievance Arbitration matter. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Dean, second by Paszak to approve Brian Desmond contacting the County Mutual regarding a personnel matter. Roll call vote taken with all voting in the affirmative. Motion carried.

Future Meeting Dates

September 30, 2011	9:00 a.m.
October 5, 2011	9:30 a.m.
October 19, 2011	9:00a.m.

Future Agenda Topics

Grievance Policy
Employee Handbook
2012 Budget
Health Insurance Update

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Motion by Cushing, second by Holewinski to adjourn. Motion carried; all ayes.

Meeting adjourned at 11:24 a.m.

John R. Young, Chairman

Lisa Charbarneau, Comm. Secretary