

# **LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**

**September 26, 2012**

## **CALL TO ORDER**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the first floor conference room of the Oneida County Courthouse. It was noted that this meeting had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing, Sonny Paszak, Scott Holewinski, and Billy Fried.

**LRES COMMITTEE MEMBERS ABSENT:** Carol Pederson (excused)

**ALSO PRESENT:** Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corp. Counsel); Paul Spencer (Social Services); Linda Conlon (Public Health); Mike Romportl (Land Information); Karl Jennrich (Planning & Zoning); Larry Mathein (Medical Examiner); Charlie Evenhouse (Solid Waste); John Sweeney (Sheriff); Crystal Raith (Green Bay Student); Dennis O'Brien (Citizen)

## **APPROVE AGENDA**

Motion by Holewinski, second by Paszak to approve the agenda for the present meeting. All ayes; motion carried.

## **APPROVE MINUTES**

Motion by Paszak, second by Fried to approve the minutes of September 12, 2012. All ayes; motion carried.

## **BILLS & VOUCHERS**

Motion by Holewinski, second by Paszak to accept the bills and vouchers as presented. All ayes; motion carried.

## **ACT 10 DECISION UPDATE**

Lisa Charbarneau told the Committee she had participated in a conference call and attended a town hall meeting at Wisconsin Dells hosted by PhillipsBorowski. They were advised to hold off making any decisions until the stay was filed. They should know more in a week to ten days.

## **ASSISTANT PUBLIC HEALTH DIRECTOR VACANCY REVIEW APPEAL**

Linda Conlon explained to the Committee that her assistant had accepted a position with Ministry Health. She said the position is essential to the department and oversees six public health nurses and various programs within the department.

Motion by Holewinski, second by Paszak to waive the six month vacancy and approve filling the Assistant Public Health Director position. All ayes; motion carried.

## **ASSISTANT PUBLIC HEALTH DIRECTOR RECRUITMENT**

Conlon explained that recruitment was going to be difficult as you need to have supervisory skills and experience in public health. She requested to advertise the position with a starting wage range from step one to step 6 dependant on skills and experience.

September 26, 2012

Page 2

Motion by Holewinski, second by Paszak to approve the recruitment range for the Assistant Public Health Director at Grade Level 13, step 1 through step 6 on the non-rep classification pay schedule. All ayes; motion carried.

### **SOCIAL WORKER VACANCY REVIEW**

Paul Spencer came before the Committee to request filling the vacant social worker position he had because of an employee accepting a position in another county.

Motion by Holewinski, second by Paszak to approve filling the vacant social worker position. All ayes; motion carried.

### **PROBATION PERIODS & REIMBURSEMENT OF TRAINING COSTS FOR NEW EMPLOYEES**

Spencer told the Committee that a 6-month probation period for a social worker is not long enough to get all the training they require. He would like to extend the probation period to one year. He also explained that the cost of training is expensive estimating it at \$4000 per person. He would like to propose a 4-step plan in which the employee would reimburse the county the full amount if they left in the first year, 75% in the second year, 50% in the third year and 25% in the fourth year. After four years they would not pay any reimbursement. They are making a commitment with due respect to the employer.

The consensus was to have Lisa Charbarneau work with Brian Desmond on a proposal to be included in the Employee Handbook and bring it back to the Committee.

### **2013 STAFFING REQUESTS PLANNING & ZONING**

Karl Jennrich came before the Committee to request an LTE Zoning Technician II position to assist with sanitary permits, on sites and inspections. He reminded them that he had eliminated a full time Zoning Technician II position in the Minocqua office.

Motion by Paszak, second by Fried to approve the LTE Zoning Technician position for 600 hours as presented. All ayes; motion carried.

### **SOLID WASTE**

Charlie Evenhouse requested approval for four LTE positions including a Haz Waste LTE, Second Story LTE Program Coordinator, seasonal LTE scale operator and McNaughton Inmate LTE staffing requests.

Motion by Paszak, second by Holewinski to approve the four LTE requests as presented for 2013. All ayes; motion carried.

### **DEPARTMENT ON AGING**

Dianne Jacobson presented her request for an LTE Receptionist position increasing the hours from 500 to 1000 hours for 2013. Extra duties were added to this position when they reduced the full-time Account Clerk position to half-time.

Motion by Holewinski, second by Paszak to approve the LTE Receptionist position as presented for 2013. All ayes; motion carried.

### **MEDICAL EXAMINER POSITION COMPENSATION STRUCTURE**

Lisa Charbarneau reminded the Committee they had talked in the past about the structure of the Medical Examiner position and had him do a time study. Margie Sorenson thought the position should be increased to 75%. Charbarneau stated that looking further at other counties and because of the short evaluation time it would be better to increase to 100% than 75% and have to make adjustments at the end of the year.

Larry Mathein told the Committee he is on call for 24 hours with Hospice, night calls, signing death certificates. He currently gets no compensation for phone calls and he is coming with more and more issues regarding things that were not finished or done wrong.

Motion by Holewinski, second by Cushing to increase the Medical Examiner position to 85% for six months and bring back a time study to review. Roll call vote with all voting nay, motion not carried.

Mathein explained that it is a mandated position; however, he does not receive any money from the State. There is a fee structure they charge for scene investigations, signing death certificates and going to funeral homes.

Motion by Holewinski, second by Paszak to approve increasing the Medical Examiner position from 35% to 100% in 2013. All ayes; motion carried.

### **2013 RECLASSIFICATION REQUESTS**

Lisa Charbarneau told the Committee that none of the reclassifications were critical and due to budget restraints and that the County is looking into spending money for a wage study she is recommending they not do anything with the reclassification requests at this time. Sorenson and Cushing agreed with Charbarneau to wait until after the wage study is completed.

Motion by Holewinski, second by Paszak to deny all reclassifications based on recommendation of the Human Resources Director. All ayes; motion carried.

### **SHERIFF DEPARTMENT 2013 BUDGET**

Lisa Charbarneau explained to the Committee that regarding correction officers and the way they get paid overtime according to FLSA rules they have to work 168 hours in 27 days and receive overtime after 168 hours. They also have to be hours worked and not hours paid.

Sorenson said you would be treating one cell differently. Everyone else is not counting sick time with regards to overtime. The current schedule is 93 base hours in a 14 day period, need to covert to 28 day schedule.

John Sweeney explained the difference is they are a 24 hour operation. Someone has to come in when someone calls in sick. Many counties made a whole pile of changes with FLSA and this could be resolved, it was carved out because of Act 10.

The consensus was to have John Sweeney, Margie Sorenson and Lisa Charbarneau work on this and bring back to the Committee.

September 26, 2012

Page 4

John Sweeney reported to the Committee that the reduced hours from 2080 to 1950 was difficult for his Lieutenants. He said you have to understand the nature of 85 employees spread across four people. They have to manage programs and they make a number of important decisions. That decision was made for no other reason than financial. He asked that they consider leaving the Chief Deputy and Lieutenants at a 40-hour work week.

Sweeney said they will be recruiting for a Lieutenant position and they would like to recruit at a higher level. 1950 hours to 2080 hours is an extra \$3000. It is not a 37.5 hour a week job. They would like to recruit from within but there is a compression issue.

Holewinski stated the deputies' wages were based on specialized pay. What do we do with all the other salary people? Everybody on salary is going to come back and request 2080 hours.

Billy Fried stated he could not support for one entity and agreed they needed to look at all positions that were reduced to 1950 hours.

Cushing said they should come back with green lined salary and benefits at the next meeting for all reduced positions.

#### **WELLNESS/HEALTH UPDATES**

None

#### **OUT-OF-COUNTY TRAVEL**

Lisa Charbarneau asked that she and Linda Herrmann be able to attend the Wisconsin Counties Association of Personnel Directors meeting in Elkhart Lake in October 18 and 19.

Motion by Fried, second by Paszak to approve attendance for Lisa Charbarneau and Linda Herrmann to attend the WACPD conference on October 18th and 19<sup>th</sup>. All ayes; motion carried.

#### **RETROACTIVE OUT-OF-COUNTY TRAVEL**

Lisa Charbarneau asked the Committee to approve travel to Wisconsin Dells on September 19 & 20<sup>th</sup> for a conference that she attended with Ted Cushing on Act 10.

Motion by Fried, second by Paszak to approve travel for Lisa Charbarneau to Wisconsin Dells. All ayes; motion carried.

#### **FUTURE MEETING DATES**

October 11	9:30
October 17	9:00
October 31	9:00

#### **FUTURE AGENDA TOPICS**

Correction Officer FLSA  
Non-Rep Positions reduced from 2080 hours  
Social Worker Proposal

September 26, 2012

Page 5

**PUBLIC COMMENTS**

Crystal Raith commented that she enjoyed the meeting and was happy with the decision that was made regarding the Medical Examiner.

**ADJOURNMENT**

Motion by Fried, second by Paszak to adjourn. Motion carried; all ayes.

Meeting adjourned at 12:21 p.m.

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Ted Cushing, Chairman

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Linda Herrmann, Committee Secretary