

**JOINT LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE AND
ADMINISTRATION COMMITTEE MEETING MINUTES
1st Floor Conference Room, Oneida County Courthouse
May 15, 2015**

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Dave Hintz
Carol Pederson, Sonny Paszak

LRES COMMITTEE MEMBERS ABSENT: Billy Fried

ADMINISTRATION COMMITTEE MEMBERS PRESENT: Dave Hintz/Chairman, Ted Cushing,
Sonny Paszak, Bob Mott, Rob Jensen

ALSO PRESENT: Lisa Charbarneau (Human Resources Director); Brian Desmond (Corporation
Counsel); Margie Sorenson (Finance); Kyle Franson (Register of Deeds); Jenni Lueneburg (secretary)

CALL TO ORDER, CHAIRMAN'S ANNOUNCEMENTS, APPROVE AGENDA

Chairman Cushing called the Labor Relations/Employee Services Committee (herein known as LRES Committee) to order at 9:00 a.m., noting that the meeting had properly posted in accordance with the Wisconsin Open Meeting Law. Motion by Pederson to approve meeting agenda. Second by Paszak. All members present voting 'Aye'. Motion carried.

Chairman Hintz called the Administration Committee to order. Motion by Mott to approve meeting agenda. Second by Jensen. All members present voting 'Aye'. Motion carried.

REVIEW ISSUES/INFORMATION WITH COUNTY BOARD

Hintz notes at last meeting, joint committees discussed whether to have closed session with County Board to discuss information leading up to Veterans Service decision and ways to improve processes in the future. Desmond feels holding the proposed closed session to discuss old issues would legally not be a good idea but discussing improvements would be appropriate moving forward. Hintz says the committee will make recommendations to the County Board regarding the Veteran Service office reporting to the Social Services Committee; Desmond is working on the wording for this proposal. Discussion held and committee members agree with meeting to discuss improvements.

ADMINISTRATIVE COORDINATOR POSITION/DUTIES

Charbarneau states she was asked by both committees to gather information about what other counties do in regards to an Administrative Coordinator position. Of the 36 counties that responded to the request for information, 8 counties have a separate Administrative Coordinator, 5 counties designate the position to their County Board Chairman and 14 counties designate the position to their County Clerk. Discussion held on the different possible job duties of an Administrative Coordinator and how the committees could structure the Administrative Coordinator for Oneida County. Cushing notes that the state Attorney General now requires that elected officials cannot serve as the Administrative Coordinator for a county. Desmond explained that Administration Committee could approve designating specific, one-time duties to the Administrative Coordinator as needed rather than giving them general authority. Discussion held on timeliness of assigning those duties as needed and the process. Charbarneau brought up the County Code needing to address department heads following assignments from committees that are not their committee of jurisdiction. Mott inquires if

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committees are looking to approve a change to the County Code, giving the Administrative Coordinator authority over all department heads; Desmond clarifies that the change would give the Administrative Coordinator authority to investigate any department heads if an issue arises. In depth discussion held on committee jurisdiction and organization with an Administrative Coordinator. Cushing feels the proposed ordinance changes are good and the next step is to bring the ordinance to the County Board. Discussion held and it was agreed that revisions of County Code Chapter 4 should be completed, than bring the ordinance and revised Chapter 4 to the County Board for review and approval. Both Committees agree that a future meeting of the joint committees is needed.

Brief discussion held on the possibility of assigning some of the Administrative Coordinator duties to Hintz with an increase of per diem without formally assigning the Administrative Coordinator title to Hintz. Topic to be discussed at future meeting.

COUNTY ORGANIZATION CHART

Desmond states the Committee has discussed the current organization chart and approves.

CONSIDER OPTIONS FOR REPORTING OF VETERANS SERVICES OFFICE

Discussion held and information is being put together for discussion with the Veteran Service Commission at a future meeting. The Veteran Service Commission is reviewing applicants for the position left vacant by Wilbur Petroskey.

ORDINANCE AMENDMENTS

- **1.10 Designation of Administrative Coordinator and 2.21 Dept. Head Discipline:**

Desmond notes some of the changes to the two ordinances. The committee will continue to gather information and making changes. Discussion held on duties of the Administration and LRES Committees and the work still needing to be done.

ADJOURNMENT OF ADMINISTRATION COMMITTEE

Motion by Mott to adjourn the members of the Administration Committee. Second by Jensen. All members present voting 'Aye'. Motion carried. Adjourned at 9:50 a.m.

REGISTER OF DEEDS DEPUTY I (75%) VACANCY REVIEW APPEAL

Franson reports his department has a 75% position now vacant due to the employee taking a position in another county closer to their home. Franson notes he has previously received approval for the other full time vacancy in the Register of Deeds office and is hoping to get approval to fill the 75% vacancy as well. Franson reports his office's busiest days are Monday and Friday and this part time position helps during the busier times. The Register of Deeds office is working on several projects that require all positions remain filled in order to complete the projects and still keep up with day-to-day duties required of his office. During the vacancies, the office has fallen behind. Discussion held. Motion by Paszak to approve the position of the (75%) Register of Deeds Deputy I position as presented. Second by Hintz. All members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Hintz, second by Pederson to adjourn into closed session pursuant to section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (topic: PTO payout requests) and Section 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data

of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data (topic: Employee medical condition – workplace safety grievance airport).

Roll call vote taken with all members voting 'Aye'. Committee moved into closed session at 9:57 a.m.

Others present during closed session: Charbarneau, Sorenson, Lueneburg

RETURN TO OPEN SESSION

Motion by Pederson to return to open session. Second by Hintz. Roll call vote taken with all voting in the affirmative. Motion carried. Return to open session at 10:21 a.m.

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

Motion by Cushing to approve the requested PTO payout in the amount of 200 hours, rather than the 466 hours initially requested. Second by Hintz. Roll call vote with all voting in the affirmative. Motion carried.

Motion by Cushing to deny Workplace Grievance request based on results of previous reports and confirmation that the (Rhineland/Oneida County) Airport Director is taking actions to correct the situation. Second by Paszak. Roll call vote with all voting in the affirmative. Motion carried.

OUT OF COUNTY TRAVEL

Charbarneau request to attend the 26th Annual Labor & Employment Law Seminar on May 21, 2015 in Green Bay, covering topics such as EEOC (Equal Employment Opportunity Commission) complaints. Charbarneau states she will incur no hotel or seminar costs. Motion by Paszak to approve out of county travel for Charbarneau. Second by Pederson. All members present voting 'Aye'. Motion carried.

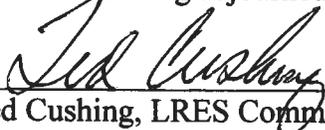
PUBLIC COMMENTS

None

The next LRES Committee meeting will be June 10, 2015 at 1:00 p.m. in the 1st Floor Conference Rm.

ADJOURNMENT

Motion by Paszak to adjourn. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:23 a.m.



Ted Cushing, LRES Committee Chairman

6/10/15
Date



Dave Hintz, Administration Committee Chairman

8-5-15
Date



Jenni Lueneburg, Secretary

6/10/15
Date