

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
June 24, 2015

CALL TO ORDER

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, David Hintz, Carol Pederson, Sonny Paszak, Billy Fried

ALSO PRESENT: Lisa Charbarneau (Labor Relations/Employee Services); Brenda Behrle (Clerk of Courts); Patrick O'Melia (Branch I Circuit Court); Mary Rideout (Social Services); Margie Sorenson (Finance); Bill Freudenberg (County Board); Jenni Lueneburg (secretary)

APPROVE AGENDA AND CHAIRMAN'S ANNOUNCEMENTS

Motion by Paszak to approve the agenda of June 24th. Second by Pederson. All members present voting 'Aye'. Motion carried.

Brief discussion on the proposed July 21, 2015 special meeting of the County Board.

APPROVE MINUTES

Motion by Paszak to approve the minutes of the June 10, 2015 meeting. Second by Pederson. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Committee reviewed vouchers. Motion by Hintz to approve the vouchers and bills as presented. Second by Pederson. All members present voting 'Aye'. Motion carried.

CLERK OF COURT VACANCY REVIEW APPEALS

- **DEPUTY CLERK – CRIMINAL:** Behrle explained the position, noting that this position has the heaviest caseload of the department and often requires additional coverage beyond this position. Behrle also noted that both circuit courts have increased caseloads this year and Judge O'Melia is present at the meeting to back the need for this position. Behrle states that most likely the Deputy – Small Claims employee will move to this position. Charbarneau led a discussion on the transitions in the Clerk of Courts office during the process of filling this vacancy. The current employee in this position is still present but is planning to leave in the next while; Behrle would like to get an eligibility list compiled so when the position becomes open, it can be filled quickly due to importance of the position. Behrle also notes her staff will be working extra hours to get the 3rd floor storage cleaning project completed. Behrle's states her committee has approved filling this position.

- **DEPUTY CLERK – SMALL CLAIMS:** As previously stated Behrle believes the employee currently in this position will fill the criminal position and will do well in the criminal position. O'Melia was asked by the committee if he had any comments; no comments given.

- Motion by Paszak to approve the move (of the Deputy Smalls Claims employee) and also building a list of people for the Deputy Clerk (Small Claims) position. Second by Hintz. All members present voting 'Aye'. Motion carried.

CHILD SUPPORT SPECIALIST VACANCY REVIEW APPEAL

Rideout provided information on the Child Support staff, noting that the department has approximately 1200 cases. One of the three Child Support Specialists will be leaving and the 1200 caseload is too much for two Child Support Specialists to handle. Rideout reports no county funds are used for the Child Support unit; 66% of the funding is federal and the remaining comes from performance funding. Rideout also notes that another Child Support Specialist may be retiring next year so it will be important to get the current vacancy filled and trained prior to next year. Hintz inquired about information on the request form. Motion by Pederson to go forward with this opening in Social Services. Second by Paszak. All members present voting 'Aye'. Motion carried.

Fried questions the need to bring non-county funded positions to the LRES committee for approval. Discussion held and committee agreed to discuss the matter further during the County Code topic.

EXEMPT-SALARIED EMPLOYEE COMP TIME POLICY

Charbarneau states the Comp Time Policy has been amended after discussion and review with department heads. Charbarneau feels the policy is ready to move forward for approval. Cushing verified that department heads reviewed the policy two different times which is adequate. Hintz inquired if department heads have any open issues with the policy; Charbarneau says no. Charbarneau states the most common question department heads had was what qualified as comp time. Charbarneau led a discussion on how the private versus public sector deals with comp time and what different county departments do to track and determine comp time. Freudenberg commented on the topic and feels there does need to be a change to policy and county code. Fried feels comp time should not be earned for hours worked between 37.5 and 40 hours in a week. Motion by Cushing to adopt the comp time policy as presented with the understanding that it is on a trial basis and the committee will look at (the policy) in six months to review. Second by Hintz. Fried notes that this updated policy will provide consistency between departments. All members present voting 'Aye'. Motion carried.

PATIENT CENTERED OUTCOME RESEARCH TRUST FUND (PCOR) FEES

Charbarneau states the PCOR fee was implemented with the Affordable Care Act. The initial fees implemented for the Oneida County participants covered by the health insurance were covered by Group Health Trust (GHT). However, Charbarneau states she received a reminder about there now being fees for employees that have the HRA and FSA accounts, costing \$2.08 per employee with an account. Employees with both an HRA and FSA account only count as one for the fee. GHT will not pay for the HRA/FSA fee due to not all employees having these accounts. Fried inquired and Charbarneau verified that the county cannot charge the employee for this fee. Charbarneau has spoken with GHT's attorney to gather more information, and estimates that the fee will cost Oneida County annually about \$614.00. Motion by Paszak to approve the trust fund fees of \$614.00. Second by Hintz. All members present voting 'Aye'. Motion carried

COUNTY CODE – CHAPTER 4 REVIEW

Charbarneau reports that the County Code has not been updated since the last County Coordinator was present. Sorensen and Desmond have both reviewed the changes to the code and have made

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minor changes. The critical section needing changes was 4.08 (Role of the County Coordinator). The County Coordinator title will be replaced with the Human Resources Director title and Charbarneau notes that these changes stem from issues earlier in 2015 when the Human Resources Director's role was questioned. Charbarneau went through a portion of Chapter 4 of the County Code with the committee and summarized the changes that were made; discussion held. Sorenson suggests the Human Resources Director providing a copy of the Ethics Code to an employee before starting an investigation. Further discussion held on adding conflict of interest language. Charbarneau continued to review the changes made and discussed the addition of information on investigation requirements and protocol as well as the language change on LTE (Limited Term Employment) approvals from three months to twelve weeks. The Committee agreed that in the interest of meeting time, the committee will continue to review County Code Chapter 4 at the next meeting, beginning with Chapter 4.25.

STAFFING REQUESTS GUIDELINES FOR 2016

Charbarneau states last year, Department Heads weren't allowed to request reclassifications of any positions due to just completing the Carlson-Dettman wage study. Charbarneau asks the committee if they wish to now allow reclassification requests for 2016. Sorenson suggests allowing these requests so she can plan for any increases in the 2016 budget. Charbarneau feels they should clarify with staff that any reclassification requests should not be due to increased workload but should be for new job duties added and additional skills needed to perform a position. The committee discussed and agrees to include reclassification requests in the 2016 staffing requests. Motion by Cushing to include reclassifications in the staffing request guidelines for 2016. Second by Pederson. Charbarneau also asked if the committee wants to change the procedure for LTE requests if there is no change from 2015 to 2016; discussion held and the committee agrees to not review these requests if no changes to a current LTE position. However, the committee of jurisdiction still needs to review all LTE requests for 2016. Charbarneau notes that she has also gathered information on LTE wages and possible changes of the LTE wage schedule which will be discussed at the next meeting. Sorenson suggests that a list of LTE requests be compiled so the committee can review and decide which LTE positions they wish to review. All members voting 'Aye' on the motion made. Motion carried.

CLOSED SESSION

Motion by Cushing to adjourn into closed session pursuant to section 19.85(1)(f) for purposes of considering financial, medical, social or personnel 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: Leave of absence request.

Roll call vote taken; all voting in the affirmative. Committee went into closed session at 10:26 a.m.

Present in closed session: Charbarneau, Sorenson, Lueneburg

RETURN TO OPEN SESSION

Motion by Cushing to return to open session at 10:33 a.m. Roll call vote taken with all voting in the affirmative; motion carried. Cushing announces that in closed session, a motion was made by Pederson, seconded by Paszak to approve the request for Leave of Absence and the motion was unanimously approved by the committee.

WELLNESS/HEALTH UPDATES

Lueneburg reports that the GHT Fitness challenge has now concluded with no Oneida County winners. Currently there is a 12-week Weight Watchers session in progress.

OUT-OF-COUNTY TRAVEL

None

FUTURE MEETING DATES

Discussion held on the UW-Extension annual contract review and July 1st deadline. The Committee agreed to hold a special meeting to discuss due to the deadline quickly approaching. Future meetings are as follows:

- June 25th 12:00 p.m. – special meeting to discuss UW-Extension agent contracts
- July 8, 2015 at 9:00 a.m.
- July 22, 2015 at 9:00 a.m.
- August 12, 2015 at 9:00 a.m.
- August 26, 2015 at 9:00 a.m.

FUTURE AGENDA TOPICS

Ice cream social date
Chapter 4 – County Code
UW-Extension contracts
LTE wage schedule

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Fried to adjourn. Second by Cushing. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:41 a.m.



Ted Cushing, Chairman



Jennifer Lueneburg, Committee Secretary