

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
August 12, 2015

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

LRES COMMITTEE MEMBERS ABSENT: Billy Fried

ALSO PRESENT: Lisa Charbarneau (Labor Relations/Employee Services); Margie Sorenson (Finance); Brenda Behrle (Clerk of Courts); Mike Romportl (Land Information); Dan Hess (Sheriff's Office); Linda Conlon (Public Health); Bill Freudenberg (County Board); Jenni Lueneburg (secretary)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

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 is in compliance with the Americans with Disabilities Act. Chairman Cushing notes that the Employee Appreciation Ice Cream Social is today.

APPROVE AGENDA

Motion by Paszak to approve today's agenda. Second by Hintz. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Hintz to approve the minutes of the July 22nd meeting. Second by Pederson. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau provided a brief summary of the Sheriff's Office recruitments and costs. Motion by Hintz to approve the bills and vouchers as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

SMALL CLAIMS CLERK WAGES

Charbarneau reports that a new employee has been hired for the Small Claims Clerk position in Clerk of Courts, noting that this employee previously worked at the Marathon County Clerk of Courts office for 20 years. Discussion held. Behrle states the new employee has accepted the position at the starting wage but this is a significant pay cut for them. Behrle states once the employee has been with her department for several months and performs well, she will consider raising their wage to Step 3 of the wage scale. Behrle states she isn't asking for any action from the committee today but wanted to make the committee aware of this possible request in the future. Behrle will make a decision by the end of November and noted the employee starts on August 26th.

ASSISTANT REAL PROPERTY LISTER VACANCY REVIEW APPEAL

Charbarneau notes the employee in the position of Assistant Real Property Lister was promoted to a position in the Planning and Zoning office. Romportl feels this vacant position is critical to his department due to helping with the creation of the tax roll and notes that the training for the position

is extensive. Discussion held. Motion by Paszak to approve the position for the Assistant Real Property Lister. Second by Hintz. Hintz inquired how long the position was filled before the recent vacancy; Romportl states about two years. All members present voting 'Aye'. Motion carried.

PLACEMENT OF REGISTERED DIETICIAN & PUBLIC HEALTH NURSE ON EXEMPT WAGE SCHEDULE

Charbarneau noted the previous wage study appeals and discussions held on certain positions being difficult to hire given the wage they were set at. Charbarneau states they are finding this to be true with the currently vacant Dietician position. The current Dietician recruitment has only brought in two applications; both were not eligible. Charbarneau notes that she has reviewed Public Health positions on the current wage schedule and feels it is appropriate to move the Dietician and Public Health Nurse positions up one grade level. Conlon agrees that the current wage is hindering recruitment of qualified applicants and a review of surrounding counties shows higher wages for similar positions. Sorensen inquired about the part time status of the Dietician position hindering applicants; Conlon notes that other local healthcare providers have similar positions at a part time status but at higher wages and they do not have recruitment issues. Conlon discussed concerns about needing to hire a contract worker at a higher cost if she is unable to hire, which will put her over budget. Charbarneau recommends that the committee move the Dietician and Public Health positions to a grade level K on the Exempt pay scale. Further discussion with Sorensen voicing concerns about funding the proposed increased wage. Charbarneau suggests sliding employees at the same rate to the new grade level, therefore not requiring additional money from the budget. Motion by Cushing to bring a resolution and fiscal impact to the next meeting (of this committee) for further review. Second by Pederson. Cushing reminds Conlon that approval would also be needed by the Health and Aging Committee. All members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Pederson, second by Hintz 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: E911 Telecommunicator starting wages

Roll call vote taken; all voting in the affirmative. Committee went into closed session at 9:24 a.m.

Staff present in closed session: Hess, Sorensen, Lueneburg, Charbarneau, Freudenberg

RETURN TO OPEN SESSION

Motion by Hintz to return to open session. Second by Pederson. All members present voting 'Aye'. Motion carried. Committee returned to open session at 9:30 a.m.

A motion was made by Paszak, seconded by Hintz and approved by the committee in closed session to approve hiring the new E911 Telecommunicator at Step 3.

ITS DIRECTOR VACANCY REVIEW APPEAL

Charbarneau reports meeting with the Administration Committee regarding the ITS Director giving notice of retirement for January 2016. Charbarneau requests a joint meeting with the LRES and Administration Committees to discuss the direction both committees would like to take. Hintz discussed the Sheriff's Office wanting to have their own ITS Department, with staff located at the

Sheriff's Office. Hintz and Charbarneau previously met with the current ITS Director, Lynn Grube, to discuss issues, and the creation of an organization chart and list of duties for the Sheriff's Department's ITS needs. Hintz reports that 60% of the ITS Department's efforts are for Sheriff's Office computer needs. Discussion held on the proposed ITS Department restructuring and the importance of completing this task prior to hiring a new ITS Director. Cushing inquired if a formal proposal existed from the Sheriff's Office regarding this change; Hess notes that a proposal has been submitted and will be reviewed by the Public Safety Committee next week. Discussion held and a joint meeting is scheduled for September 2nd at 9:00 a.m. to discuss the issues and budget for the proposed change. Charbarneau will make sure a quorum exists for each committee.

EMPLOYEE HANDBOOK – PTO ANNUAL PAYOUT

Charbarneau states a request was received by the Sheriff's Office regarding annual PTO (Paid Time Off) payouts. The requests asks for approval of employees buying down their PTO banks to 100 hours each calendar year, which is a significant change to the current policy allowing 200 hours per year to be cashed out if a PTO bank is over 500 hours. Charbarneau discussed the issues with changing this policy. Cushing states the policy should not be changed and the committee should take special requests needing additional payouts on a case by case basis. Sorenson notes that the fiscal impact could be high if the request is implemented and feels it is important that employees take their vacation days both as a time away from the job as well as promoting cross training in departments. Further discussion held regarding the need to manage PTO accordingly with the committee agreeing that implementing a broader payout policy would reward bad management of PTO use. The committee agrees to take no further action on the request at this time.

WELLNESS/HEALTH UPDATES

None

OUT-OF-COUNTY TRAVEL

Charbarneau discussed the upcoming Wisconsin County Mutual Insurance Corporation meeting in Stevens Point on September 11th. Both Hintz and Cushing plan to attend. Charbarneau also discussed the WCA Broadband Development meeting in Stevens Point on August 17th. No committee members plan to attend, citing there is already sufficient county participation of this meeting due to the Economic Development Committee attending. Finally, Charbarneau discussed attending a Carlson Dettmann presentation in Wausau on September 29th. Motion by Cushing to approve Charbarneau attending the Carlson Dettmann presentation regarding rewards management. Second by Pederson. All members present voting 'Aye'. Motion carried.

FUTURE MEETING DATES

- *Canceled* - August 26, 2015 meeting
- September 1, 2015 at 2:00 p.m. – Joint meeting with UW-Extension Committee (Airport)
- September 2, 2015 at 9:00 a.m. – Joint meeting with Administration Committee
- September 9, 2015 at 9:00 a.m.
- September 23, 2015 at 9:00 a.m.

Brief discussion held on LTE staffing requests.

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FUTURE AGENDA TOPICS
Health Insurance

PUBLIC COMMENTS
None

ADJOURNMENT

Motion by Hintz to adjourn. Second by Cushing. All members present voting 'Aye'. Motion carried. Meeting adjourned at 9:54 a.m.



Ted Cushing, Chairman



Jennifer Lueneburg, Committee Secretary