

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1st Floor Conference Room, Oneida County Courthouse**  
**January 13, 2016**

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

**ALSO PRESENT:** Lisa Charbarneau (Labor Relations/Employee Services); Margie Sorenson (Finance); Freeman Bennett (Highway and Solid Waste Department); Grady Hartman, Daniel Hess (Sheriff's Office); Linda Conlon (Public Health); Bill Freudenberg (County Board); Brian Paynter (Lakeland Times); 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 1<sup>st</sup> 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.

**APPROVE AGENDA**

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

**APPROVE MINUTES**

Motion by Paszak to approve the minutes of December 16<sup>th</sup>. Second by Hintz. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Motion by Hintz to approve the vouchers of the Labor Relations Department. Second by Cushing. All members present voting 'Aye'. Motion carried.

**HIGHWAY COMMISSIONER VACANCY REVIEW APPEAL AND RECRUITMENT**

Charbarneau reports that Freeman Bennett plans to retire on August 9, 2016 as Highway Commissioner. The county has already begun reviewing the Highway Commissioner job description and the requirements currently set for the job. It has also been discussed if the Highway and Solid Waste Departments should remain combined under the Highway Commissioner position and it was agreed that this will remain intact. Charbarneau states that they are requesting today to start the process of filling this vacancy in order to have a person selected for the position and allowing approximately six weeks of overlap training prior to Bennett's retirement. This would give an approximate target date for hire of mid-June. Fried discussed using this time to review possible alternatives for the position such as combining with another county or other changes to the position in order to make sure they are utilizing the best options for Oneida County. Paszak feels that Bennett's position is already more than a full time job and combining with another county would be too difficult. Further discussion held on the position and recruitment process. Charbarneau reports that upon approval, LRES would begin advertising the position immediately. Charbarneau notes that Vilas County is also looking to fill a similar position and she has discussed qualifications and education with Vilas County Human Resources. Further discussion held on the requirements needed for this position with input from Bennett. Charbarneau notes that there is only one other Highway Commissioner in the state that also handles a Solid Waste Department so the

position duties and job qualifications are unique. Bennett reports that this position receives a percentage of funding from the DOT (Department on Transportation) and if additional non-DOT related duties are added to the position, the DOT will reduce the percentage of funding provided. Paszak notes that a thorough investigation should be done on the prospective hire for this position to insure that they can indeed do the job duties. Motion by Paszak to approve. Second by Hintz. All members present voting 'Aye'. Motion carried.

#### **LETTER OF AGREEMENT: DEPUTY ASSOCIATION PTO PAYOUT**

Charbarneau referenced the Letter of Agreements included in the agenda packet regarding previously discussed agreements on PTO payouts. Union representative Randy Ingram is requesting a separate check be issued for the PTO payout. Sorenson notes that a separate check would make a very little difference on taxes deducted unlike years ago when it did and the separate check wouldn't be able to go through direct deposit which causes more work on her department. For these reasons, Sorenson doesn't recommend a separate check. Further discussion held. Motion by Cushing to not accept the Letter of Agreement for a separate check and to go with the combined check agreement. Second by Paszak. All members present voting 'Aye'. Motion carried.

#### **PAID TIME OFF (PTO) POLICY**

##### **- ACCURAL OF THE BENEFIT:**

Sorenson acknowledges that a change to accrual of PTO has been previously discussed. Sorenson discussed previous meetings between Finance and LRES on the issue. Sorenson and Charbarneau both agree that if the change is implemented, it should be done prior to Sorenson's late 2016 retirement. Sorenson reviewed tasks that would need to be completed in order to implement a change to PTO accrual. Discussion held and the committee agreed that they will first complete their review of Chapter 4 of the County Code. Then the changes to Chapter 4 and the PTO accrual changes can be discussed at the same time at a department head meeting as well as discussing changes with employees. Sorenson clarified that she agrees to the new accrual method as long as proper communication and processes are taken when implementing.

##### **- REMOVE CLOSURE DAYS FROM PTO BANK:**

Sorenson provided a background on how closure days were handled prior to the implementation of PTO as well as a handout listing two options. Sorenson notes that if option two is chosen, the Sheriff's Office software would need reprogramming. For this reason, the Sheriff's office would prefer option one. Discussion held on the difficulty of implementing option two for the departments that are 24/7 operations. Charbarneau referenced an email from Mike Romportl/Land Information regarding new hires not getting paid for closure days due to not starting out with PTO balances. Charbarneau states she is agreeable to option one if Finance feels they can implement. Further discussion held on procedures Finance would need to make changes in order to implement option one. Motion by Cushing to have Charbarneau and Sorenson work on implementing option one and to come back to the committee to discuss how to handle new hires. Second by Pederson. Sorenson discussed reports that would need to be provided to department heads in order to implement option one. All members present voting 'Aye'. Motion carried.

#### **INSURANCE PREMIUM DEDUCTIONS**

Sorenson discussed the request made for her office to split the health insurance premiums between paychecks rather than taking the full amount out of the first paycheck of the month prior to the

month of insurance coverage. Sorenson states she is not in agreement with this change due to the added work for her office in additional balancing of the insurance bill. Sorenson notes that the insurance company is already having difficulty making changes to the bill and this will only complicate those issues more. Sorenson noted several other reasons for her disagreement with the change. Hintz discussed moving to a semi-monthly payroll; Sorenson discussed reasons why this would not be beneficial. Pederson inquired if there is an option for employees to prepay insurance premiums in order to reduce the monthly premium burden; Sorenson states the employee would not get the pretax benefit on that advance payment. Further discussion held on how the current procedure works and the pros and cons of changing the procedure. Fried suggests keeping the procedure the same right now and after the review of Chapter 4 is complete, the committee can review if any adjustments need to be made at that time. Committee agrees that no motion needed at this time and topic will be readdressed in the future if appropriate.

### **MERIT/PERFORMANCE PAY**

Charbarneau notes information collected from other counties in regards to what they do with merit/performance pay. This topic is due to a request from County Board supervisor Jack Sorenson to discuss the issue. Discussion held; committee agrees to review the information provided and to discuss the topic at a future meeting with Jack Sorenson present.

### **2016 LONG RANGE PLAN**

Charbarneau discussed the 2016 Long Range Plan and changes from the 2015 to 2016 plan. Charbarneau notes that some of the items on 2015 were moved out of the general 2016 plan and onto the bottom of the plan; these items will be ongoing goals for the LRES Department. Hintz notes that he would like to see a goal aimed at getting information out sooner during the open enrollment for insurances. Motion by Hintz to accept/endorse the 2016 long range plan as presented. Second by Cushing. All members present voting 'Aye'. Motion carried.

### **SAFETY UPDATE**

Charbarneau states she would like to add and keep this agenda topic on future agendas in order to keep the committee updated on safety. Oneida County is currently in transition to a new workman's compensation carrier, County Mutual, and things are going well with the transition. Hintz strongly supports this committee continuing to look at the topic of safety and notes the topic is also addressed at Administration Committee meetings.

### **RESOLUTIONS**

#### **- 2016 WAGE INCREASE**

Charbarneau reports that funding for a .73% cost of living increase was previously approved as part of the 2016 budget however a resolution would need to be approved in order to implement this increase. Charbarneau notes that this increase would be applied to the wage schedules and not be a lump sum payment to employees; discussion held. Hintz clarified that this increase will be retroactive, beginning the first payroll in 2016 and for next year, any resolution needed for a cost of living increase should be submitted to the County Board at budget time. Charbarneau clarified that the increase was not approved for red-lined employees. Motion by Fried to approve the resolution and forward the resolution to the County Board floor. Second by Paszak. All members present voting 'Aye'. Motion carried.

**RESOLUTIONS (continued)**

**- CREATE COMMUNITY HEALTH SPECIALIST**

Conlon requests approval to create a Community Health Specialist position. Conlon says due to high teen birth rates in Oneida County, her department was selected to apply for a grant to address this issue. Conlon states the grant received was \$50,000 for five years which equates to an 80% Community Health Specialist position. Conlon discussed dealing with grant funded positions and states she is clear with any new hires going into grant positions that the position is contingent on funding and the position will end once grant dollars end. Motion by Fried to forward the resolution as written to the County Board and to put into a consent agenda item. Second by Paszak. Roll call vote taken with all voting in the affirmative. Motion carried.

**COMMUNITY HEALTH SPECIALIST VACANCY REVIEW APPEAL**

Conlon states that with the approval of the previous position discussed, she has given the opportunity to an employee of another grant funded position, which will be ending in a year and half, to apply for the new position. This then leaves another Community Health Specialist position vacant. Discussion held on the possible short-term nature of this position. Motion by Cushing to approve the Community Health Specialist review appeal as presented. Second by Pederson. All members present voting 'Aye'. Motion carried.

**CLOSED SESSION**

Motion by Fried, seconded by Paszak and approved by roll call vote to enter into closed session in pursuant to Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: Jail Captain compensation, Nutritionist compensation and Account Tech/Account Clerk)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:29 a.m.

Staff present in closed session: Charbarneau, Conlon, Sorenson, Lueneburg

**RETURN TO OPEN SESSION**

Motion by Hintz to return to open session. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried. Return to open session at 11:01 a.m.

Cushing summarized the motions made in closed session as follows:

Motion by Paszak to approve three days PTO (for the Account Technician position). Second by Fried. Roll vote taken with all voting in the affirmative. Motion carried.

Motion by Hintz to approve the flexibility of up to \$70,000 (for the Nutritionist position), but checking with Corporation Counsel on the legalities of the position first. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Fried supporting the Sheriff Department's request of \$62,732 (for the Jail Captain position) with funds to come from the Sheriff Department's budget. Second by Paszak. All members present voting 'Aye'. Motion carried.

**WELLNESS/HEALTH UPDATES**

None

**OUT-OF-COUNTY TRAVEL**

Charbarneau discussed the Legislative Exchange and asked if any Committee members would like to attend with her. Motion by Cushing to approve Lisa (Charbarneau) and Carol (Pederson) attending. Second by Hintz. All members present voting 'Aye'. Motion carried.

**FUTURE MEETING DATES**

January 25, 2016 at 1:00 p.m. (County Code – Chapter 4)

February 10, 2016 at 9:00 a.m.

February 24, 2016 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

County Code – Chapter 4

Merit/Performance Pay

Paid Time Off Policy

**PUBLIC COMMENTS**

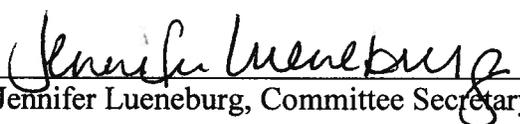
None

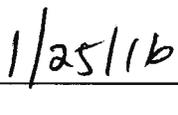
**ADJOURNMENT**

Motion by Cushing to adjourn. Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 11:04 a.m.

  
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Ted Cushing, Chairman

  
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Date

  
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Jennifer Lueneburg, Committee Secretary

  
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Date