

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
September 12, 2016

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

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Margie Sorenson (Finance); Amy Franzen (Register of Probate); Judge Patrick O'Melia (Branch I); Karl Jenrich (Planning & Zoning); Ken Kortenhof (Emergency Management); John Bilogan (Forestry); Dan Hess (Sheriff's Office); Brenda Behrle (Clerk of Courts); Daleth Mountjoy (Lakeland Times)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 1:00 p.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.

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Hintz to approve the minutes of August 24, 2016. Second by Fried. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau presented bills and vouchers, noting that the hotel billings listed are for staff and County Board members attending the upcoming WCA Conference. The LRES office pays the initial bill and then the costs get billed out to the appropriate department. Motion by Hintz to approve the vouchers and bills presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

2017 STAFFING REQUESTS

Brief discussion led by Fried on the budgeting process for annual staffing requests.

- **PROBATE:** Franzen requests additional LTE staff for a scanning project in the Probate and Juvenile Clerk's office. This scanning is being done in preparation for transitioning over to e-filing. Discussion held on request and the process of preparing for e-filing. Fried asked if another department could help with this scanning; Franzen says no due to the level of confidentiality of the items needing to be scanned. Further discussion on wage and the inability of the office to take on the scanning project with existing personnel. Based on Committee of Jurisdiction approval, motion by Cushing to approve the LTE request for scanning purposes for the Probate office. Second by Paszak. All members present voting 'Aye'. Motion carried.
- **FORESTRY:** Bilogan discussed difficulties filling LTE hours. Bilogan discussed recruitment efforts and limited options moving forward to remedy this issue. In lieu of LTE's, Bilogan proposed a new full-time position, performing 70% forest management and 30% recreational trail management and would be year round starting in spring 2017. Bilogan notes this position has already been approved by his Committee of Jurisdiction. Motion by Paszak to approve. Second by Fried. Sorenson provided input on funding. Discussion held on stumpage revenues. Bilogan notes that this person will not allow them to necessarily increase revenue but rather maintain current stumpage revenues. Fried led discussion on possible alternatives. Committee voted on motion; all members present voting 'Aye'. Motion carried.

FORESTRY MAINTENANCE TECHNICIAN – OVERLAP FOR TRAINING

Bilogan notes that this position (pending vacancy from a possible upcoming retirement) was already approved to be filled. Bilogan is requesting approval for overlap training for a new person selected to fill the position. Bilogan feels overlap training is essential due to the foresters not being trained or having the required CDL license in order to operate of some of the equipment plus training by the foresters would take away time from their important forest management duties. Charbarneau states the current employee has not given notice yet. Charbarneau also voiced concerns that the current employee is also not happy with the wage progression of the job and this ill-will toward the job may affect his ability to train a new employee. Paszak asked about previous training for this position and Bilogan noted that a CDL would be required for this position. Further discussion held and committee agrees to put this item on a future agenda for further discussion.

2017 STAFFING REQUESTS (CONTINUED)

- **PLANNING & ZONING:** Jennrich reports that his Committee of Jurisdiction has approved an additional Zoning Technician position. This is due to increased zoning requests and complaints that need to be addressed. In addition, adding this position will allow for more follow-up on issued permits to ensure guidelines are being followed since zoning violations are easier and less costly to rectify early on in the building/remodeling process rather than when projects are finished. Jennrich also notes Act 55 has impacted ordinance revision, which had a significant impact on the duties of his office. Jennrich briefly discussed possible fee changes down the road to help fund increased staffing needs. Further discussion on zoning changes and budgeting for this proposed addition. Motion by Cushing to approve the Zoning Technician request for Planning & Zoning and forward to the Administration Committee, then budget hearings. Second by Fried. All members present voting ‘Aye’. Motion carried.

Charbarneau provided a handout of all 2017 LTE requests received, minus the LTE snowplow drivers. Discussion held on Highway Department LTE changes in 2017 budget. Committee ran through the list at Fried’s request and brief discussion held. Motion by Cushing to approve the LTE requests as outlined on the spreadsheet. Second by Paszak. 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: Solid Waste Technician compensation and Communications Lieutenant compensation).

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 2:02 p.m.

Staff present in closed session: Charbarneau, Lueneburg, Hess, Korten Hof, Stefonek, Sorenson

RETURN TO OPEN SESSION

Motion by Pederson to return to open session. Second by Paszak. Roll call vote taken with all voting in the affirmative. Motion carried. Return to open session at 2:17 p.m.

In closed session, the following motions were made and approved unanimously by the Committee:

Motion to approve a step increase for the Communications Lieutenant with the next available step to be in 2017.

Motion to approve the Solid Waste Technician to start at Step 3.

RESOLUTION: ASSISTANT PATROL SUPERINTENDENT

Charbarneau discussed compression issues at the Highway Department. When Mechanic/Equipment Operators are working in the lead position, they are at the same grade level as the Assistant Patrol Superintendent. Charbarneau discussed the request to move the Assistant Patrol Superintendent to Grade Level K in order to rectify the compression issues. In-depth discussion on this request and the fiscal impact statement. Paszak notes this request was approved by the Public Works Committee. Motion by Paszak to approve request. Second by Fried. Further discussion held with Committee agreeing to discuss the matter further at a future meeting.

EMPLOYEE HANDBOOK

- **CALL PAY:** Charbarneau summarized the proposed changes to the call pay policy due to changes in state requirements regarding snow plowing. Further discussion led by Stefonek. Motion by Fried to approve the changes to the call pay language as presented. Second by Cushing. All members present voting 'Aye'. Motion carried.
- **HEALTH INSURANCE PROVISIONS:** Charbarneau discussed her proposed changes to wording in the Employee Handbook in order to bring the handbook up to date with the current health insurance plan. Motion by Cushing to approve the health insurance wording changes to the Employee Handbook. Second by Hintz. All members present voting 'Aye'. Motion carried.

UW EXTENSION UPDATE

Fried wanted to provide the LRES Committee with information on the discussion had at the Buildings & Grounds Committee regarding UW-Extension's request to relocate from the airport location. Fried discussed concerns about the costs of such a move and the rent the county would still need to pay at the airport even if the space isn't being used. Fried feels they need to determine what direction the county wants to take and if it can be afforded. Hintz agrees and wants to know the direction and costs as well before any major decisions are made. Hintz also notes that UW-Extension is going through reorganization at the state level so this uncertainty adds more difficulty in determining the correct direction to take at the county level. Fried emphasizes the importance of communication amongst County Board members in order to get the correct information out. Sorenson clarifies that it needs to be determined which committee is taking the lead on this issue.

2017 LRES BUDGET

Charbarneau discussed the 2017 LRES budget. Discussion held. Motion by Cushing to approve the LRES budget as submitted and forward to the Administration Committee for consideration. Second by Paszak. All members present voting 'Aye'. Motion carried.

WORKERS COMPENSATION MODIFICATION FACTOR

Charbarneau discussed the notice received about the increased Workman’s Compensation modification factor which means increased premiums for 2017. Discussion held on how the number is determined and reasons for the increase.

WISCONSIN HEALTHY WORKPLACE ADVOCATES REQUEST

Hintz was approached by the Wisconsin Healthy Workplace Advocates about the county designating October 16th to 22nd as Freedom of Workplace Bullying Week. Discussion held by Committee. Due to the county’s current Harassment Policy in place, the Committee agreed to not implement this request.

WELLNESS/HEALTH UPDATES

Lueneburg reports that Group Health Trust has provided a \$1,000 grant to the Sheriff’s Office for their upcoming Tim Miller Fitness Challenge, held annually since 2006. This grant will be used as financial incentives for employees to train and participate in the event.

Employee In-Service is September 29th and is open to employees, retirees and County Board members.

Hintz also discussed safety standards and what is required at the Highway Department. Hintz feels current policies may be confusing at this time. Paszak noted that Stefonek is working on improving some of the policies for the department.

OUT-OF-COUNTY TRAVEL

Charbarneau requests approval for out-of-county travel for Lueneburg and herself to attend the WACPD Conference on October 6th and 7th at The Water’s in Minocqua. Motion by Cushing to approve request. Second by Paszak. All members present voting ‘Aye’. Motion carried.

FUTURE MEETING DATES

September 28, 2016 at 9:00 a.m.
October 13, 2016 at 9:00 a.m.
October 26, 2016 at 9:00 a.m.

FUTURE AGENDA TOPICS

Health Insurance update

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Cushing to adjourn. Second by Paszak. All members present voting ‘Aye’. Motion carried. Meeting adjourned at 2:59 p.m.



Ted Cushing, Chairman/LRES Committee



Date



Jennifer Lueneburg, Committee Secretary



Date