

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
May 9, 2018

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

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Mary Rideout (Social Services); Grady Hartman, Tyler Young (Sheriff's Office); Bruce Stefonek (Highway); Fred Williston (Lakeland Times)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

APPROVE AMENDED AGENDA

Motion by Fried to approve the fourth amended agenda. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fried to approve the minutes as presented. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau provided the department's vouchers and bills, noting that several of the vouchers for health enhancement will be reimbursed by Group Health Trust. Motion by Fried to approve the vouchers and bills as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

ELECT VICE CHAIR

Motion by Cushing to nominate William Fried as Vice Chairman of the LRES Committee. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

RECLASSIFICATION REQUESTS – SOCIAL SERVICES

Rideout requests a reclassification of three different clerical positions within Social Services. Rideout notes that Social Services reclassification requests are extremely rare but due to Family Care changes to the department in the past year, Rideout feels her request is now appropriate.

- **ACCOUNT TECHNICIAN:** Rideout reports that previously three Account Technician positions existed in her department but one was eliminated with the implementation of Family Care. Of the two remaining, one works in the Accounting unit and one is in the Child Support unit. Rideout requests to reclassify the Accounting Account Tech (Grade G) to a Finance Technician (Grade H). Rideout discussed the higher level duties added to this position because of the elimination of other positions. Rideout notes that with the help of time logs, she is able to reimburse quite a bit of this position with Federal and State funding but county tax levy money in the amount of \$1,141 would be needed to fund this request for 2018. Discussion held. Motion by Holewinski to approve the reclassification request for the Account Technician as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

RECLASSIFICATION REQUESTS – SOCIAL SERVICES (continued)

- **CLERICAL ASSISTANT:** Rideout reports that a 60% Clerical Support position was cut due to Family Care, which leave three Clerical Support and one Clerical Assistant staff left in her clerical pool. The Clerical Assistant position is one of the lowest paid positions in the county at a Grade C and due to cutting a clerical position, more duties have now been assigned to this position. Therefore, Rideout would like to reclassify the Clerical Assistant position to a Clerical Support position at Grade E, like the other three Clerical Support positions. Brief discussion held on request. Motion by Paszak to move the Clerical Assistant position to a Clerical Support position. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

- **CLERICAL SUPPORT FOR CHILD SUPPORT:** Rideout states that this position hasn't been effected by Family Care but based on her review, the position has been underpaid. The duties for the position have evolved with the changing structure of the Child Support unit and include genetic testing, drafting legal paperwork and handling the public. Rideout also feels that many of the duties of this position are close to the higher paid clerical positions in Corporation Counsel's office. Rideout proposes changing the position title to Child Support Program Assistant and upgrade the position from Grade E to Grade G. Due to State and Federal funding, no tax levy is needed to fund this position. Brief discussion held. Motion by Holewinski to approve the Clerical Support for Child Support reclassification as presented. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.

MECHANIC WAGE SCHEDULE/RECRUITMENT AND RESOLUTION

Lueneburg summarized the last three recruitments for the Diesel Mechanic position and the difficulties of getting good applicants based on the wage. Stefonek discussed the option of using an outside vendor for diesel repairs and notes that this would be a much more costly option. In-depth discussion held on Highway Department mechanical positions and the needs of the department. Stefonek summarized the duties, education and experience needed for the Diesel Mechanic versus Mechanic position. Stefonek is requesting to reclassify the Diesel Mechanic positions. Charbarneau clarified that this request would be for both Highway Department and Sheriff's Office mechanic positions to go from Grade I Non-Exempt to Grade J Exempt/hourly. Continued discussion; several Committee members recommended a Mechanic I (Highway) and Mechanic II (Sheriff) be created with a higher wage for the Mechanic I position in order to account for more diesel repairs needed at the Highway shop. Hintz recommends taking this request back to the Public Works Committee to establish two different Mechanic positions and to amend job descriptions before the LRES Committee makes a decision on this request. Stefonek notes that moving out this request will easily cause another 4-8 week delay in getting this position filled. Discussion held on resources Stefonek can use while the Diesel Mechanic position is vacant. Holewinski and Jensen agree that this Committee should hold off on this request while Stefonek reviews the Diesel Mechanic needs of the Highway shop and alternative options. Motion by Hintz to turn this issue back to the Public Works Committee for further review. Second by Cushing. Further discussion held. Holewinski, Cushing, Hintz and Paszak vote 'Aye' on motion. Fried opposes motion. Motion carried.

ITS DIRECTOR VACANCY REVIEW APPEAL

Charbarneau reports that ITS Director Jack Flint's last day of employment was May 1, 2018. Charbarneau requests a waiver of the six-month vacancy period, in order to fill the position as soon as possible. Charbarneau notes that they do have an internal candidate to fill the vacancy if approved. Brief discussion held. Motion by Paszak to move ahead with hiring the ITS Director and approving the vacancy review appeal. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

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CLOSED SESSION

Motion by Paszak, 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 (Topic: ITS Director Compensation; Foreperson Compensation; Mechanic Compensation; Captain Compensation); and Section 19.85(1)(f) for the purposes of considering financial, medical, social, or personal histories of 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: Closed session minutes from 4/26/18 meeting; Equipment Operator Employment)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:58 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Hartman, Young and Smith

RETURN TO OPEN SESSION

Motion by Hintz to return to open session. Second by Paszak. Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 10:50 a.m.

Cushing reports that in closed session, a motion was made and approved by roll call vote to accept the closed session minutes of April 26, 2018.

Based on closed session discussion, a motion was made by Cushing, seconded by Holewinski and approved by roll call vote to:

- Approve the new (Sheriff's Office) Captain at Grade O1, Step 13 (\$82,010).
- Approve the new ITS Director starting at Grade R, Step 8 (\$79,512), then moving to Step 9 (\$81,406) at six-months and Step 10 (\$83,299) at one year, based on good performance evaluations.
- Approve the two new (Highway) Forepersons starting at Grade J, Step 3 (\$22.89), Step 4 (\$23.51) at six-months and Step 5 (\$24.13) at one year, based on good performance evaluations, and requiring the next two Highway positions that become vacant not be filled.

RESOLUTION: APPOINT ITS DIRECTOR

Based on previous discussion, motion by Fried to approve and forward the resolution to the May County Board meeting. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

BENEFITS OVERVIEW/ORIENTATION

Not discussed – topic will be moved to a future meeting agenda.

FUTURE MEETING DATES

May 23, 2018 at 9:00 a.m.

June 8, 2018 at 9:00 a.m.

June 20, 2018 at 9:00 a.m.

FUTURE AGENDA TOPICS

Committee training – benefits, compensation and costs

Employee Handbook review

Compensatory Time

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PUBLIC COMMENTS

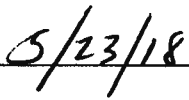
None

ADJOURNMENT

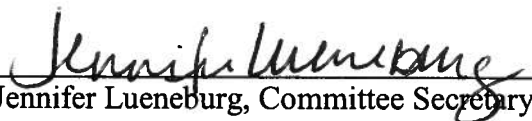
Motion by Cushing to adjourn meeting. Second by Holewinski. All members present voting 'Aye'.
Motion carried. Meeting adjourned at 10:54 a.m.



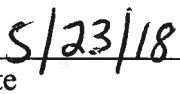
Ted Cushing, Chairman



Date



Jennifer Lueneburg, Committee Secretary



Date