

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 24, 2009

MEETING CALLED TO ORDER by Chairman John Young at 9:00 a.m. at the Oneida County Courthouse, First Floor Conference Room.

COMMITTEE MEMBERS PRESENT: John Young, Paul Dean, Scott Holewinski and Charles Wickman.

COMMITTEE MEMBERS ABSENT: Ted Cushing (Excused).

ALSO PRESENT: John Potters, Lisa Charbarneau (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corporation Counsel); Paul Spencer (Social Services); Gina Olson (Clerk of Court); Jeff Hoffman, John Sweeney (Sheriff); Linda Conlon, Ann Ovsak (Health); Curt Krouze (Buildings and Grounds); Ken Korten Hof (Emergency Management); Nick Scholtes (Highway); Dianne Jacobson (Department on Aging); Judge Mangerson (Branch II); Judge O'Melia (Branch I); Kris Ostermann (Treasurer); John Bilogan (Forestry); Mike Bloom (District Attorney); Tammy Walters (Veteran Services); Peter Wolk (Supervisor).

The Chairman noted that this meeting of the Labor Relations/Employee Services Committee had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

Motion by Dean, second by Wickman to approve the agenda for the present meeting. Motion carried; all ayes.

Motion by Dean, second by Wickman to approve the minutes of September 9, 2009. Motion carried; all ayes.

Motion by Holewinski, second by Wickman to approve the bills and vouchers as presented. Motion carried; all ayes.

Gina Olson came before the committee with an annual request for bailiffs to handle jury trials.

Motion by Dean, second by Wickman to approve the Clerk of Courts request for bailiff positions at \$11.42 per hour for up to \$6000 for 2010. Motion carried; all ayes.

Paul Spencer came before the committee to go over five positions in his department that are funded by non-tax levy dollars. Spencer told the committee that there are no changes in the funding for these positions for 2010. Spencer also told the committee that in the Fall of 2011, Family Care should be implemented in Oneida County. With the implementation of Family Care the Department of Social Services will lose 30% of its staff. Spencer continued that he receives additional monies with some of these positions

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 24, 2009

Page 2

to support other costs within the department and without those additional monies it will be a difficult budget for 2012.

Motion by Holewinski, second by Dean to approve the five positions in Social Services funded by non-tax levy dollars for 2010 as presented. Motion carried; all ayes.

Sheriff Hoffman came before the committee with a request to continue the Deputy position which is partially funded by a State Community Policing Grant. The Sheriff told the committee that the position was created in 2000 and the grant has provided enough money to purchase a squad car and other equipment used by this deputy position. Hoffman indicated that the amount of the grant has fluctuated between \$50,000 and \$43,000 over the past several years.

Motion by Holewinski, second by Wickman to approve the Sheriff Department request for the State Community Policing Grant Deputy Position as presented. Motion carried; all ayes.

The Sheriff also presented a staffing request for the Dive Team. Chief Deputy Sweeney added that the department received donations for the Dive Team as well. Sweeney continued that the Dive Team had just completed a fund raising/training exercise in Minocqua and removed debris from the bottom of Lake Minocqua. He said the community was very thankful for the clean up and it provided excellent training for the dive team members.

Wickman added that the Dive Team is excellent public relations and makes the community feel good about the taxes they are paying.

Motion by Wickman, second by Holewinski to approve the 2010 staffing request for the Dive Team as presented. Motion carried; all ayes.

The committee also reviewed a request for an LTE Correction Officer position.

Motion by Holewinski, second by Wickman to approve the LTE Correction Officer staffing request at \$13.85 per hour for up to 600 hours in 2010. Motion carried; all ayes.

Linda Conlon introduced the new Assistant Public Health Director, Ann Ovsak to the Committee.

Conlon presented a request for an LTE WIC Registered Dietician for 2010. Conlon explained that her department use to have a part time dietician, however when the position became vacant she reduced the position to an LTE. Conlon explained that this position would only work when the only Registered Dietician on staff is sick, on vacation

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 24, 2009

Page 3

or at training. Conlon finished by saying all funding is through the WIC budget including grants and revenue.

Motion by Holewinski, second by Wickman to approve the LTE WIC Registered Dietician at \$23.67 per hour for 190 hours for 2010 as presented. Motion carried; all ayes.

Conlon presented an annual request for an LTE WIC Program Peer Breastfeeding Counselor position. Conlon explained that this is not a duplication of services, as this position works with new mothers when they come home from the hospital with problems and questions. Conlon also pointed out that this position is fully funded by the WIC budget including grants and revenues.

Motion by Holewinski, second by Wickman to approve the LTE WIC Program Peer Breastfeeding Counselor at \$9.19 per hour for 494 hours in 2010 as presented. Motion carried; all ayes.

Conlon presented a request for an LTE Clerical position to mainly support the immunization program. Costs for this position are covered by flu revenue. Conlon asked for an increase in hours for the position as the department expects to triple its production during this flu season.

Motion by Holewinski, second by Wickman to approve the LTE Clerical position for the Public Health Department at \$8.63 per hour for 450 hours in 2010 as presented. Motion carried; all ayes.

Conlon presented an annual request for an LTE Public Health Nurse (PHN). Conlon indicated that she was reducing the hours in 2010 as she does anticipate a more normal flu season in 2010. Again, this position is paid for by flu revenues.

Motion by Young, second by Dean to approve the LTE Public Health Nurse at \$23.67 per hour for 100 hours in 2010 as presented. Motion carried; all ayes.

Conlon's final request was for an LTE Health Educator position. Conlon explained that this is an intern position over the summer months and is funded completely by Reproductive Health programs.

Motion by Holewinski, second by Wickman to approve the LTE Health Educator position at \$9.19 per hour for 280 hours in 2010 as presented. Motion carried; all ayes.

Curt Krouze came before the committee with two LTE requests for 2010. He explained that the 2010 requests were the same as 2009 as he has not had a lot of time to evaluate

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 24, 2009

Page 4

the situation and now there will be additional snow plowing and cleaning needs with the addition of the WPS building. Krouze continued by saying he was more concerned about the cleaning needs than the additional snowplowing needs.

Motion by Holewinski, second by Wickman to approve the LTE Janitor position at \$8.89 per hours for 600 hours in 2010. Motion carried; all ayes.

Motion by Holewinski, second by Young to deny the LTE Laborer request from Buildings and Grounds for 2010. Motion carried; all ayes.

Ken Kortenhof came to the committee with two annual requests. The first request being for Per Diem for the Hazmat Volunteer Members. Kortenhof explained that each volunteer is required to complete ten hours of training each year. The request is just covering the volunteers gas and a little of their time. Kortenhof told the committee that when the team goes out on a call, the party responsible for the incident has to pay for the cost of the team to respond.

Motion by Holewinski, second by Wickman to approve the per diem payments for the Volunteer Hazmat Members as presented for 2010. Motion carried; all ayes.

Kortenhof presented the second request for the LTE HazMat Chief position. Kortenhof explained that this position works at least 480 hours a year for the department and acts as the Deputy Emergency Management Director in his absence.

Motion by Holewinski, second by Dean to approve the LTE HazMat Chief at \$6997.25 for 2010 as presented. Motion carried; all ayes.

Nick Scholtes came before the committee with an annual request for LTE Laborer positions for the Highway Department. Scholtes told the committee that the Highway Committee only wants two LTEs hired with a third being added only if necessary. Scholtes also pointed out that he usually requests four LTE positions.

Motion by Wickman, second by Dean to approve three LTE Laborer positions for the Highway Department for 2010 as presented. Motion carried; all ayes.

Dianne Jacobson came before the committee with several annual staffing requests. Jacobson noted that none of the LTE positions are funded by County tax levy.

Motion by Holewinski, second by Dean to approve the LTE Receptionist for the Department on Aging at \$8.37 per hour for 150 hours in 2010 as presented. Motion carried; all ayes.

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 24, 2009

Page 5

Motion by Holewinski, second by Dean to approve the LTE Bus Driver for the Department on Aging at \$10.10 not to exceed 600 hours for 2010 as presented. Motion carried; all ayes.

Motion by Holewinski, second by Dean to approve eight LTE Nutrition Site Managers for the Department on Aging at \$9.19 per hour in 2010 as presented. Motion carried; all ayes.

The Judges came before the committee with a request to continue with the Law Clerk position that they share with Vilas County.

Motion by Dean, second by Wickman to approve the LTE Law Clerk which is shared with Vilas County for 2010 as presented. Motion carried; all ayes.

The committee reviewed proposals for administration for the HRA and FSA accounts for 2010.

Motion by Holewinski, second by Wickman to approve staying with Superior State Administrators for the administration of HRA and FSA accounts for 2010. Motion carried; all ayes.

The committee reviewed a request from the Sheriff's Department to have Health Enhancement pay a maintenance fee on the Wellspring Fitness Equipment at the Sheriff's Department.

Motion by Dean, second by Wickman to deny the request for the maintenance check fee from the Sheriff's Department. Motion carried; all ayes.

John Bilogan came before the committee with four LTE staffing requests for 2010. The first was for 800 hours to be split between two LTE Ranger positions. Bilogan explained that these positions are used from Memorial Day to Labor Day to conduct random patrols through the County Forest recreational facilities for the purpose of insuring conformance to public use regulations, dispensing visitor information, collecting user fees, recording occupancy and use data, respond to public complaints, performs routine maintenance duties throughout the Oneida County Forest and various recreational facilities. Revenues from camping registration, trail passes and park user fees will help to offset the funding for these positions.

Holewinski asked Bilogan to provide a report to the committee at the 2011 Staffing Request meeting detailing the department's revenue.

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 24, 2009

Page 6

Motion by Dean, second by Wickman to approve 800 hours at \$9.27 per hour for two Forest Ranger positions for 2010 as presented. Motion carried; all ayes.

The second request was for a Summer Maintenance LTE position. Bilogan explained that this position had been in his budget for a very long time. This position assists regular staff with park maintenance during the peak use period.

Motion by Wickman, second by Dean to approve the Summer Maintenance LTE position at \$9.27 for 600 hours for 2010 as presented. Motion carried; all ayes.

The third request was for a Winter Maintenance LTE position. Bilogan explained that this position has been used for the past ten years with the position only working 600 hours if it is a good snow year as most of the work associated with this position is for grooming of ski trails.

Motion by Wickman, second by Dean to approve the Winter Maintenance LTE position at \$9.27 per hour for 600 hours for 2010 as presented. Motion carried; all ayes.

The final request was for a grant funded Forestry LTE. Bilogan explained that the position performs various forest management duties including timber sale establishment, mapping and data collection. The position is completely funded by grant money.

Motion by Holewinski, second by Wickman to approve the grant funded Forestry LTE at \$14.00 per hour for 600 hours for 2010 as presented. Motion carried; all ayes.

Kris Ostermann came to the committee with two staffing requests for 2010. The first request was to increase the wage rate of the LTE receptionist to an LTE Account Clerk as this position is being given a higher level of work responsibilities. Ostermann explained that in the past this position was only used to open mail during the busy season. This year the position was given more responsibility and Ostermann wants to continue with that level of responsibility for 2010. Ostermann continued that she wanted to also use this position to help cover the office during the year when staff is gone on vacation or training. She stated that having only one person in the office is a risk to the County. She also told the committee that the office was instructed to schedule the Deputy I position three days per week. Ostermann indicated that the LTE worked 60 hours in 2009.

Sorenson explained that the part time Deputy I position needs to meet a percentage of time in order to get that same level of benefits for a calendar year.

Motion by Holewinski, second by Dean to approve an LTE Account Clerk at \$9.19 an hour for up to 60 hours for 2010 in the Treasurer's Office. Motion carried; all ayes.

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 24, 2009

Page 7

John Young stated that with the ability to schedule the Deputy I position differently than in the past it would cover the concerns brought forward.

Potters indicated that by adjusting the work schedule of the Deputy I and utilizing Courthouse security officers as other offices have done would address the Treasurer's concerns.

Motion by Holewinski, second by Wickman to deny the Treasurer's request to increase the Deputy I position from 65% to 85%, and to make adjustments to schedule and work with courthouse security for 2010. Motion carried; all ayes.

Mike Bloom presented an annual request for a Summer Intern position in the District Attorney's Office. Bloom explained that the program is through the UW Law School and the County pays \$2500. Good experience for the student and extra help in the DA Office during the summer.

Motion by Dean, second by Holewinski to approve the Summer Intern request for the District Attorney Office for 2010 as presented. Motion carried; all ayes.

Tammy Walters presented a request for an LTE receptionist position in Veteran Service Office to allow staff to go to training. Walters indicated that she decreased her request from 15 days last year.

Motion by Holewinski, second by Wickman to approve the LTE Receptionist position in the Veteran Service Office for 2010 as presented. Motion carried; all ayes.

Motion by Dean, second by Holewinski to adjourn into closed session pursuant to section 19.85 (1) (e), and (g), Wis. Stats., for: (1) purposes of deliberating the County's position in a matter relating to collective bargaining under subch. I, IV, or V or ch 111. stats. when bargaining reasons require a closed session; and (2) for purposes of conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is likely to become involved. Roll call vote taken with all voting in the affirmative. Motion carried.

Discussion held in closed session.

Motion by Holewinski, second by Wickman to return to open session. Roll call vote taken with all voting in the affirmative. Motion carried.

The Chair announced that there was no action taken during the closed session.

Motion by Wickman second by Dean to adjourn. Motion carried; all ayes.

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES
September 24, 2009
Page 8

Meeting adjourned at 2:00 p.m.

John R. Young, Chairman

Lisa Charbarneau, Comm. Secretary