

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES

January 05, 2015

CALL TO ORDER

Chairman Cushing called the LRES Committee to order at 1:00 p.m. in the First Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

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

LRES COMMITTEE MEMBERS ABSENT: None

ALSO PRESENT: Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Margie Sorenson (Finance); Grady Hartman, Teresa Hook (Sheriff Dept.); Mary Rideout (Social Services); Lynn Grube (ITS); Mike Romportl (Land Information); Dennis Lawrence, Coleman Peiffer (NCW Regional Planning); Bill Freudenberg (Supervisor); Jonathan Anderson (Lakeland Times)

APPROVE AGENDA

Motion by Hintz, second by Pederson to approve the agenda as posted for the present meeting. All ayes; motion carried.

APPROVE MINUTES

Motion by Paszak, second by Hintz to approve the minutes of November 12, November 21 and December 01, 2014 as presented. All ayes; motion carried.

VOUCHERS, REPORTS & BILLS

Motion by Cushing, second by Paszak to approve the vouchers, reports and bills as presented. All ayes; motion carried.

NCWRPC: STUDY OF LAND & WATER CONSERVATION & UW EXTENSION DEPARTMENT UPDATES

Dennis Lawrence reported to the Committee that they met with staff of both departments. He also talked with the UW state regional office to get some information on what they see going on statewide as well as what is going on in different counties. They also looked at surrounding counties to see how they are structuring both those departments, what they are doing, and what kind of programs they are working on.

Lawrence stated they do have a survey out with the two committees trying to get some thoughts from them in terms of how well the departments are doing and if there are any gaps, issues or problems with service delivery. If there are any ideas they have on a way to restructure to make it more efficient and provide better service to Oneida County.

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Lawrence explained that as they look around at other counties Land & Water Conservation departments are relatively small and they are seeing much more consolidation of departments. In the ten counties they serve a lot of those departments are being absorbed into Planning & Zoning type departments as they have complementary type things that they do. They are looking at two options and one is to leave it as a stand alone department or merge with another department which would most likely be Planning & Zoning.

He stated the UW Extension is similar to what other counties are doing. There probably should be a focus group or strategic plan of UW Extension in terms of what they do and who they do it for. There has been a lot of transition in that department in the last 2-3 years. There has not been a lot of direction and they continue to do what they have always done. That is an area where there could be some better communication. With the transition and change of staffing it is the perfect time to pull together a needs assessment of what does Oneida County government want as supervisors and committee members and use that to kind of set direction.

Coleman Peiffer explained that what they have been working on is getting a better assessment of each department. They went back to 2012 and showed the staffing pattern and if they were to merge together would there be overlap and could they eliminate some positions and make one large department. They also looked at both work plans. The departments from county to county are a little bit different. They have similar agents but focus on different issues in each county. They looked at the budgets and how they have grown or shrunken since 2010-2013.

They looked at surrounding counties Land & Water Conservation departments. How many people are staffed under it, what their responsibilities are? They also did UW Extension within those counties. Do they have the same number of officers? Do they have less? What do they do? Is there a duplication of employment?

The final thing they looked at is which of the surrounding counties are stand alone departments in Land & Water and which ones are merged into Planning to identify if that is a good option for this department and would it be the best use. There is a lot they looked at and helps explain what the differences are between them all and the similarities they have with surrounding counties.

Cushing asked if they had looked at duplication of services with UW Extension and other county offices.

Lawrence stated there was no direct duplication but a lot of what he would call collaboration work. Both departments work together on things but each is doing a piece of it. He stated their focus was on these departments and had not looked at other county departments.

Fried stated that he would like to know what the UW has been doing since 2002. Who have they been serving? Are they just serving Rhinelander or the whole county? These are important things in evaluating direction.

Lawrence told the Committee he would have a report to Lisa Charbarneau by the end of the week.

CORRECTIONS OFFICER VACANCY REVIEW APPEAL

Sheriff Hartman explained to the Committee that he had an employee take a position in the Buildings & Grounds department. They have exhausted their list and are currently advertising for a new eligibility list.

Motion by Pederson, second by Paszak to approve the Corrections Officer vacancy review appeal. All ayes; motion carried.

WCA – CAPITOL LAKES FINANCIAL

Charbarneau explained that WCA sponsors long-term care insurance for employees and county board members. There is no cost to the county, no payroll issues and they would bill directly to the employee. They also provide service to help employees plan for saving for their retirement.

Motion by Hintz, second by Paszak to approve providing information for WCA Long-term care insurance to employees. All ayes; motion carried.

EXECUTIVE SESSION

Motion by Hintz, second by Fried to adjourn into closed session 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: Social Workers Wages).

All members present voting ‘Aye’ on roll call vote. Motion carried.

Discussion held in closed session.

Motion by Hintz, second by Pederson to return to open session. Roll call vote with all voting aye; motion carried.

The following motion was made in the above closed session:

Motion by Paszak, second by Pederson to approve a wage increase for one social worker to move to step 4 at \$22.41, a new social worker being brought in at \$23.00/hr. and a long-term employee going to \$23.74/hr. effective the beginning of the payroll.

Roll call vote with all voting in the affirmative; motion carried.

EMPLOYEE HANDBOOK

Clothing Allowance

Charbarneau explained this was an update of the policy of what we have been doing. This does not reflect what they did with the deputies as that is part of their bargaining agreement. This if for the other units that get uniform allowance.

Motion by Cushing, second by Paszak to approve changes to clothing allowance as submitted. All ayes; motion carried.

Termination of Employment

Charbarneau stated that Mary Ridout contacted her asking if they could change the termination notice for their professional staff as two weeks was not long enough and would like a four week notice.

Motion by Paszak, second by Cushing to approve the change in termination notice as presented. All ayes; motion carried.

Paid Time Off

Charbarneau explained that due to changing the notice of termination they also had to change the PTO section that refers to that. If proper notice is not given to the county the required amount of notice of PTO may be withheld from the final pay-out.

Motion by Hintz, second by Pederson to approve changes to PTO as presented. All ayes; motion carried.

RESOLUTIONS:

Lieutenant Grade Level Change

Charbarneau reminded the Committee that they agreed to put Terri Hook at Grade Level N, Step 14 until this year when we would move her to the newly created Grade Level N1 at Step 12 and Lloyd Gauthier will go to Step 14.

Motion by Fried, second by Paszak to approve the resolution as presented and forward to County Board for approval. All ayes; motion carried.

Add Grade Level T to Exempt Schedule

Charbarneau explained that when Carlson Dettman was here they talked about adding this additional grade level to the top of the schedule for the positions of Corporation Counsel and Human Resources Director based on the point totals. They felt those point totals were into that area because Oneida County doesn't have a County Administrator and some of those higher level functions have been overseen or given to those two positions.

Motion by Fried, second by Hintz to approve the resolution as presented to County Board for approval. All ayes; motion carried.

Deputy Association Contract 2015-2017

Motion by Hintz, second by Paszak to pass the resolution for the Deputy Contract and forward to County Board for approval. All ayes; motion carried.

PERFORMANCE EVALUATIONS:

Appeal Process for Red Circled Employees

Charbarneau stated that it was brought to her attention that the current appeals process says employees can only appeal if they were eligible for a step increase and didn't get it. Someone who is red circled asked if they received a low score why they couldn't appeal that. They don't want that performance evaluation in their file. Is that something you want to add to the policy and allow them

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to appeal those or leave the policy the same and only allow people to appeal if they were eligible for a step?

Motion by Fried, second by Pederson to approve appeal process for red-circled employees as discussed. All ayes; motion carried.

Process for Review of Request for More Than Allotted Step Increase

Charbarneau reminded the Committee that as part of the process of the Carlson Dettman study there were positions that had gone through the process of appeals and were told we believed they were in the correct grade levels. When it is time for your evaluation that's the time when you are going to be evaluated on based on your performance and if your department head feels you should be considered for more than whatever the step is that would be the time for that to occur.

Those requests have to come to this Committee for approval and there are a few of them that are waiting to be reviewed. She asked if there was anything specifically that the Committee wanted to be provided. They would have a copy of the evaluation.

The consensus was to have the evaluation, wage schedule and fiscal impact to show where the money would be coming from. The department head should bring forward any additional documentation ,either in writing or verbally ,stating why they support this request.

WELLNESS/HEALTH UPDATES

None

OUT-OF-COUNTY TRAVEL

Charbarneau asked about attending the WPELRA Conference in Madison on January 22 & 23 and taking the Employee Services Assistant with her.

Motion by Paszak, second by Pederson to approve attendance at the WPELRA Conference. All ayes; motion carried.

Charbarneau also stated there was a WCA seminar entitled "Governance Skills for Changing Times; Public Engagement and Strategic Planning" on Monday, January 12 in Stevens Point if anyone on the Committee was interested.

FUTURE MEETING DATES

January 21	9:00 a.m.
February 11	9:00 a.m.

FUTURE AGENDA TOPICS

Comp Time
UW Extension
WCA Legislative Conference
Reward Higher Performers

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PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Hintz, second by Paszak to adjourn. All ayes; motion carried.

Meeting adjourned at 2:45 p.m.

Ted Cushing, Chairman

Linda Herrmann, Committee Secretary