

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES

January 21, 2015

CALL TO ORDER

Chairman Cushing called the LRES Committee to order at 9:00 a.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); Grady Hartman (Sheriff Dept.); LuAnn Brunette (Buildings & Grounds); Mike Romportl, Art Hilgendorf (Land Information); Jean Hansen (Land Conservation); Lynn Feldman (UW Extension); Bill Freudenberg, Robb Jensen (Supervisors)

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Pederson, second by Paszak to approve the minutes of January 05, 2015 as presented. All ayes; motion carried.

VOUCHERS, REPORTS & BILLS

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

CORRECTIONS OFFICER VACANCY REVIEW APPEAL

Sheriff Hartman reported this was a standard fill vacancy and would take about 8 weeks to fill.

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

TELECOMMUNICATOR SERGEANT VACANCY REVIEW APPEAL

Sheriff Hartman explained they had a Sergeant Telecommunicator retire and would like to promote from within and then hire a telecommunicator to fill that vacancy.

Motion by Hintz, second by Fried to approve the Telecommunicator Sergeant vacancy review appeal as presented. All ayes; motion carried.

January 21, 2015

Page 2

TELECOMMUNICATOR VACANCY REVIEW APPEAL

Sheriff Hartman explained that this employee took an open position in the Courthouse and he is requesting to fill the open telecommunicator position.

Motion by Paszak, second by Pederson to approve the Telecommunicator vacancy review appeal as presented. All ayes; motion carried.

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

Lisa Charbarneau told the Committee she talked to Dennis Lawrence yesterday and he is done conducting his survey of the committee members. She stated that she had forwarded his preliminary draft to the Committee for questions.

Dave Hintz reported that he got a note from the Chair of Vilas County saying that their Invasive Species Coordinator was retiring and wondered if Oneida County would be interested in maybe sharing a position or working together in that area.

Charbarneau told the Committee that the UW Extension Chairman would like to have a joint meeting with LRES regarding the report.

The consensus was to not release the report to other committees until LRES reviews it first.

PROXIMITY CARD POLICY

Charbarneau reminded the Committee that they asked her to take the first set of rules back to the department heads for their concerns. They got put on the wayside. She stated that due to recent issues with security breaches this brought the policy back to the forefront.

Charbarneau explained that they would be sending this policy out to all employees that have a proximity card and they will have to sign and acknowledge that they have read it and understand it.

Dave Hintz suggested having photo I.D.'s for employees along with the proximity cards.

Motion by Fried, second by Paszak to approve the Proximity Card Policy as presented and to direct Human Resources to share with department heads; have meetings with their employees and to be included in the Employee Handbook. All ayes; motion carried.

COMPENSATORY TIME FOR EXEMPT SALARY EMPLOYEES

Cushing asked to have this put on the agenda. He stated that he thinks it is an issue that needs to be discussed thoroughly with possibly the end result being that it is gone.

Charbarneau stated she has been trying to get information on this. There are some differences when you look at government employment and salaried employees and comp time. It relates to what is known as the "Public Accountability Standard". She has been trying to find what the exact guidelines are per the law. She stated it is also different in Chapter 4 of the County Code.

January 21, 2015

Page 3

Cushing asked to have examples brought back to the Committee of what other counties are doing or what their policies are. He would like to see some options.

POSITION TITLES

Charbarneau explained that this was the last part of the Carlson Dettmann study to update and consolidate position titles. She asked department heads for title changes and made suggestions for some positions. She asked the Committee for permission to implement the new titles.

Motion by Fried, second by Pederson to approve the job title changes as presented. All ayes; motion carried.

COMMUNITY RESOURCE DEVELOPMENT AGENT VACANCY REVIEW APPEAL

Charbarneau explained that she met with the UW Extension Committee and they talked about the issue of Tim Brown's position and if it had to go through the vacancy review. Brian Desmond felt they should go through that process.

Lynn Feldman stated there was a motion to take the issue to Brian (Desmond) and then there was a motion to fill an interim position.

Robb Jensen reported that there was concern on the Committee about moving forward to fill the position permanently prior to receiving the study. The thought was to bring in an Interim.

Cushing suggested that it be tabled until they received the study.

Motion by Fried, second by Paszak to table the vacancy analysis for UW Extension until after receiving and reviewing the study. All ayes; motion carried.

2015 LONG RANGE PLAN

Charbarneau presented the LRES Department's 2015 Long Range Plan to the Committee.

Cushing asked to move the mid-term goals of reviewing and updating Chapter 4 and the County Code as it relates to HR issues to be moved to the current goals.

Fried asked to make a short term goal for consistency throughout the County in implementation of handbook and County policies.

Motion by Cushing, second by Pederson to accept the Long Range Plan with recommended changes. All ayes; motion carried.

COUNTY CODE: CHAPTERS 1, 2 & 4

Charbarneau explained that Chapter 4 was written with the County Coordinator position. She removed the words "County Coordinator" and replaced it with HR Director and to reflect our handbook.

She stated Chapter 1 & Chapter 2 deal with how the County Board is structured and who has the authority to designate. Chapter 2 talks about the committees and what their responsibilities are.

January 21, 2015

Page 4

There is a section in there about the County Board Chair looking into investigations or appointing a committee. She added language to that section about being able to appoint someone to conduct that investigation and that person has the authority to do such investigation to whomever they are meeting with and can instruct they can not lie. They have to be honest and trustworthy and can not talk about that investigation. There has to be some form of designation from the top down when there is an investigation.

Fried stated that before we get too far ahead of ourselves we should take a step back to understand that process. It will benefit us when we go to County Board and if we are identifying the same things or different things that need to be looked at as we review these.

Charbarneau stated that it certainly is not a document that is ready to move forward. We need to review these.

Hintz told the Committee that he talked to Brian Desmond and he said we should wait until the process is over and he agrees with that. We can all keep a list of things we think we should change.

The consensus of the Committee was that this is an ongoing process to get this done.

WELLNESS/HEALTH UPDATES

Linda Herrmann reported that there has been a lot of interest in the Weight Watcher's at Work Program and they are on their third round of meetings. They have lost a substantial amount of weight among the members.

EXECUTIVE SESSION

Motion by Fried, second by Paszak 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: HR Director Goals and Compensation of GIS Administrator).

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

Discussion held in closed session.

Motion by Pederson, second by Cushing 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 Hintz, second by Pederson to grant increase to GIS Administrator to the control point on the Exempt Pay Plan with the understanding that per policy there will be no further step increases until August 2017.

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

January 21, 2015

Page 5

OUT-OF-COUNTY TRAVEL

Cushing told the Committee there is a Legislative Exchange in Madison on February 3rd and 4th if anyone would want to attend.

Motion by Paszak, second by Fried to approve attendance at the Legislative Exchange. All ayes; motion carried.

FUTURE MEETING DATES

February 11 9:00 a.m.

February 25 9:00 a.m.

FUTURE AGENDA TOPICS

Comp Time

UW Extension

Lessons Learned – Procedures & Policies

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Fried, second by Pederson to adjourn. All ayes; motion carried.

Meeting adjourned at 11:30 a.m.

Ted Cushing, Chairman

Linda Herrmann, Committee Secretary