

# **LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**

**February 11, 2015**

## **CALL TO ORDER**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #1 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, Sonny Paszak, Ted Cushing and Dave Hintz.

**LRES COMMITTEE MEMBERS ABSENT:** Billy Fried (excused)

**ALSO PRESENT:** Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Grady Hartman, Mark Neuman (Sheriff Dept.); LuAnn Brunette (Buildings & Grounds); Mike Romportl (Land Information); Jean Hansen (Land Conservation); Lynn Feldman, Sara Richie (UW Extension); Karl Jennrich (Planning & Zoning); Brenda Behrle (Clerk of Courts); Kyle Franson (Register of Deeds); Lynn Grube (ITS); Kris Ostermann (Treasurer); Larry Mathein (Medical Examiner); Dianne Jacobson (Dept. on Aging); Dennis Lawrence, Coleman Peiffer (NCW Regional Planning); Bill Freudenberg, Bob Mott, Scott Holewinski (Supervisors)

## **APPROVE AGENDA**

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

## **APPROVE MINUTES**

Motion by Hintz, second by Paszak to approve the minutes of January 21, 2015 as presented. All ayes; motion carried.

## **VOUCHERS, REPORTS & BILLS**

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

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

Dennis Lawrence went over the report with the Committee. He stated that they looked at their work plans, projects completed, budget and surrounding counties.

He stated one area they looked at was duplication of services. They found there was substantial collaboration and partnership between the departments, but no duplication of services. They do similar things, but they are all doing their own piece of it.

Coleman Peiffer explained that they looked at surrounding counties to give them an idea of what they were doing with Land & Water. He stated there were two options. Option 1 to maintain the department as a stand-alone department or Option 2 to merge into another department. Option 2 is

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what most of the surrounding counties are leaning into. The most likely department would be Planning & Zoning as they already share some of their office space.

Lawrence stated that some of the benefits would be to free up the department head to be 100% County Conservationist. There would also be the establishment of a front desk person.

Lawrence reported that there were not significant changes with the UW Extension. They could expand on their communication and reporting and noted that the newsletter has helped.

Peiffer explained that one of the hurdles with the UW Extension is the lack of knowledge of all that they do or are capable of. As they are in the position of looking for a new Community Natural Resource Educator there is the opportunity to work with the other committees to identify areas where the UW Extension can focus on and help them with. It seems that UW Extension fills a lot of the gaps of a number of departments. There is more opportunity for them to collaborate and help and part of that becomes the refocusing of what they work on. They are actively trying to find opportunities to help and create their annual work plan by meeting with people in the community to find out what the issues are.

Lawrence stated that as an extension university one of their goals is to provide resources of the university to residents as well as county. There are more opportunities for them assisting county departments as well as different community organizations.

Cushing remarked that the study validated some opinions that some of them have had. The LRES Committee and the Conservation & UW Extension Committee should spend time going through the study and in the very near future they should have a joint meeting and see if they can come to some agreements in direction. He feels there is a tremendous opportunity to make use of the UW Extension that we are missing out on.

Lawrence stated that it had been the pattern around the state with Land & Water Conservation departments getting merged with Planning & Zoning departments. They have some complimentary activities and the next step would be to look at how both departments function together.

Cushing remarked that we have an opportunity to take a study and take advantage of it to make all departments work together. We should schedule a joint meeting with Planning & Zoning, Land & Water and Labor Relations.

#### **COMMUNITY RESOURCE DEVELOPMENT AGENT VACANCY REVIEW APPEAL**

Charbarneau reminded the Committee that this was in the packet at the last meeting and there was confusion as to what the motion was made at the UW Committee meeting. They had not actually approved filling the vacancy.

Lynn Feldman reported that on Monday the motion was approved to go ahead with the appeal if the study was positive.

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Motion by Cushing, second by Hintz to approve the Community Resource Development Agent vacancy review appeal based on the Committee of Jurisdiction's recommendation and what we discussed today. All ayes; motion carried.

### **PROXIMITY CARD POLICY**

Charbarneau told the Committee that she had met with department heads to distribute the last Proximity Card Policy that this committee approved and there was a lot of discussion. The department heads felt that the LRES Committee did not take into consideration their suggestions that they had heard last summer and after quite a lengthy, heated discussion she became rather frustrated and said she would ask Mr. Cushing if we could put this back on the agenda to review.

Charbarneau stated that the Committee had received a memorandum from Mr. Romportl. Prior to this memorandum she had included in the packets a recommendation of something the Committee may want to consider and was highlighted and struck through on the policy that she gave to them. Basically what would change would be that employees would only be required to swipe their card when the facilities are locked. If they are coming into the building and the doors are not open yet they are going to have to swipe their card to come in. If they are here for a late meeting and the doors are locked we would ask staff to swipe their cards on their way out so there is a record that they left the building. Language was removed that they would be required to swipe when they came in and when they left and they did leave in the issue about if it is an emergency they county does have a crisis plan.

In talking with Building & Grounds they will be installing video cameras at all of the entrances of the building and that will give the County some other safeguards as far as security issues of in and out.

Mike Romportl stated he had an issue with scanning after hours. How does a computer know if you are in or out? It doesn't. This system wasn't designed for an in, out system. The system is designed simply for access. The scanning out is going to be contrary to some of the issues in my memo in terms of are you registering in or registering out.

Brenda Behrle handed out a simple Proximity Card Policy from another county.

Cushing stated they would look at the policy and come up with a plan.

### **EXECUTIVE SESSION**

Motion by Paszak, second by Pederson 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 Assistant Jail Administrator).

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

Discussion held in closed session.

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Motion by Pederson, second by Paszak 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 Cushing, second by Paszak to authorize a two-step increase for Assistant Jail Administrator to step 9 based on his employee performance review.

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

The following motion was made in open session:

Motion by Hintz, second by Cushing to accept the goals as presented for the HR Director. All ayes; motion carried.

**WELLNESS/HEALTH UPDATES**

None

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE MEETING DATES**

February 25	9:00 a.m.
March 11	9:00 a.m.
March 25	9:00 a.m.

**FUTURE AGENDA TOPICS**

Comp Time  
Joint Meeting UW Extension  
Lessons Learned – Procedures & Policies

**PUBLIC COMMENTS**

Bob Mott stated that at last year's county convention there was a lot of talk about how counties saved money by having a health clinic available to employees. He would encourage pursual of that idea.

**ADJOURNMENT**

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

Meeting adjourned at 11:00 a.m.

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Ted Cushing, Chairman

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Linda Herrmann, Committee Secretary