

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE  
MINUTES**

**1st Floor Conference Room, Oneida County Courthouse**

**March 16, 2016**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Dave Hintz, Carol Pederson, Sonny Paszak, Billy Fried

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Grady Hartman (Sheriff); Mary Rideout (Social Services); Mike Romportl (Land Information); Freeman Bennett (Highway); Margie Sorenson (Finance); Linda Conlon (Public Health); Brian Paynter (Lakeland Times); Michael Lamont (Wisconsin Counties Association); Keith Langenheim (Boston Mutual)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1<sup>st</sup> Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Hintz to approve the meeting agenda with the order of items at the Chairman's discretion. Second by Paszak. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Pederson to approve the minutes of February 24, 2016. Second by Paszak. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS, AND BILLS**

The Committee reviewed all vouchers and bills presented; brief discussion. Motion by Paszak to pay the vouchers and bills as presented. Second by Fried. All members present voting 'Aye'. Motion carried.

**HIGHWAY SEASONAL POSITIONS FOR 2016**

Bennett discussed his previous year grant funds and states he wasn't able to use all the funds not due to lack of work but not enough employees. As a result, the unused grant dollars get returned to the state and redistributed to other counties. Bennett requests to increase the number of LTE's (Limited Term Employee) he can hire from six to twelve for this coming summer season. The additional LTE's would be used for traffic control and other labor positions. Having more LTE's present for labor work will allow him to move full-time employees with CDL's to the road and other projects that need to be done. These additional LTE's would cost the county nothing since all the additional LTE's would be covered by grant dollars. Motion by Paszak to approve the request of the Highway. Second by Pederson. Discussion held on how the Highway grant works. All members present voting 'Aye'. Motion carried.

**ECONOMIC AND CHILD SUPPORT SPECIALIST PRE-EMPLOYMENT AGREEMENT:**

Rideout reports that her department currently has pre-employment agreements in place for Social Workers but not for Economic Support and Child Support workers. Rideout reports some issues with particularly Economic Support workers starting training and leaving employment during or soon after the

training is complete. In addition to the costs of the training, there are also costs for travel, meals and lodging. The pre-employment agreement she is proposing would require that if an employee of these positions leaves within the first two years of employment, they would need to pay back the training costs to the county (but not wages). Rideout provided details of the Economic Support Specialist position. Motion by Hintz to approve the Child Support and Economic Support Specialist pre-employment agreement. Second by Pederson. All members present voting 'Aye'. Motion carried.

#### **SUPPORT SERVICES LEAD VACANCY REVIEW APPEAL**

Hartman reports that the employee currently in this position has been a long time employee of Oneida County and will be retiring soon. Hartman provided the details of the job which include supervision of front line clerical staff. Motion by Paszak to approve the Support Services Lead vacancy review appeal. Second by Pederson. All members present voting 'Aye'. Motion carried.

#### **DEPUTY SHERIFF VACANCY REVIEW APPEALS**

Hartman states there are three Deputy vacancies at the Sheriff's Office due to two retirements and one resignation. Hartman states that agility testing and interviews will take place in early April. Hartman provided further details on Deputy staffing; discussion held by Committee. Charbarneau notes that Deputy positions are exempt from the vacancy waiting period. Motion by Paszak to approve the Deputy Sheriff vacancy review appeal. Second by Pederson. All members present voting 'Aye'. Motion carried.

#### **LAND INFORMATION CONTRACT EMPLOYEE REQUEST:**

Romportl discussed the \$50,000 grant received by the county to clarify county lines in order to help with digital scanning of properties to ensure accurate information. Discussion held and Committee agrees to do an employment agreement with the person completing the work over the two year period of the grant. Romportl notes that additional grant money could be awarded next year depending on funding at the state level. This employee will be paid at an hourly rate of \$47.50 per hour plus mileage but employee is responsible for their own insurances and equipment. Romportl states that Corporation Counsel has reviewed and approved the employment agreement. Discussion held on the details of the work being done for this grant and the importance. Motion by Cushing to approve the Land Information employee contract as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

#### **PTO (PAID TIME OFF) FOR NEW HIRES**

Charbarneau referenced previous discussion and approval of change to PTO policy for new hires. Sorenson is questioning if the additional PTO granted to new hires prior to the new policy being implemented would still stand. Charbarneau notes that the Committee approved additional PTO of 18 days for three newly hired employees prior to the new policy. Charbarneau feels that the approved additional PTO should not be taken away and discussed reasons why; Sorenson states she agrees with Charbarneau. Charbarneau led discussion on the details of the new policy and options. Motion by Hintz to have employees approved by Committee and County Board for additional PTO will fall into the new plan of PTO. Second by Fried. Discussion held and clarified that the three employees will keep the PTO approved by special request to LRES, as well as getting paid closure days and the same PTO granted for first year employees. All members present voting 'Aye'. Motion carried.



### **WCA/GROUP HEALTH TRUST – REVIEW OF 1095-B MATTER**

Lamont provided details to Committee on the required 1095 form that needed to be sent for the first time for all participants covered on the county's health plan for the 2015 year. This form was sent to the IRS and participants and indicated which months of 2015 that the participant and their dependents had health coverage under the specified plan. GHT collected the data for the approximately 20,000 forms that needed to be sent and hired a vendor to compile and produce the forms. As discussed at a previous Committee meeting, some forms did have errors but Lamont states this was only an issue with about .2% of the forms sent. It was found that the errors were caused by software issues on participants without a social security number. Normally when there is no social security number for an individual, an artificial number unique to that participant is created. Unfortunately, the system used the same artificial number for 22 Oneida County participants, thus causing the errors. The 1095's also contained the wrong TIN (Tax Identification Number) but Lamont clarified that the TIN is not used to process any claims or payments so the wrong TIN number didn't have any effect on the 1095's or any claims. The vendor has been working with GHT to get these issues resolved and will reissue new 1095's to all participants and GHT will be filing the 1095's with the IRS by June 2016. Discussion held on any possible HIPAA violations due to these errors; Lamont states they have consulted with legal counsel and no HIPAA violations occurred. Further discussion was held on avoiding the errors in the future and details of the types of 1095 forms.

### **WCA – BOSTON MUTUAL**

Charbarneau states that the Committee previously discussed voluntary benefits, which have no cost for the county. Hintz and Charbarneau met with Keith Langenheim of Boston Mutual regarding their whole life insurance program. The program is a guaranteed issue type program and open enrollment can be chosen by the employer. Hintz clarifies that levels of contribution can be picked by employees and the only cost to the county would be the costs of administration. Discussion held on the current term life insurance policy offered to Oneida County employees, in which coverage is limited upon termination or retirement of employment. Langenheim clarifies that employees can cover themselves, spouse, dependents and even grandkids; County Board members can also participate. Discussion held on current life insurance offered and reasons to use this company versus a local vendor. An informational packet was provided to committee members and extensive discussion was held on costs and product types. Fried and Sorenson voiced concerns about using this vendor versus a local vendor and the extra administrative work this would cause Oneida County departments. Cushing recommends that the committee review the information provided and this topic will be discussed at a future meeting to decide whether to proceed.

### **CLOSED SESSION**

Motion by Hintz, seconded by Pederson and approved by roll call vote to enter into closed session in 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: Public Health Nurse compensation )

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:28 a.m.

Staff present in closed session: Conlon, Charbarneau, Lueneburg

**RETURN TO OPEN SESSION**

Motion by Hintz to return to open session. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried. Return to open session at 10:39 a.m.

Cushing states a motion was made and approved to set the starting wage of a Public Health Nurse at step three (\$23.92 per hour).

**LINE ITEM TRANSFERS TO CLOSE 2015 LRES BUDGET**

Charbarneau provided 2015 line item transfers for LRES and asks for \$1,902.00 from the contingency fund to cover additional legal costs, recruitment costs and staffing costs due to a short overlap in staff for training purposes. Brief discussion held. Motion by Paszak to approve the line item transfers and money from the contingency fund for \$1,902.00. Second by Hintz. All members present voting 'Aye'. Motion carried.

**LAW CLERK VACANCY REVIEW APPEAL**

Charbarneau reports that this position is shared with Vilas County. Each year, the contract comes due mid-year thus why this is being reviewed now. Brief discussion held. Motion by Fried to approve the law clerk vacancy review appeal. Second by Hintz. All members present voting 'Aye'. Motion carried.

**WELLNESS/HEALTH UPDATES**

None

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE MEETING DATES**

March 30, 2016 at 9:00 a.m.  
April 13, 2016 at 9:00 a.m.  
April 28, 2016 at 10:00 a.m.

**FUTURE AGENDA TOPICS**

UW-Extension contract  
Boston Mutual voluntary benefits

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Hintz to adjourn. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:58 a.m.

  
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Ted Cushing, Chairman

Date 4/13/16

  
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Jennifer Lueneburg, Committee Secretary

Date 4-13-16