

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES

March 27, 2015

CALL TO ORDER

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #2 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 Billy Fried.

LRES COMMITTEE MEMBERS ABSENT: David Hintz (excused)

ALSO PRESENT: Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Dan Hess (Sheriff Dept.); Linda Conlon (Public Health); Bill Freudenberg (Supervisor)

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Pederson, second by Fried to approve the minutes of March 11, 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.

LAW CLERK POSITION 2015/2016

Charbarneau reminded the Committee that this is a position that we share with Vilas County. We pay for two-thirds of the position and Vilas County pays the other one-third. This is an LTE position that we do provide health insurance for but doesn't qualify for any other benefits as they are to work less than one year and the Judges' want to keep this law clerk an extra year. That means they will exceed that one year issue and now will be eligible for the Wisconsin Retirement System, life insurance and income continuation insurance. She stated the money would have to come from the Contingency Fund because it has not been budgeted. Vilas County has already approved their third of the cost.

Motion by Fried, second by Paszak to approve the Law Clerk position as presented with the increased cost to come out of the Contingency Fund. All ayes; motion carried.

EMPLOYEE HANDBOOK UPDATES: PAGER PAY/HEALTH INSURANCE

Charbarneau presented the Committee with the updates to the handbook. The Committee had approved the Social Worker pager pay increase last year from \$50 per day to \$52 per day.

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The health insurance update was to reflect the change in the health insurance premium as well as the changes in the deductibles for 2015.

PHOTO IDs FOR EMPLOYEES

Charbarneau explained that she has been working with Lynn Grube about purchasing the equipment and software needed to do photo ID's for all employees. We currently do it for the Sheriff's Department and Public Health employees. Lynn Grube stated there was money in the IT budget to purchase that setup for the LRES office and start that process for all staff. She has requested from her colleagues any policies they may have on photo ID's and how they manage that.

Fried asked why we needed to buy a new setup if we are already doing it.

Charbarneau responded that they currently do it at the Sheriff's Department and the equipment is four years old. It would be more convenient to do it out of the LRES office when people are hired. The Sheriff's Department also does it for people they work collaboratively within the city.

Fried asked that they bring the numbers back to look at.

CREATE AN 80% COMMUNITY HEALTH SPECIALIST POSITION

Linda Conlon explained that the Wisconsin Well-Women Program with the Affordable Care Act has declined state-wide the number of women that have to use the WWP program. Because that has declined the funding has declined state-wide also. The Division of Public Health then created regional offices and they have proposed that Oneida County be the regional office for eight other counties including Oneida. With this comes an increase in funding because we are taking on seven other counties. In order to fulfill the program needs and to serve women she is proposing an 80% position which will be fully covered by grant dollars. When the grant goes away, the position will go away.

Motion by Pederson, second by Cushing to approve the creation of an 80% Community Health Specialist position as presented. All ayes; motion carried.

PUBLIC HEALTH CLERICAL SUPPORT II POSITION

Charbarneau stated that this is the front-desk person and she is retiring. In looking at the position and what has been added to the position and the changes in the Public Health Department with the upgrading of their phone system and the new requirements for backing up her Account Clerk position she is recommending that they move the position up one grade level.

Conlon remarked that the implementation of Nightingale Notes, electronic health records, is very tedious and difficult. We are registering every single person as they come into the front desk. They are not just answering phones and doing the basics. They are becoming more integrated into that electronic system. They are responsible for a lot of the confidential information that is going into that system and they are also responsible for assuring that the nurses' are putting the information in there. In addition to that, we have an Account Clerk position that has no back-up currently. Our Secretary II backs up the WIC Clerk, the Reproductive Clerk and the front desk and do not have the ability to back up the Account Clerk also. She would like this position at the front desk to be a back-up to their Account Clerk.

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Conlon stated there has been a lot of increase in duties and changing of duties for this position that she feels goes above a Typist III classification.

Motion by Pederson, second by Paszak to approve the Clerical Support II reclassification.

Roll call vote with Pederson, Paszak and Cushing all voting aye and Fried voting nay. Motion carried.

Motion by Fried, second by Pederson to approve the resolution as presented and forward to County Board. Roll call vote with Pederson, Paszak and Cushing voting aye and Fried voting nay. Motion carried.

Motion by Fried, second by Paszak to approve the vacancy review as presented. Roll call voting with all voting in the affirmative. Motion carried.

EXECUTIVE SESSION

Motion by Pederson, 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" (Topics: Compensation of Assistant Public Health Director and Support Services Lead and employee Letters of Agreement).

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 motions were made in the above closed session:

Motion by Paszak, second by Pederson to approve moving the Assistant Public Health Director to Step 8. Roll call vote with all voting in the affirmative; motion carried.

Motion by Paszak, second by Pederson to approve moving the Support Services Lead to Step 3
Roll call vote with all voting in the affirmative; motion carried.

EXEMPT SALARY EMPLOYEES COMPENSATORY TIME UPDATE

This agenda issue will be discussed at the next meeting.

WELLNESS/HEALTH UPDATES

None

OUT-OF-COUNTY TRAVEL

Charbarneau explained that Carlson Dettmann is putting on a workshop entitled "Strategic Management of Thorough Planning, Compensation & Employee Engagement" that she would like to attend.

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Members of the Committee would like to attend also and they will discuss again at the next meeting.

Cushing stated that on April 7th and 8th are the Wisconsin Counties Cap Days and Health and Human Services Day. Cushing, Hintz and Charbarneau will be attending.

Motion by Paszak, second by Fried to approve Cushing and Charbarneau to attend the meeting on April 7th and 8th. All ayes; motion carried.

FUTURE MEETING DATES

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|------------|-----------|
| April 9th | 9:00 a.m. |
| April 22nd | 9:00 a.m. |

FUTURE AGENDA TOPICS

Comp Time
UW Extension

PUBLIC COMMENTS

None

ADJOURNMENT

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

Meeting adjourned at 10:59 a.m.

Ted Cushing, Chairman

Linda Herrmann, Committee Secretary