

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1st Floor Conference Room, Oneida County Courthouse**  
**April 12, 2017**

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

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Dianne Jacobson, Joel Gottsacker (Department on Aging); Mary Rideout (Department of Social Services); Nick Sabato (Lakeland Times);

**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 complies with the Americans with Disabilities Act.

**APPROVE AMENDED AGENDA**

Motion by Paszak to approve today's amended agenda. Second by Pederson. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fried to approve the minutes of March 22, 2017 and March 29, 2017. Second by Paszak. All members present voting 'Aye'. Motion carried.

**VOUCHERS AND BILLS**

Committee reviewed vouchers and bills presented. Motion by Paszak to approve the vouchers and bills as presented. Second by Cushing. All members present voting 'Aye'. Motion carried.

**SOCIAL WORKER SUPERVISOR VACANCY REVIEW APPEAL**

Rideout reports that the Social Worker Supervisor of the Children and Family unit, Mary Gadzalinski, has given her notice of retirement for August, 4 2017. Gadzalinski will give her official notice a month before on July 4<sup>th</sup>. Gadzalinski does have the ability to change her mind before July 4<sup>th</sup> but Rideout doesn't foresee this happening. Rideout provided the organization chart for Social Services. Rideout explained the duties of this position and that it supervises nine Social Workers and an Aide which is a very high number of staff to supervise, given the depth of the work done by this staff. Rideout plans to post this position internally and externally, due to their being a large amount of requirements for this position. Motion by Cushing to approve the Social Worker Supervisor vacancy review appeal. Second by Hintz. All members present voting 'Aye'. Motion carried.

**SOCIAL WORKER SUPERVISOR OVERLAP FOR TRAINING**

Rideout states normally a position will remain vacant for a few months before being filled but Rideout feels this position needs to be filled before it becomes vacant in order to provide for a smooth transition. Rideout is hoping for a four-week training overlap for this position, and feels this position really needs overlap training in order to provide a smooth transition. If an internal candidate is chosen, it would cost about \$7,000 for the overlap of two employees in the position, which Rideout could absorb into her budget through vacancy dollars. However, if an external candidate is chosen, Rideout may need additional money put into her budget to cover this cost. Motion by Fried to approve the possible overlap training for up to four weeks for the Social Worker Supervisor position, with money coming from the (DSS) budget. Second by Pederson. All members present voting 'Aye'. Motion carried.

### **ADRC SPECIALIST VACANCY REVIEW APPEAL**

Charbarneau reports that a long-term Family Medical Leave (FML) has kept this position vacant for some time. Charbarneau and Jacobson are now discussing filling this position due to the FML expiring. This position is not covered with any county tax levy monies. Jacobson is currently using an LTE for this position and would like to hire this LTE on full-time due to the large workload and the LTE's willingness to come aboard full-time. Jacobson states current ADRC Specialists are often working over-time in order to keep up with the workloads during the transition of Family Care. Cushing agrees that this position is critical due to Oneida County having more Family Care cases than originally thought, and administration errors at the state level have also added more work to this transition. Jacobson further discussed staffing needs. Motion by Cushing to approve the ADRC Specialist vacancy review appeal. Second by Paszak. All members present voting 'Aye'. Motion carried.

### **PERFORMANCE EVALUATION FORMS**

Charbarneau and Hintz worked on revamping the employee performance evaluation forms last year and Charbarneau is bringing the updated forms to Committee for review and approval. Charbarneau states that an area for safety was added and several categories removed due to being repeats to another category. Charbarneau also states that there is now an area on the forms to list strengths and areas needing improvement. Hintz states the strength/weakness section has been very helpful in clarifying what certain ratings meant and providing details. Motion by Cushing to approve the revised employee performance evaluation forms as presented. Second by Fried. Cushing commended Hintz and Charbarneau for the work completed on the forms. All members present voting 'Aye'. Motion carried.

### **CLOSED SESSION**

Motion by Fried, second by Paszak to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topics: Detective Sergeant compensation, Equipment Operator employment/compensation, ADRC Specialist compensation, approve the closed session minutes of the March 22, 2017 meeting), and Section 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. (Topics: ADRC Specialist leave of absence, Correction Officer leave of absence)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:20 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Jacobson, Gottsacker, Stefonek

### **RETURN TO OPEN SESSION**

Motion by Hintz to return to open session. Second by Paszak. Roll call vote taken with all voting in the affirmative. Motion carried. Returned to open session at 10:15 a.m.

Cushing reports that in closed session, the committee unanimously approved the following:

- Motion by Cushing, second by Fried to approve the ADRC Specialist be started at Grade I, Step 5 at \$22.07 per hour.

- Motion by Cushing, second by Paszak to approve the Highway Equipment Operator be upgraded after a six-month performance evaluation to Grade I, Step 2 at \$20.38 per hour.
- Motion by Cushing, second by Hintz to extend the ADRC Specialist Leave of Absence, and a month-to-month evaluation be done regarding continuing the Leave of Absence.
- Motion by Cushing, second by Paszak to extend the Corrections Officer Leave of Absence until 6/1/17.
- The closed session minutes of 3/22/17 were approved unanimously in closed session.

**TRAVEL REQUESTS**

- **ECONOMIC DEVELOPMENT ANNUAL MEETING** – Charbarneau discussed a meeting coming up that will introduce new recruitment opportunities for local employers and would like Lueneburg to attend. Hintz reports that he will also be attending this meeting due to being part of the Board. Motion by Cushing to approve Lueneburg attending the Economic Development Annual Meeting on April 28<sup>th</sup>. Second by Hintz. All members present voting ‘Aye’. Motion carried.
- **WCA – TURNOUT FOR TRANSPORTATION** – Charbarneau discussed a meeting being held on May 10<sup>th</sup> regarding road construction and improvement in Wisconsin. No LRES Committee members are planning on attending at this time.

**FUTURE MEETING DATES**

April 27, 2017 at 11:00 a.m.  
May 10, 2017 at 9:00 a.m.  
May 24, 2017 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

Employee Handbook and County Code updates (separate meeting)  
COBRA practices of other counties

**PUBLIC COMMENTS**

Paszak wishes everyone a Happy Easter.

**ADJOURNMENT**

Motion by Cushing to adjourn meeting. Second by Pederson. All members present voting ‘Aye’. Motion carried. Meeting adjourned at 10:21 a.m.

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Ted Cushing, Chairman

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Date

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Jennifer Lueneburg, Committee Secretary

\_\_\_\_\_  
Date