

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1st Floor Conference Room, Oneida County Courthouse**  
**June 8, 2017**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Billy Fried, Dave Hintz,

**LRES COMMITTEE MEMBERS ABSENT:** Carol Pederson, Sonny Paszak

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Marta Koelling (Public Health); Luann Brunette (Buildings & Grounds); Grady Hartman (Sheriff's Office); Bruce Stefonek (Highway Department); Nick Sabato (Lakeland Times)

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

Chairman Cushing called the LRES Committee to order at 10:30 a.m. in the 1st 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 Hintz to approve the amended agenda as posted. Second by Fried. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fried to approve the minutes of May 24, 2017 as presented. Second by Hintz. All members present voting 'Aye'. Motion carried.

**VOUCHERS AND BILLS**

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

**COMMUNITY HEALTH SPECIALIST – HEALTH PLANNER VACANCY REVIEW APPEAL**

Charbarneau reports there will be a vacant Community Health Specialist position open due to the employee accepting a position with the state office. Koelling requests a waiver of the six month waiting period to fill the position. Koelling says a large portion of this position is covered by grants and other non-tax levy funds. Koelling described the job duties for the position and feels the position plays a vital role within Public Health. Charbarneau notes the position will be posted externally and could take 8-12 weeks to fill. Koelling discussed the requirements needed for the position and emphasizes that she really needs this position filled before the start of flu shot season. Motion by Hintz to approve the vacancy request with the condition that it is approved by the Committee of Jurisdiction. Second by Fried. Further discussion held. All members present voting 'Aye'. Motion carried.

**EMPLOYEE SERVICES ASSISTANT VACANCY REVIEW APPEAL**

Charbarneau reports a vacancy in the LRES office due to an employee accepting a position at the Highway Department. Charbarneau is requesting a waiver of the six month waiting period to fill the position and plans to do an internal recruitment to fill the vacancy. Charbarneau states there are several upcoming deadlines that will need to be met, so having this position filled as soon as possible will be important in meeting those deadlines. Fried questioned the intent to fill the vacancy internally. Charbarneau discussed the benefits of internal recruitments including allowing professional growth for employees, reduced recruitment costs and less time to fill the position. Charbarneau states the LRES office has an excellent grasp on the talents available throughout the county both due to the review of performance evaluations and the initial application review at hire. Fried feels it is important not to limit possible candidates. Motion by Cushing to approve the Labor Relations/Employee Services Assistant

vacancy review appeal as presented. Second by Hintz. Hintz clarified comments made by Charbarneau on internal recruitment allowing the review of other positions in the county to ensure they are indeed justified. Roll call vote taken; Cushing – Aye, Hintz – Aye, Fried – Nay. Cushing reports motion approved. Sabato questions motion being approved. Cushing rescinds motion. Fried clarified if the motion was just to approve the position or to also approve the internal recruitment; Cushing clarified that the motion was just to approve the filling of the position. Fried asks for a revote. Roll call vote taken with all present voting in the affirmative. Motion carried.

**RESOLUTION: AGING DISABILITY RESOURCE CENTER (ADRC) DONATED PAID TIME OFF (PTO)**

Smith reports that during the years 2015 and 2016, two ADRC employees were out on Family Medical Leave and Leave of Absence and received donated PTO from other Oneida County employees when their own PTO was depleted. Smith discussed this matter with auditors and due to the proper written policy not being in place, this is not an allowable expense that the ADRC can reimburse Oneida County in the amount of approximately \$31,000. Since these funds were already paid by the ADRC, Oneida County will need to pay back these amounts to the ADRC. Discussion held on donated PTO, with Smith noting that this process is not very common in other counties. Smith confirms that the donated PTO would have cost the county if not donated since the employee would have used or had paid out the PTO funds. Motion by Cushing to approve the Aging Disability Resource Center donated paid time off resolution as presented with the money to come from the general fund, and the resolution should be forwarded to the County Board for further approval, not as a consent agenda item. Second by Hintz. All members present voting ‘Aye’. Motion carried.

**RESOLUTION: COURTHOUSE SECURITY – SINGLE POINT OF ENTRY**

The Committee was presented with a resolution, creating a Courthouse Security plan to create a single-point entry. Charbarneau notes that this resolution was approved by the Public Safety Committee this week. Charbarneau states this plan will require the hiring of an additional Deputy position and provided the fiscal impact for adding this position. Chief Deputy Hess will be applying for a 36-month grant to help reimburse some of the costs of this proposed added position but the county needs to plan for continued funding of the position after the grant is depleted, which is a requirement of the grant. Discussion held on possible funding solutions and Brunette’s conversations with other counties on how they proceeded with such a project. Brunette says they may need to come back to the County Board in the future for additional funding as this projects progresses and unforeseen expenses arise. Fried feels the grant should be pursued but in the event it is not approved, the county should still be committed to creating this position and pursuing the single point entry in order to increase safety. Hartman feels that before Buildings & Grounds and the Sheriff’s Office commit time and resources to working any further on this project, they want to know that the County Board is indeed willing to back this project, whether the grant is approved or not. Hintz feels a detailed plan and budget need to be in place before proceeding. Cushing discussed the importance of improved security not only for the employees but for the large amount of public that visit the Courthouse daily. Fried asked Hartman if there are other options in order to reduce costs. Hartman feels that if a plan is going to be put in place, it should be done correctly and not use shortcuts to save money in the interest of safety. Brunette feels that investing resources in order to have an outside firm complete a study would be wise in order to make sure this security implementation is done correctly. Cushing suggests consulting the Wisconsin Counties Association to conduct the study. Further discussion held with the Committee hoping to start the proposed position by January 1<sup>st</sup>. Charbarneau states this resolution was only brought to the Committee for discussion and no motion is needed at this time.

### **CLOSED SESSION**

Motion by Fried, second by Hintz 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: Equipment Operator compensation, 911 Telecommunicator Sergeant compensation, and approve the closed session minutes of May 24, 2017 meeting) and Section 19.85(1)(d) considering strategy for crime detection or prevention (Topic: approve the closed session minutes of May 24, 2017 meeting) and Section 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session (Topic: approve the closed session minutes of May 24, 2017 meeting).

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 11:16 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith, Stefonek, Hartman

### **RETURN TO OPEN SESSION**

Motion by Cushing to return to open session. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried. Returned to open session at 11:29 a.m.

Cushing announces that in closed session, a motion was made and unanimously passed to approve the closed session minutes of the May 24, 2017 meeting.

Also, the following motions were made in open session, based on closed session discussion:

Motion by Cushing to approve the Equipment Operator compensation at grade level G, step 2 at \$17.27 per hour with a review at six months and a review at twelve months. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Cushing to approve the E911 Telecommunicator (promoted) to E911 Telecommunicator Sergeant, currently at grade level G/step 9 (\$20.63 per hour), to grade level I/step 5 (\$22.07 per hour), with the Sheriff to find the necessary funds in his budget to pay for the increase for the remainder of the year. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried.

### **FUTURE MEETING DATES**

#### **LRES Committee meetings:**

June 21, 2017 at 9:00 a.m.

July 5, 2017 at 9:00 a.m.

July 19, 2017 at 9:00 a.m.

#### **Union bargaining meetings:**

August 1, 2017 at 9:00 a.m.

August 21, 2017 at 1:00 p.m.

August 30, 2017 at 10:00 a.m.

**FUTURE AGENDA TOPICS**

Employee Handbook and County Code Chapter 4 updates (separate meeting)  
Update to County Travel Policy  
Review Highway and Solid Waste structure  
2018 Health Insurance  
Benefit package comparables


**PUBLIC COMMENTS**

None

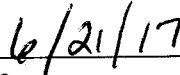
**ADJOURNMENT**

Motion by Cushing to adjourn meeting. Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 11:37 a.m.

  
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Ted Cushing, Chairman

  
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Date

  
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Jennifer Lueneburg, Committee Secretary

  
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Date