

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Committee, Oneida County Courthouse
June 25, 2018

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Dave Hintz, Billy Fried, Scott Holewinski, Sonny Paszak

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Mary Rideout (Social Services); Dan Hess (Sheriff's Office); Dianne Jacobson, Joel Gottsacker (Department on Aging); John Bilogan (Forestry); Karl Jennrich (Planning & Zoning); Michele Sadauskas (Land & Water Conversation)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st Floor Conference Room of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Hintz to approve the agenda as posted. Second by Paszak. All members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Paszak to approve the minutes of June 8, 2018. Second by Hintz. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Motion by Fried to approve the bills and vouchers. Second by Cushing. All members present voting 'Aye'. Motion carried.

VACANCY REVIEW APPEAL – FINANCIAL SERVICES SUPERVISOR AND SUBSEQUENT DEPARTMENTAL VACANCIES CREATED BY PLACEMENT

Rideout reports that her Financial Services Supervisor has accepted another position with the Human Services Center and her last day is June 29th. Rideout provided a summary of the position's duties and the importance of filling the position as soon as possible. Rideout reports that the position has been internally posted, with two employees submitting applications. In the event, one of the candidates is chosen, this will create a vacancy within Social Services. Therefore, Rideout is requesting a waiver of the waiting period to fill the position and approval to fill any vacancies created in Social Services by filling the Financial Services Supervisor position. Further discussion held. Motion by Cushing to approve the vacancy review appeal for the Financial Services Supervisor position and any subsequent vacancies on the condition that the Committee of Jurisdiction approves filling the vacancy at tomorrow's (Social Services Committee) meeting. Second by Paszak. Discussion held on vacancy funding. All members voting 'Aye'. Motion carried.

VACANCY REVIEW APPEAL – ACCT. TECHNICIAN/FORESTRY & OVERLAP TRAINING

Charbarneau notes that Bilogan has received a notice of retirement from his Account Technician but the employee has given a couple months' notice in order to allow for filling of the position. Bilogan is requesting to refill the position and for four weeks of overlap training for the position. Bilogan states that when a new employee is hired, the savings on the reduced starting wage will most likely cover the cost of the overlap training. Holewinski questions the need for four weeks of overlap training. Charbarneau and Bilogan led discussion on position duties and the need to have the sole clerical employee in Forestry be well trained by the time the current employee retires in order to make for a smooth transition. Smith

VACANCY REVIEW APPEAL – ACCT. TECH/FORESTRY & OVERLAP TRAINING (continued)

suggests that the current Account Technician have their procedures well documented in order to assist with the transition and training. Smith reports that two weeks of overlap training could be covered by the cost savings of the new hire's reduced wage but the two additional weeks requested would need to be covered elsewhere in the Forestry budget. Bilogan confirms that he could find the money in his budget to cover weeks 3 and 4 of the overlap training. Motion by Cushing to approve the vacancy review appeal in Forestry and four weeks overlap training, contingent on Forestry finding money in their budget to cover the four-week overlap training. Second by Paszak. All members present voting 'Aye'. Motion carried.

VACANCY REVIEW APPEAL: CORRECTIONS OFFICER/SHERIFF

Hess reports the resignation of a Corrections Officer, in order to accept a job as a Deputy in a different county. Hess would like to have the position filled by July 30th and notes the position has already been vacant for a couple weeks. Hess states that they will need to start a new eligibility list. Brief discussion held. Motion by Cushing to approve the Corrections Officer position as presented and waive the vacancy review appeal process. Second by Paszak. All members voting 'Aye'. Motion carried.

2019 STAFFING REQUESTS

- **SOCIAL SERVICES/CHILDREN SERVICES SUPPORT POSITION:** Rideout reports that she created an LTE version of this requested position a couple months back and feels the position should become full/part-time. This position assists with supervised visitations and in-home visits for children returned from foster care. Rideout discussed the benefits of the position and funding. At this time, Rideout is unclear if the state, federal, and grant funding will cover full-time hours and she doesn't want to use any tax levy money so the amount of hours is yet to be determined. Further discussion held on the duties of the position. Rideout reassured the Committee that if approved, she would not use tax levy money to cover the position and would design the work hours accordingly. Motion by Cushing to approve the Children Services Support position. Second by Fried. All members voting 'Aye'. Motion carried.

- **DEPARTMENT ON AGING/RECLASSIFICATIONS AND POSITION CHANGES:** The Committee discussed Jacobson's request to add positions and reclassify three positions with the Department of Aging. Holewinski voices concerns on the requests. Charbarneau and Jacobson provided further information on ADRC funding and the changes for the coming year, given the reorganization of the ADRC for Oneida County. Holewinski feels a wage study would be more effective than the Committee considering individual reclassifications. Charbarneau notes that the reclassifications are part of the 2019 budget so once a decision is made on whether to have a wage study, the Committee will need to revisit the reclassifications if a wage study isn't pursued. Jacobson discussed eliminating the Nutrition & Transportation Coordinator and summarized the full-time position they were looking to add, noting that additional ADRC funding will help with the increased costs of this restructure. Jacobson discussed the higher-level duties the new position will be able to complete and the position will also allow the department to streamline processes so callers and visitors don't need to be re-routed when needing help but rather the same clerical person would be able to help them with many different issues. Jacobson finally noted that no additional tax levy would be needed. Fried voices concerns on funding; Jacobson elaborated on the funding handout provided to the Committee. Hintz feels that an organizational chart would help the Committee better understand the changes that Jacobson is proposing. Topic moved to the June 28th meeting so Jacobson can bring an organizational chart and more information to the Committee.

2019 STAFFING REQUESTS (continued)

- **FORESTRY/LTE FOREST RANGER WAGE RATE:** Charbarneau discussed the duties of the LTE Park Ranger position and the difficulties of filling the position in the past at the lower rate. For 2018, the rate was temporarily approved at \$15.00 per hour by the Committee. Charbarneau and Bilogan are now requesting that the \$15.00 per hour wage rate be added to the LTE wage schedule as a regular rate. Charbarneau reports that the position had more applicants since the wage increase and LRES was able to fill the position sooner in the season due to the wage rate change. Brief discussion held by Committee. Motion by Cushing to approve the LTE Forest Ranger wage rate. Second by Hintz. Holewinski asked how changing this rate would affect other LTE positions. Charbarneau feels this doesn't affect the other LTE positions and discussed the unique duties and hours of the job. Holewinski discussed funding. All members voting 'Aye'. Motion carried.

- **PUBLIC HEALTH/LTE CLERICAL WAGE RATE:** Previously, the position LTE wage rate was temporarily increased to \$18.12 per hour due to higher-level clerical duties and previous experience of retirees taking on the position. Charbarneau would also like to now add this wage rate to the LTE wage schedule. Fried voiced concerns on bringing in retirees at a higher rate rather than new employees at a lower rate. Charbarneau summarized funding, duties and the need to bring someone in needing minimal training for this position, if possible. Discussion held. Motion by Cushing to approve the LTE Clerical wage rate. Second by Fried. All members voting 'Aye'. Motion carried.

- **SHERIFF/LTE CORRECTIONS OFFICER AND LTE E911 TELECOMMUNICATOR WAGE RATE:** Charbarneau requests to add the Corrections Officer and E911 Telecommunicator rates (Grade G from the Non-Exempt schedule) to the LTE wage schedule. Brief discussion. Motion by Cushing to approve the Correction Officer and E911 Telecommunicator wage to the LTE wage schedule. Second by Paszak. All members voting 'Aye'. Motion carried.

- **APPROVAL UPDATED 2019 LTE WAGE SCHEDULE:** Charbarneau presented the 2019 LTE wage schedule to the Committee for their review and approval. Charbarneau notes that language was added, allowing the Human Resources Director and Department head to alter the wage rate, based on market experience and department's budget. Motion by Holewinski to approve the 2019 LTE wage schedule as presented. Second by Cushing. Holewinski recommends adding the wage rates for the Corrections Officer and Telecommunicator as rates and not "ongoing". All members voting 'Aye'. Motion carried.

- **ANNUAL LTE WAGE REQUESTS:** Charbarneau provided a listing of 2019 LTE position requests that are continuing on from 2018. Fried inquired about the Department on Aging Dining Site Managers; Charbarneau elaborated on position duties and funding under the Older Americans Act. In-depth discussion held on LTE requests in the budget process. Motion by Cushing to approve the annual LTE wage requests. Second by Paszak. All members voting 'Aye'. Motion carried.

2019 STAFFING REQUESTS (continued)

- **ELIMINATION OF VACANT POSITIONS:**
 - **DEPARTMENT ON AGING – NUTRITION/TRANSPORTATION COORDINATOR:** Charbarneau discussed this position being eliminated in order to consolidate clerical duties into a proposed new full-time position.
 - **UW-EXTENSION – 80% ADMINISTRATIVE SUPPORT:** Charbarneau reports this position being filled by an LTE at this time.
 - **PLANNING & ZONING/LAND WATER CONSERVATION - 40% ADMIN. SUPPORT:** Charbarneau reports that this position will also be filled by an LTE.
 - **PUBLIC HEALTH – COMMUNITY HEALTH SPECIALIST:** Charbarneau reports that the duties of the eliminated position got transferred to another Community Health Specialist so the position is no longer needed at this time.
 - Fried voiced concerns on making sure that services are being carried out at the same level or better. Charbarneau states that the positions that are now being filled by LTE's will be a cost savings since benefits will not be provided. Jennrich noted that right now, his position would be filled by an LTE who is a retiree of the county but in the event that person is no longer available, he may need to recreate the part-time position down the road. Motion by Cushing to eliminate the Nutrition/Transportation Coordinator, 80% UW-Extension Administrative Support, Land and Water 40% Administrative Support and Community Health Specialist. Second by Paszak. All members voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Holewinski, 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 (Topic: Closed session minutes from 06/08/18 meeting); and Section 19.85(1)(f) for the purposes of considering financial, medical, social, or personal histories of 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. (Topic: Equipment Operator Employment)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:20 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith

RETURN TO OPEN SESSION

Motion by Holewinski to return to open session. Second by Cushing. Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 10:25 a.m.

Cushing reports that in closed session, a motion was made and approved unanimously by roll call vote to accept the closed session minutes of June 8, 2018.

LRES Committee meeting
June 25, 2018

FUTURE MEETING DATES

June 28, 2018 at 9:00 a.m.
July 11, 2018 at 9:00 a.m.
July 26, 2018 at 10:00 a.m.

FUTURE AGENDA TOPICS

2019 benefits
Wage study options
Vacancy review process

PUBLIC COMMENTS


None

ADJOURNMENT

Motion by Cushing to adjourn meeting. Second by Holewinski. All members present voting 'Aye'.
Motion carried. Meeting adjourned at 10:28 a.m.



Ted Cushing, Chairman



Date



Jennifer Lueneburg, Committee Secretary



Date