

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
June 28, 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); Dianne Jacobsen, Joel Gottsacker (Department on Aging); Dan Hess (Sheriff's Office); Brenda Behrle (Clerk of Courts); Mary Rideout (Social Services); Mike Romportl (Land Information)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 10:00 a.m. in Committee Room #2 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 Paszak to approve today's agenda. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

The Committee reviewed the expense voucher presented by Charbarneau. Motion by Hintz to approve the voucher. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

COMPENSATION PLANS

Cushing reports that this agenda topic will be rescheduled to the July 11th meeting.

2019 STAFFING REQUESTS

- **DEPARTMENT ON AGING:** Jacobson presented an organizational chart for the current and proposed reclassifications and position changes for the Department on Aging. Changes include eliminating a 60% Nutrition & Transportation Coordinator, eliminate an LTE Administrative Support position, increase the hours of the Account Technician, create a part-time and full-time ADRC position and reclassifications for the ADRC Specialists, Assistant Director and Director positions. Jacobson discussed increased funding that would help to cover some of the position changes and notes that there would be no additional tax levy money needed for these changes. Cushing discussed ADRC funding further. Cushing and Holewinski stated they could support the increase/creation to the ADRC and Account Technician positions and elimination of two positions but voiced concerns about the reclassifications due to the possible wage study that may be conducted in the future. Fried voiced concerns about unknown 2019 funding and reorganization of the department. Jacobson clarifies that the tax levy funding is unknown but the grant and program funding is already known. Charbarneau clarifies that the positions wouldn't be created/filled until after the budget and resolutions are approved by the County Board. Smith reiterated that these requests would be reviewed a couple more times at budget hearings and by the County Board, and these requests are being discussed now in order to get started earlier on the budget process. Motion by Cushing to approve the staffing requests under item 5 on today's agenda under items i, ii, iii, and iv, and then looking at the reclassification requests after review and discussion of the Carlson Dettman wage study is done. Second by Holewinski. Fried continued to voice concerns on the changes and wanting to make best use of grant funding. Further discussion held. Paszak, Cushing, Holewinski and Hintz vote 'Aye'. Fried votes 'Nay'. Motion carried.

COMPENSATORY TIME

Charbarneau reports that this topic has been discussed at previous meetings. Charbarneau reviewed the differences between Non-Exempt, Exempt salary and Exempt hourly employees, based on eligibility for compensatory time and overtime. Discussion held the 37.5-hour workweek and the cost saving reasons for this implantation many years back. Hess elaborated on Sheriff's Office employees that are on 40 hours per week schedules but still get PTO benefits based on a 37.5 hours per week work schedule. Charbarneau explained the tracking of compensatory time for Exempt salaried employees separately from on timecards in order to avoid treating salaried employees like hourly employees for FLSA (Fair Labor Standards Act) purposes. Charbarneau explained the compensatory time policy in place and notes that some departments have more strict compensatory time policies in place in addition to the countywide policy. Discussion held on what other counties do for Exempt compensatory time with Charbarneau noting that about 50% of other counties allow compensatory time for salaried employees. Smith voiced concerns about salaried employees tracking compensatory time and if this violates any FLSA rules. Holewinski discussed his concerns about employees using compensatory time and then carrying over PTO (Paid Time Off) into future years so it gets paid at a higher rate. Hintz provided a summary of how compensatory and PTO time tend to work in the private sector employers. Charbarneau discussed alternate work schedule versus compensatory time use. Discussion held on allowing employees to only use compensatory time in four-hour per day maximum increments. Further discussion held on different options to use and what effects it would have on employee retention. Committee asked for input from Department Heads present; input provided by Rideout and Behrle. Smith states that removing compensatory time would be fine and give discretion to the Department Heads on scheduling but feels that some guidelines should be put into place to avoid abuse. Further discussion held. Cushing directs Charbarneau to put some options and guidelines together for a future meeting and to talk with Department Heads for input. Holewinski voiced concerns on compensatory time being used to take full days and weeks off. Topic to be discussed further at the next Committee meeting.

COUNTY CODE 4.32 – FILLING POSITION VACANCIES

Charbarneau discussed the Committee's previous conversation about the Vacancy Review process specified in the Oneida County Code. Fried feels the process needs to be amended so that less time at Committee meetings is spent reviewing vacancies. Charbarneau notes that since the process was implemented years back, many unneeded positions have now been eliminated and most of the positions in the county have now been reviewed and determined to be needed. Discussion held about vacancy funding and alternate ways to make sure that departments keep looking at their positions when vacated to see if the position is still needed. Further discussion held, with the Committee agreeing to remove the formal vacancy review procedure but continuing vacancy funding in the annual budget. Motion by Holewinski that we look at eliminating 4.32 of the County Code and keep the vacancy review dollars in the budget. Second by Cushing. Further discussion held on the process, with the Committee agreeing that review of positions will be at budget time rather than during a vacancy. All Committee members voting 'Aye'. Motion carried. Fried confirmed that higher starting wage requests still need to come before the LRES Committee; Charbarneau stated yes. A resolution will go before the County Board.

COUNTY EMPLOYEE BENEFITS

Holewinski voiced concerns on PTO (Paid Time Off) banking and payouts. Charbarneau discussed PTO banks and the payout process at the current rate of pay. The Committee held an in-depth discussion on previous and current practices for PTO benefits. Smith discussed the option of utilizing extended leave banks, which hold unused PTO balances at the rate of pay that the PTO was earned at for each employee. Continued discussion on PTO and Income Continuation Insurance coverage. Cushing directs Charbarneau to bring back different options for the Committee to consider at a future meeting.

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FUTURE MEETING DATES

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

FUTURE AGENDA TOPICS

2019 Employee benefits
Staffing requests – Department on Aging
Wage study options

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Cushing to adjourn meeting. Second by Paszak. All Committee members voting 'Aye'.
Motion carried. Meeting adjourned at 11:27 a.m.



Ted Cushing, Chairman



Date



Jennifer Lueneburg, Committee Secretary



Date