

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**Committee Room #2, Oneida County Courthouse**  
**July 26, 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); Greg Gardner, Anton Keelin, Brian Erickson, Scott Bornberg, Dan Hess, Tyler Young (Sheriff's Office); Dawn Robinson (Emergency Management); Larry Mathein (Medical Examiner); Jason Rhodes (ITS); Tammy Walters (Veteran Services); Linda Conlon (Public Health); Luann Brunette (Buildings & Grounds); Karl Jennrich (Planning & Zoning); Tracy Hartman (County Clerk); Mary Rideout (Social Services); Brian Desmond (Corporation Counsel); John Bilogan (Forestry); Mike Romportl (Land Information); Kyle Franson (Register of Deeds); Brenda Behrle (Clerk of Courts); Amy Franzen (Register in Probate); Joel Gottsacker (Department on Aging); Patrick Glynn (Carlson-Dettmann); Robb Jensen (County Board); Fred Williston (Lakeland Times)

**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 AMENDED AGENDA**

Motion by Fried to approve today's amended agenda with the ability to move topics around as needed. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Holewinski to approve the minutes of June 25<sup>th</sup> and 28<sup>th</sup> as presented. Second by Fried. All Committee members voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Motion by Cushing to approve the bills and vouchers as presented. Second by Hintz. All Committee 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: WIC Clerk compensation); and Section 19.85(1)(e) for 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: Deputy Association Contract)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:03 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith, Gardner, Keelin, Erickson, Bornberg, and Conlon

### **RETURN TO OPEN SESSION**

Motion by Cushing to return to open session. Second by Paszak. Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 10:26 a.m.

Based on closed session discussion, motion by Cushing to approve the WIC Clerk starting at Step 2. Second by Fried. Roll call vote taken with all voting in the affirmative. Motion carried.

### **CORRECTIONS OFFICER VACANCY REVIEW**

Hess reports that the Sheriff's Office has a Corrections Officer vacancy due to an employee being hired by Langlade County. Discussion held. Motion by Holewinski to approve filling the Corrections Officer vacancy as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

### **LTE ZONING TECHNICIAN WAGE 2018 & 2019**

Charbarneau discussed the LTE Zoning Technician wage, noting that it has not been increased for many years, and the current LTE Zoning Technician is earning the same wage as he did eight years ago when he started the LTE position. Jennrich requests an increase to the LTE wage to \$26.00 per hour and would like to implement the wage for the remainder of 2018 as well as 2019. Jennrich summarized the extensive training and licensing needed for the job, which makes it difficult to recruit qualified candidates. Holewinski notes that the county pays LTE Snowplow drivers \$25.00 per hour and snowplow drivers need less training and licensing. Motion by Paszak to approve the proposed rate for the LTE Zoning Technician position. Second by Hintz. Smith notes that Jennrich will need to look at the 2019 budget to find the money for the increase in the wage. Jennrich feels that he has plenty funds in the vacancy review fund to cover the increase for 2018; Smith agrees. Fried asked about this causing a domino effect for other staff requesting wage increases. Jennrich feels this is possible but he very much needs to retain this LTE to complete these job duties and this is the most effect way to do so. All Committee members voting 'Aye'. Motion carried.

### **COMPENSATION PLANS**

Patrick Glynn/Carson-Dettmann provided an introduction of himself and the company he represents. Charbarneau discussed the various discussions held by the Committee regarding whether to conduct a wage study and different approaches to take on the topic. Glynn discussed the difficult economic climate back in 2013 when the previous wage study was implemented, and the current economic climate that has much lower unemployment rates, making it more difficult to hire qualified employees in both the private and public sectors. Glynn notes that in addition, the baby-boomer generation is leaving the workforce due to retirements, and the younger generation is not yet able to meet the skill and experience levels for the jobs being vacated by the baby-boomers. Therefore, Glyn feels there is a large competition for talent in the workforce. Discussion led by Charbarneau on previous comparables used and the need to update the comparables so they are appropriate with the current market. Glynn discussed blunders made by other counties when not following their wage study recommendations and the importance of picking appropriate comparables. Glynn feels picking counties north of Oneida County would not be the best comparables and suggests using comparables closer to the Wausau and possibly Green Bay areas. Glynn does not feel that a complete wage study of the county wage plan is needed, but there should be a study of some of the more difficult positions to fill or positions experiencing higher turnover. Hintz feels that if a wage study is done, there is a need to look at not just the wages but work hours, job classifications, benefits and market needs for the position. Discussion held on current process used to start a new employee at a higher wage, with Glynn noting that this process takes too long and feels the county would be best served by allowing the Human Resources Director some discretion in making these decisions in order to speed up the process. Glynn provided an in-depth explanation of how his firm conducts wage

**COMPENSATION PLANS (continued):**

studies and comes up with an hourly rate in order to provide an “apples-to-apples” comparison. Glynn also feels that Oneida County should look at a 40-hour workweek in order to remain competitive with other counties. Discussion held on pay for performance and the need for consist and specific evaluation criteria, if the Committee decides to move forward with such a plan. Glynn strongly encouraged the Committee to take a long look at what will truly incentivize employee to improve performance and to retain good employees. Glynn discussed various studies on incentivizing employees, which found that once pay is set at a competitive rate, the best motivator for an employee is recognition. Glynn also discussed creating meaningful career paths for good employees in order to retain talented staff.

Hintz inquired what Glynn’s recommendations are to the Committee moving forward. Glynn says if their firm were hired for a wage study, first they would test the marketplace. This would determine the current comparables, the health of the current plan, and which positions may be set incorrectly. Next, they would determine if a full wage study is needed or if just a couple positions need to be reviewed. Glynn says the Committee would also need to discuss the cost of moving to a 40-hour workweek and if pay for performance is an option they want to consider. Glynn notes that his firm does not encourage pay for performance models due to the difficulties of implementing a fair but incentivizing program. In-depth discussion held on performance evaluations. Glynn also discussed the difficulties and importance of staying competitive with the market wage rates while still keeping with budgets and levy limits. Cushing asks Glynn to put together a proposal for the Committee with a couple different options and costs. Glynn notes that he will be bringing 5-6 different options to the Committee for review.

**COUNTY EMPLOYEE BENEFITS**

Charbarneau says at the last LRES Committee meeting, the Committee agreed to discuss the following topics, based on information Charbarneau collected from the Department Head meeting.

- **VACANCY REVIEW APPEAL:** Charbarneau states that the Department Heads are agreeable to changing the procedure and eliminating the need for the LRES Committee to review each vacancy prior to proceeding with filling the position. Department Heads feel vacancy funds should continue. Jennrich notes that he will still be bringing his vacancies before his Committee of Jurisdiction for review; several other Department Heads present concur. Charbarneau discussed the hiring process. Holewinski feels that the vacancy review process has been successful in eliminating unneeded positions and is no longer needed. Charbarneau noted that the only time a vacancy would still come before the LRES Committee is when the Department Head and Human Resources Director are not in agreement on how to proceed with filling a vacant position. Paszak inquired if positions that are 37.5 hours per week hurt the county when filling vacancies. Hess commented that most of the staff at the Sheriff’s Office is at 40 hours per week but management is at 37.5 hours per week which makes it difficult to recruit for management positions and creates compression issues.
  
- **COMPENSATORY TIME:** Charbarneau discussed the current policy and procedures used for compensatory time and the rules put into place on Exempt-salaried employees. Charbarneau notes that the ability for Exempt-salary employees to utilize compensatory time has been a good recruitment tool for management positions. Charbarneau discussed the Committee’s reasons for reviewing this policy, citing concerns that the policy is being abused. Charbarneau notes that Department Heads feel that the current rules put into place actually help avoid abuse of compensatory time. Charbarneau discussed tracking of time and Smith’s concerns with this violating Fair Labor Standards Act rules. Charbarneau feels that if abuses of the policy are not

**COUNTY EMPLOYEE BENEFITS – COMPENSATORY TIME (continued):**

occurring, there is not a need to change the current policy. Cushing and Holewinski provided comments on the need for Exempt positions to be allowed the flexibility in scheduling in order to complete their jobs, and if the work is not getting done, it will show. Charbarneau discussed the differing needs between most departments and the need for flexibility; Holewinski and Hintz concur and note that the Department Head should determine those needs and rules rather than a broad countywide policy. Glynn provided input, noting that most Exempt-salaried positions in other employers he's worked with are scheduled and paid as 40 hour work weeks. Further input given by Hess, Rideout and Desmond. Hartman notes that sometimes, evening and weekend hours are needed in different positions and voiced concerns about County Board member's perceptions that the employees aren't putting in the sufficient time because they don't see them during normal business hours when a flex or alternate work schedule is utilized to meet needs; further comments from other Department Heads agreeing with this concern.

*Topic paused to discuss upcoming meeting dates.*

**FUTURE MEETING DATES**

August 8, 2018 at 9:00 a.m.

August 27, 2018 at 9:00 a.m.

*Cushing left meeting at 11:46 a.m.*

**COUNTY EMPLOYEE BENEFITS**

**COMPENSATORY TIME (continued):** Based on the discussion, Charbarneau asks the Committee how they would like to proceed. Fried feels that there is a consensus that Compensatory Time rules for Exempt-Salary employees should be removed and allow individual departments to determine how they will proceed. Charbarneau states she will be amending the Compensatory Time policy for all three employment classes.

- **PAID TIME OFF:** Charbarneau provided a summary of the views discussed at the Department Head meeting, noting that Department Heads were a little more passionate about this topic than the others. Charbarneau provided a summary of the previous plans (using vacation, sick, etc.) before PTO was implemented and her feelings that the previous plan rewarded bad behaviors such as calling in sick. Charbarneau discussed that once PTO was implemented, unplanned days off were significantly reduced and employees became much more cognizant and protective of their time off. Charbarneau discussed handout, showing PTO balances for employees. Charbarneau notes that Department Heads overall feel that PTO is not banked for big payouts at retirement but rather to have a safety net in the event the employee or a family member becomes ill or their job is eliminated. Fried states that the Committees concerns were that employees should be taking time off in order to maintain mental health and that PTO wasn't being paid out at a higher rate than accrued. Charbarneau discussed how PTO is used and accrued, and the budget money set aside to help fund PTO payouts at retirement. Hartman provided input on the importance of showing employees they are valued and removing this benefit will hurt employee morale and retention. Jensen inquired if a wage study would show the best value option for the PTO plan; Glynn discussed what he has seen in other counties. Glynn notes that the county needs to also consider their PTO benefits when determining if they are remaining competitive in the employment market. Conlon discussed the need for the Committee to look at the wage and benefit package combined when determining market competitiveness. Holewinski notes that he understands PTO a lot better after these discussions and feels no changes should be made to the

**COUNTY EMPLOYEE BENEFITS – PAID TIME OFF (continued):**

current PTO policy. Charbarneau commented that when PTO is paid out rather than used, there are no Wisconsin Retirement System contributions needing to be paid by the county, which saves money. Hintz concurs with Holewinski on not changing the current policy. Discussion held on compensatory versus PTO use Exempt-salaried employee's time off; Glynn notes that he has some policies from other counties that the Committee could review, when determining what parameters to set. Fried feels he understands the topic much better and notes that it is their duty as County Board members to ask these questions and ensure that the current practices are the best practices for the county as a whole.

**WORKERS COMP. QUARTERLY REPORT & ESTIMATED 2019 MODIFICATION**

Charbarneau provided the Workers Compensation quarterly report for the Committee to review, noting that this year's numbers are good so far. Charbarneau feels safety awareness has improved dramatically over the last couple of years. Charbarneau does note that there were a couple of recent injuries, which may affect the numbers, and discussed the need to stay vigilant on safety training and practices. Brief discussion held. Charbarneau reports that based on current numbers, they could see a cost savings in 2019 of up to \$86,000 on Workers Compensation premiums.

**WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTION RATES FOR 2019**

Charbarneau reports that the 2019 WRS contribution rates went down by .15%, which will be a cost savings for the upcoming budget year. Brief discussion held.

**15<sup>TH</sup> ANNUAL ONEIDA COUNTY EMPLOYEE APPRECIATION ICE CREAM & POPCORN SOCIAL**

Committee reviewed and approved the request by Charbarneau to hold the Annual Employee Appreciation Ice Cream & Popcorn Social, which will be held on August 21, 2018. Costs will come from the LRES Department budget.

**FUTURE AGENDA TOPICS**

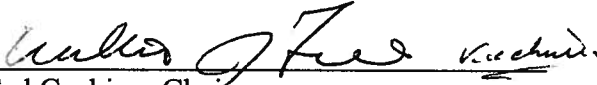
2019 Employee benefits  
Highway and Solid Waste Department reorganization

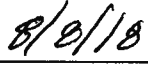
**PUBLIC COMMENTS**


None

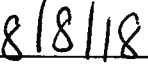
**ADJOURNMENT**

Motion by Hintz to adjourn meeting. Second by Paszak. All members present voting 'Aye'. Motion carried. Meeting adjourned at 12:27 p.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