

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
JOINT MEETING WITH PUBLIC WORKS/SOLID WASTE, ADMINISTRATION
AND PLANNING/DEVELOPMENT COMMITTEES
County Board Room, Oneida County Courthouse
August 23, 2017**

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

PUBLIC WORKS/SOLID WASTE COMMITTEE MEMBERS PRESENT: Robb Jensen/Chair, Scott Holewinski, Sonny Paszak, Ted Cushing

PUBLIC WORKS/SOLID WASTE COMMITTEE MEMBERS ABSENT: Mike Timmons

PLANNING & DEVELOPMENT COMMITTEE MEMBERS PRESENT: Scott Holewinski /Chair, Billy Fried, Dave Hintz

PLANNING & DEVELOPMENT COMMITTEE MEMBERS ABSENT: Mike Timmons, Jack Sorenson

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Bruce Stefonek (Highway); Grady Hartman, Jill Butzlaff (Sheriff's Office); Michael Bloom (Branch II); Brenda Behrle (Clerk of Courts); Linda Conlon (Public Health); Mike Romportl (Land Information); Larry Mathein (Medical Examiner); Mary Rideout, Apryl Rickert, Amy Mayo (Social Services); Scott Tromp (retiree); Kevin Boneske (Star Journal)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the County Board 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.

Cushing notes that the 2018 budget will be very tight and efficiencies need to be found throughout the county to accommodate budget shortfalls. Cushing notes that any department that is looking to add additional staff for 2018 will need to find cuts elsewhere in their budgets in order to add position(s). Cushing discussed the 2018 costs of Family Care implementation and Human Services, plus the limit set on raising the tax levy. Cushing also wants department heads to understand that even if a position seems to be afforded on a departmental level, once the county budget as a whole is put together, the additional position may not be a possibility. Further discussion held.

APPROVE AGENDA

Motion by Fried to approve the third amended agenda as presented and posted outside the Courthouse. Second by Paszak. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fried to approve the minutes of August 8th as presented. Second by Pederson. All members present voting 'Aye'. Motion carried.

VOUCHERS AND BILLS

None

HIGHWAY DEPT. – TIME AND ½ WHEN WORKING ON SATURDAY AND SUNDAY, 40 HOURS GUARANTEED MONDAY - FRIDAY, OVERTIME CALCULATED ON 40 HOURS DURING THE REGULAR WORK WEEK, HOLIDAY PAY AND COMPENSATORY TIME

Stefonek discussed RMA (Routine Maintenance Allowance) funding that Oneida County has received from the DOT and continually been unable to use due to lack of employee hours available. Currently in the winter months, once a Highway employee exceeds their 40 hours in a week, they are sent home for the rest of the week due to not allowing overtime. Therefore, if the employee is called in for plowing on the weekend, sometimes they can have their hours in for the week by Wednesday or Thursday. Stefonek says there is a lot of road maintenance that could be done in the winter during the days when snow plowing isn't needed and he requests to change the policy so he can have employees go over the 40 hours for road maintenance projects. Jensen talked about discussions had on this issue at the Committee of Jurisdiction level and various options looked at to fix this problem. Discussion held on FLSA (Fair Labor Standard Act) rules and how they affect changing this policy. Holewinski notes that it is still cheaper to pay overtime, rather than add additional employees. Holewinski also noted that RMA overtime wouldn't affect operational costs due to the overtime-funding coming from the state RMA funding. Charbarneau doesn't object to this change but cautioned the Committee in approving any wording that guaranteed 40 hours per week work, in case weather doesn't allow for road maintenance. Holewinski notes that even on really cold days, there is always something to do for road maintenance. Stefonek discussed the concerns employees had over the current policy and notes that changing this policy will positively affect morale at the Highway Department. Charbarneau voiced concerns about employee burnout in the event we have a winter with a lot of snow and employees end up working 6 and 7 days per week. Charbarneau would like to see wording in the new policy allowing the Highway Commissioner discretion rather than guaranteeing overtime. Jensen provided further comments on the topic and feels the Committee should form a policy that is best for the county as a whole. Jensen discussed a shift/weekend wage differential or contracting out certain tasks as alternative ideas. Further discussion held on the current scheduling. Stefonek notes that he has been contacted by the state several times, pleading for him to get road maintenance done but his hands are tied with the current scheduling requirements. Hintz asked in the event the 40 hours worked is reached mid-week, under the new policy would Stefonek be required to have all the employees work over 40 or just have a partial crew work if that is all that is needed. Stefonek says he can choose for a partial crew and his office will be tracking overtime to keep things as even as possible.

For the Public Works Committee, motion by Jensen to support option D (workweek Saturday through Friday with 40 hours guaranteed and overtime on weekend days). Second by Holewinski. Holewinski reassures both Committees that this will not cause an increase on the county tax levy. Fried voices concerns about the entire Public Works Committee being present for the motion. Holewinski notes that only Michael Timmons is absent and the meeting was properly noticed. The Public Works Committee voted on their motion; all members present voting 'Aye'. Motion carried.

For the LRES Committee, motion by Cushing to approve option D as previously approved by Highway Committee. Second by Paszak. Charbarneau clarified if motion kept "guarantee" in wording; Committee confirmed that "guarantee" isn't removed. All Committee members voting 'Aye'. Motion carried.

EQUIPMENT OPERATOR VACANCY REVIEW APPEAL

Charbarneau reports that an Equipment Operator position is vacant due to an employee needing to relocate for their spouse's job. Brief discussion held on the position and the importance of filling the position before snow plowing starts. Motion by Paszak to approve the Equipment Operator vacancy review appeal as presented. Second by Hintz. All members present voting 'Aye'. Motion carried.

2018 STAFFING REQUESTS

- **CIRCUIT COURT I & II – LTE LAW CLERK:** Charbarneau provided a memo from Judge Bloom/Branch II regarding the request to increase the wage of the LTE Law Clerk that serves Branch I and II in Oneida County and Vilas County Circuit Court. Bloom notes that both Oneida County and Vilas County are agreeable to this request to increase the wage from \$20.28 to \$28.00 per hour. Bloom provided information on what other Law Clerks are paid and feels that this is a rather modest increase. Currently, Judge Nielsen is in the process of getting this increased wage approved by the Vilas County Board. Further discussion about Bloom’s concerns on recruiting in the future if they continue at the same wage rate. Charbarneau reminded the Committee that this position is offered health insurance and retirement benefits, which is rare for an LTE position. Bloom also states that Branch I and II are looking for ways to cut other items in their budget in order to afford this increase. Motion by Paszak to approve the LTE Law Clerk increase, provided that the funds be found in the department budget. Second by Cushing. All Committee members voted ‘Aye’ on motion. Motion carried. Smith confirmed that motion required both wage and fringe benefit increases to be funded in the court’s budgets; the Committee confirmed that this is correct.

DEPUTY FAMILY CLERK VACANCY REVIEW APPEAL

Behrle reports that her Family Court Clerk position is now vacant and requests a waiver of the three-month waiting period to fill the position. Discussion held on the duties of the position and the status of office duties as a whole based on e-filing. Behrle agrees that some duties have gone to other offices but feels that e-filing has saved the office little time and added other duties to the office. Behrle clarified that e-filing is only used by attorney’s filing actions and pro se actions are still filed manually. Charbarneau recommends that a study be done on this position first before the Committee approves filing the position. Behrle provided her arguments to the Committee on why she feels a study isn’t needed and inquired as to why her vacancies are always questioned but other departments are able to fill vacancies without any concerns. Discussion held. Motion by Fried to support the vacancy review appeal as presented. Second by Paszak. Charbarneau clarified with Behrle that it is her job to review vacancies and ask the tough questions, in order to ensure the position is truly needed. All Committee members voted ‘Aye’ on motion. Motion carried.

DETECTIVE SERGEANT VACANCY REVIEW APPEAL

Hartman reports that a Sergeant has requested to be moved back patrol for personal reasons and Hartman has granted the request. Hartman clarifies that this move isn’t a demotion or discipline. Hartman is now requesting to fill the vacant Sergeant position. Brief discussion on vacancy. Motion by Fried approve the Detective Sergeant vacancy review appeal as presented. Second by Pederson. All Committee members voted ‘Aye’ on motion. Motion carried.

PUBLIC HEALTH COMMUNITY HEALTH SPECIALIST POSITIONS/FUNDING

Charbarneau notes that previously, the Committee approved filling a vacant Community Health Specialist position. Conlon recently found out that she will be losing some grant funding and says her grant positions are aware that when the grant money goes away, so does the position. Conlon says that two part-time positions are covered under the lost grant money and she really values these employees. Therefore, Conlon is proposing to not fill the vacant full-time position and instead keep on the two part-time positions that would have been lost by the grant funding. Conlon notes that neither of the part-time positions take health insurance and are already trained so this will save the county money over filling the full-time position. Discussion held on funding. Motion by Hintz to approve the Public Health position request. Second by Cushing. All Committee members voting ‘Aye’. Motion carried.

2018 STAFFING REQUESTS

- **REVIEW ANNUAL STAFFING REQUESTS** – Charbarneau states that Public Health has a full-time receptionist position that she has filled with a part-time employee and LTE employee. The part-time employee is now losing hours in their other position at Social Services. Therefore, Conlon would like to change the part-time employee to a full-time employee plus still keep the LTE as needed. Brief discussion held. Motion by Fried to accept the staffing request as presented. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.
- **LAND INFORMATION – INCREASE LAND INFO AIDE POSITION TO FULL TIME** – Romportl requests to increase the part-time Land Information Aide position to full-time. The costs to increase this position (with benefits) is \$29,000. Romportl notes that this position takes care of quite a few public requests and when this position is not present, other staff have to tend to the public, which takes them away from their heavy workloads. Romportl discussed the duties that have increased on his staff and notes this position rated well on the Efficiency Team report. Motion by Fried to support the staffing request as presented, keeping in mind that these are going into a que that will eventually need to be reviewed. Second by Paszak. All members present voting ‘Aye’. Motion carried.
- **SHERIFF – CREATE FULL TIME MECHANIC POSITION** – Hartman discussed his request to add a full-time mechanic to the Sheriff’s Office staff. Hartman states repairs and maintenance needs to be done for squads, ambulances and other emergency vehicles. When the Highway Department doesn’t have time for these repairs, Hartman is forced to bring to use local repair shops, which charge sometimes 400% more than if done in-house. Hartman feels that adding this position will avoid taking most repairs to local shops and this savings will pay for this position. Pederson asked if there is room at the Law Enforcement Center for an added mechanic position to do this work. Hartman says that they do need to add a bigger lift to accommodate ambulances and other heavier vehicles, which will get taken out of their maintenance budget. Further discussion held. Hartman confirms that he has room in his budget for this addition and the Sheriff’s Office will be coming in at a zero increase for 2018. Discussion held on plans not to cut a Highway Mechanic position, in the event this is approved. Hartman notes that emergency vehicles can not wait to be repaired, thus making this request important. Motion by Fried to create a full-time mechanic position, to be covered by the department budget. Second by Paszak. All members present voting ‘Aye’. Motion carried. Paszak confirmed that this position would start January 1, 2018, if approved in the final budget.
- **MEDICAL EXAMINER – CREATE PART TIME DEPUTY MEDICAL EXAMINER POSITION:** Mathein discussed the need for an additional position in his office to assist in his absence. Mathein states that his workload has increased and he depended on LTE’s to assist in the workload. However, Mathein states it is difficult to find people willing to do this type of work and the LTE staff have other jobs, which prevent them from going on calls when needed. Therefore, Mathein feels he ends up handling a lot of the shifts himself. Mathein is looking for a part-time version of his position that can cover when he’s not available and share in the workloads. Mathein feels this position will become even more important if Oneida County takes on Vilas County duties. Further discussion held on needs of department and funding availability. Mathein notes that had they had this position already in place, it would have been a zero cost due to non-tax levy funds available. Smith clarifies that tax levy dollars are needed for this position. Motion by Fried to support the part-time Deputy Medical Examiner position as presented starting July 2018. Second by Hintz. Discussion held on increasing fees. Hintz strongly encourages Mathein look into what can be increased in fees to help find revenue to offset costs. Discussion held on the pending Vilas County contract with Mathein noting that some efficiencies can be found when and if this contract is established. All Committee members voting ‘Aye’ on motion. Motion carried.

2018 STAFFING REQUESTS (continued)

● **SOCIAL SERVICES – CREATE CHILD SUPPORT SUPERVISOR AND SOCIAL WORKER POSITIONS:** Rideout provided a background on the combining of Economic Support and Child Support supervisor positions in 2011. Since then, some issues have arose and Rideout has been overseeing Child Support. This has given Rideout a chance to assess the Child Support unit in-depth and though the employees are doing great work, Rideout feels that a separate Child Support Supervisor position is needed again. Rideout also notes that due to the Affordable Care Act and policy changes, Economic Support supervisory needs have increased as well. Rideout also notes that comparable sized counties to Oneida County have in the past combined supervisors for their Economic Support and Child Support agencies and have now separated them again. For funding, Child Support is covered by 66% federal funding, 34% state performance and GPR funds. Therefore, only some tax levy money is needed in order to cover overhead. Rideout would like to eliminate the Child Support Financial Worker position and create a Child Support Supervisor position, which would cover supervisory and financial duties for the Child Support Agency. Motion by Paszak to approve the Child Support Supervisor request. Second by Pederson. Brief discussion held. All Committee members voting ‘Aye’ on motion. Motion carried.

Rideout explained the duties for the Social Worker position in the Children/Family unit and the process. Rideout is requesting to add a Social Worker position in that unit to do ongoing case management. Rideout says the caseloads have been increasing, cases are lasting longer and there are increased requirements for foster care licensing too. Rickert further summarized the duties and reasons for increased workloads, which is causing burnout in Social Workers. The state prefers a Social Worker carry fifteen cases per worker and Rideout’s unit currently has about 35+ cases per worker. Cushing asked Rideout if Social Services could find money in their budget to fund this new position so additional money isn’t needed. Rideout says in a normal year, she thinks she could accomplish that but due to the implementation of Family Care, she is doubtful. Rideout says the department is trying to find relative and foster care placement for placed kids to avoid extremely expensive facility placements but this can prove difficult. Motion by Cushing to approve the Social Worker position as submitted and put into the que for budget hearing time. Second by Hintz. Fried discussed comments made on increased opioid and meth use and recommends a task force be created; Rideout agrees. All Committee members voted ‘Aye’ on motion. Motion carried.

LIMITED TERM EMPLOYEE (LTE) – DEMENTIA GRANT REQUEST

Rideout says calls come to law enforcement regarding people with erratic behavior and they sometimes end up being arrested when they really have dementia and need to be placed in care. Rideout would like to add a position to help create a better system for detecting and dealing with people with dementia. This position would be funded by grant dollars. Motion by Cushing to approve the LTE – Dementia Grant request as presented. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.

CLOSED SESSION

Motion by Fried, second by Hintz to adjourn into closed session pursuant to Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: Support Services Lead Compensation).

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 11:30 a.m.

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

LRES Committee meeting
August 23, 2017

RETURN TO OPEN SESSION

Motion by Cushing to return to open session. Second by Hintz. Roll call vote taken with all voting in the affirmative. Motion carried. Returned to open session at 11:32 a.m.

Per closed session discussion, motion by Cushing to move the Support Services Lead compensation to Grade I, Step 5 at \$22.07/hour. Second by Fried. All Committee members voting 'Aye'. Motion carried.

HEALTH AND WELLNESS UPDATES

Lueneburg reports that the Health Enhancement Program is currently running a Weight Watchers 26 week session for employees and 23 employee are currently involved. The program is on week 6 and employees have found it to be successful so far.

FUTURE MEETING DATES

August 30, 2017 at 10:00 a.m. – Deputy bargaining
September 13, 2017 at 9:00 a.m. – Committee meeting
September 27, 2017 at 9:00 a.m. – Committee meeting

FUTURE AGENDA TOPICS

Employee Handbook and County Code Chapter 4 updates
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.



Ted Cushing, Chairman

9/13/17

Date



Jennifer Lueneburg, Committee Secretary

9/13/17

Date