

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
September 13, 2017

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

LRES COMMITTEE MEMBERS ABSENT: Carol Pederson (excused)

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Linda Conlon (Public Health); Pete Wegner, Denise Hoppe (Planning & Zoning); Bruce Stefonek (Highway Dept.); Dianne Jacobson (Department on Aging); Mike Romportl (Land Information); Terri Hook (Sheriff's Office)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Vice Chairman Fried 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. Fried will run the meeting until Cushing joins.

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Paszak to approve the minutes of the August 8th, August 21st and August 23rd meeting. Second by Hintz. All members present voting 'Aye'. Motion carried.

VOUCHERS AND BILLS

Brief discussion on vouchers and bills presented by Charbarneau. Motion by Fried to approve the vouchers that just went around. Second by Hintz. All members present voting 'Aye'. Motion carried.

COMMUNITY HEALTH SPECIALIST VACANCY REVIEW APPEAL

Conlon states her Community Health Specialist position is now vacant and is a grant funded position. The previous employee worked four days per week but due to Conlon's concerns about whether grant funds will remain available, she would like to consider advertising the position at 3-4 days per week. Motion by Paszak to approve filling the Community Health Specialist position. Second by Fried. Discussion continued on funding. All Committee members present voting 'Aye'. Motion carried.

2018 STAFFING REQUESTS

- Highway/Solid Waste: Stefonek requests approval for 2018 LTE positions; requests 14 positions for Highway and 6 positions for Solid Waste. This is an annual recurring request. Stefonek provided explanation of various duties performed by these positions and feels LTE's can complete basic duties, which allow his full-time staff to have more time to complete higher skilled tasks needing to be done. Motion by Fried to approve the staffing requests as presented by the Highway Commissioner. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.
- Planning & Zoning: Wegner requests to add two additional LTE Zoning Technicians to be located at the Minocqua and Rhinelander offices. This additional LTE staffing is needed due to changes in statutes which require more paperwork and onsite visits by the Planning & Zoning staff. Fried confirms that the Planning & Zoning Committee has already approved this request due to their

2018 STAFFING REQUESTS (continued)

▪ **Planning & Zoning (continued)**

agreement on the need for more help. Further information provided by Wegner. Hintz agrees that these positions are needed but voiced concerns on if money will be available in the 2018 budget. Hoppe discussed the possibilities of increased fees in order to help fund the staffing increases; discussion held. Motion by Fried to approve the staffing request as presented by the Planning & Zoning Department and to put them into the que with the other (2018) staffing requests. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.

Cushing joined the meeting at 9:16 a.m.; Fried handed leadership of the meeting over to Cushing.

- **District Attorney:** Charbarneau states this is a request for an LTE summer intern position and the Committee of Jurisdiction still needs to approve this request. Discussion held. Motion by Hintz to approve the District Attorney's Office request. Second by Paszak. All committee members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Fried, second by Hintz to go into closed session pursuant to 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 close session (Topic: Deputy Association Bargaining), and 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 (Topics: Equipment Operator Compensation, Employee Services Assistant Compensation, GIS Administrator Compensation, ADRC Specialist Compensation).

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:21 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith, Stefonek, Jacobson, Hook, Romportl

RETURN TO OPEN SESSION

Motion by Cushing, second by Hintz to return to open session. Roll call vote taken with all voting in the affirmative. Motion carried. Returned to open session at 10:16 a.m.

Cushing announces that in closed session the Committee discussed the status of negotiations with the Deputy Association Union.

Per closed session discussion, the following motions were made by Cushing, seconded by Hintz:

- Motion to approve the Equipment Operator starting at Grade Level G, Step 2 (\$17.27 per hour).
- Motion to approve the ADRC Specialist starting at Grade Level I, Step 5 (\$22.07 per hour)
- Motion to approve the request for an additional step for the GIS Administrator to Grade Level L, Step 8 (\$57,043) with the increased costs to come from the department budget for 2017.
- Motion to approve the Employee Services Assistant starting at Grade Level H, Step 1 (\$18.31 per hour), then moving to Step 2 (\$18.83 per hour) upon a good performance evaluation, and then Step 3 (\$19.35 per hour) at one year based on a good performance evaluation.

Committee voted on four motions listed above. Cushing, Hintz and Paszak vote 'Aye' on all four motions. Fried votes 'Nay' on the ADRC Specialist motion and 'Aye' on the remaining motions. All four motions pass.

LABOR RELATIONS/EMPLOYEE SERVICES DEPARTMENT 2018 BUDGET

Charbarneau presented the LRES 2018 budget to the Committee and notes that she has a 0% increase from the LRES 2017 budget. Charbarneau discussed current balances in the 2017 budget. Fried inquired about reducing job vacancy advertising costs. Charbarneau and Lueneburg note that the majority of resources used to advertise are free, except for newspaper advertising which has been cut back significantly from past years. Motion by Cushing to approve the LRES budget as presented and forward on to the budget hearings. Second by Paszak. All members present voting 'Aye'. Motion carried.

COUNTY WIDE SAFETY HANDBOOK

Hintz lead a discussion on his concerns with various county department's attention to safety, especially at the Highway Department. Hintz feels all County Board members and Department Heads need to come on board supporting the importance of safety. Hintz feels that penalties for not following safety guidelines need to be both strict and consistently enforced by all involved. Hintz discussed safety procedures and ideas used in his previous job. Charbarneau discussed the proposed Safety Handbook drawn up by her and Stefonek for Committee review. Charbarneau says once the handbook is in place, she will work with each department to create a safety checklist for each county position, as well as department safety procedures. Charbarneau discussed different ideas for County Mutual and possible safety features and reminders that could be implemented in various departments. Motion by Hintz to approve the Safety Handbook and for Charbarneau to work with individual departments to create and enforce individual safety policies and procedures. Second by Paszak. Paszak states when the Handbook goes before County Board for approval, information should also be brought to present on the costs of injuries to the county. Hintz agrees to bring the Handbook to the September County Board meeting. All members present voting 'Aye'. Motion carried.

FUTURE MEETING DATES

September 21, 2017 at 9:00 a.m. – Bargaining (County Board Room)

Canceled - September 27, 2017 meeting

October 2, 2017 at 9:00 a.m. – Committee meeting (County Board Room)

October 26, 2017 at 10:00 a.m. – Committee meeting (1st Floor Conference room)

FUTURE AGENDA TOPICS

Employee Handbook and County Code Chapter 4 updates
2018 Health Insurance

PUBLIC COMMENTS

Paszak provided further discussion on safety topic.

ADJOURNMENT

Motion by Paszak to adjourn meeting. Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:50 a.m.



Ted Cushing, Chairman

10/9/17

Date



Jennifer Lueneburg, Committee Secretary

10/9/17

Date