

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
September 20, 2018

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

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Grady Hartman (Sheriff's Office); Linda Conlon (Public Health); Robb Jensen (County Board)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 1:00 p.m. in the First 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 AMENDED AGENDA

Motion by Fried to approve the amended agenda. Second by Hintz. All members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Paszak to approve the minutes of September 5th. Second by Hintz. All members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau presented the vouchers and bills for Committee review. Motion by Hintz to approve the vouchers. Second by Fried. All members voting 'Aye'. Motion carried.

MEDICAL EXAMINER VACANCY REVIEW APPEAL

Charbarneau reports that she has started the Medical Examiner recruitment process and the Committee of Jurisdiction has approved the filling of this position. The Committee of Jurisdiction wants to discuss the recruitment process further after the application deadline has passed. Holewinski inquired and Charbarneau confirmed that Oneida County would still be taking the Vilas County Medical Examiner contract. Holewinski want to make sure that applicants are aware of the Forest and Vilas County duties of the position. Fried says that the Vilas County contract was approved at the Committee level but Fried voiced concerns of the contract not receiving final approval based on this critical vacancy. Discussion held. Motion by Fried to approve the Medical Examiner vacancy review appeal as presented. Second by Cushing. All members voting 'Aye'. Motion carried.

HEALTH DEPARTMENT: ACCOUNT TECHNICIAN VACANCY REVIEW APPEAL

Charbarneau discussed the upcoming vacant Account Technician position in Public Health due to the employee accepting a position with the Three Lakes School District. Conlon states that this is some of the busiest months for Public Health due to flu shots, so filling this position as soon as possible is very important. Discussion held on job duties and the process that would be used to fill the position. Conlon does have an LTE (Limited Term Employee) to fill in for the time being. Motion by Holewinski to approve the vacancy review appeal as presented and waiving the six-month waiting period. Second by Fried. Conlon notes that this request hasn't been heard and approved by the COJ (Committee of Jurisdiction) but Conlon has received approval from the COJ chairman to fill the position. Further discussion held. All Committee members voting 'Aye'. Motion carried.

CARLSON DETTMANN REVIEW/RECOMMENDATIONS: HIGHWAY FINANCE TECHNICIAN, SOLID WASTE DIRECTOR AND SOLID WASTE LEAD

Charbarneau reports that Carlson Dettmann has now reviewed the Highway Finance Technician, Solid Waste Director and Solid Waste Lead positions. Carlson Dettmann recommends that the Finance Technician position be moved from Grade H to Grade I, with a title change to Finance Specialist, and the Solid Waste Lead position be changed from Grade F to Grade G. Carlson Dettmann recommends no changes for the Solid Waste Director position. Charbarneau provided a handout of the proposed changes and discussion was held. Based on Carlson Dettmann recommendations, the current Finance Technician would be slotted into Grade I, Step 8 (\$24.13 per hour), and the Solid Waste Lead would be slotted into Grade G, Step 6 (\$19.48). Charbarneau notes that the Solid Waste Lead is currently at Grade F, Step 5 (\$17.27 per hour) but also gets \$2 per hour lead man pay, so this is why she is recommending the new step wage to be where it is. Jensen confirmed that the COJ has already approved these recommendations. Discussion held and clarified that the Public Works Committee has approved reclassifications for the Solid Waste Lead and Director, only if the Solid Waste and Highway Departments are split. Charbarneau provided handouts to the Committee regarding the fiscal impact of the proposed changes. Fried feels that no decisions should be made on these proposed reclassifications until a decision is made on whether to split the Highway and Solid Waste Departments. Charbarneau notes that the Committee had requested that she have these three positions reviewed in an effort to collect more information to help with the decision of whether to split the two departments. Charbarneau states that she is not looking for approval of the Solid Waste position changes today but is looking for approval of the Finance Technician reclassification since it has been approved by the COJ already and can move forward to County Board since the Highway Finance Technician position is not pending a decision on the department split. Further discussion held. Motion by Cushing to approve the Highway Finance Technician grade change to Grade Level I per the Carlson Dettmann review and recommendations, and to forward the request onto the County Board via resolution. Second by Paszak. Fried clarified that the cost of this Finance Technician change is \$563 for the remainder of 2018 and Fried proposes this increase come from the Highway budget, if approved. The Committee agrees to this suggestion. Fried feels this reclassification shouldn't take place now and should wait until the 2019 budget year. Jensen provided further input. Fried voiced concerns over the possible difficult upcoming 2019 budget and feels that these decisions are being made premature before they know how the 2019 budget will look. Holewinski, Cushing, Hintz and Paszak vote 'Aye' on motion. Fried votes 'Nay'. Motion carried. Charbarneau will prepare a resolution for the October County Board meeting.

2019 HEALTH INSURANCE OPTIONS

Charbarneau has now received preliminary health insurance premiums for the current plans for 2019 and notes a 2% premium increase for 2019, based on no plan design changes. Charbarneau notes that last year, the initial 2018 premiums were projected at a 13% increase and the Committee eventually got the premiums down to a 4% increase based on plan design changes. Therefore, Charbarneau feels that the 2% increase for 2019 with no plan changes is a vast improvement over last year. Charbarneau discussed offering an additional plan option for 2019 that would have increased deductibles of \$5,000 single/\$10,000 family (no other plan design changes) with a reduced premium by 5-6%. Currently, employees pay 10%-14% of the premium. Charbarneau discussed the new near-site clinic (Priority Medical Partners) implemented in 2019 and attributes the better claims experience from 2017 to 2018 to the use of this clinic. Charbarneau provided examples of the reduced costs to the plan by using the near-site clinic over normal providers. Charbarneau discussed adding an incentive payment to the 2019 plan for employees that don't enroll on the health insurance plan, and discussed the pros and cons of offering such an incentive. Charbarneau states that the 2019 health insurance plan will be discussed at the next meeting, giving time to gather more information on the changes and costs of these changes.

2019 WAGE ADJUSTMENTS

Charbarneau reports that Finance Director Darcy Smith is suggesting a 2.25% COLA (cost of living adjustment) increase be added to the 2019 preliminary budget based on the CPI (Consumer Price Index). Fried inquired what other counties are doing for 2019 COLA increases; Charbarneau reports that a lot of the counties are sticking with 2.25% based on CPI but she has seen some counties do 3% COLA increases. Charbarneau notes that the Committee can discuss this matter more once Carlson Dettmann releases the results of their market study of Oneida County wages. Holewinski discussed needing to retain good employees. Holewinski feels that in order for the county to be able to afford competitive wages, the county needs to assess what services are needed and not needed, and make necessary adjustments. Charbarneau says preliminary results show that Oneida County may be 3-5% below market rates right now. Hintz inquired about figuring salary amounts. Charbarneau discussed the process and notes that Oneida County is most likely behind other counties on salary due to amounts based on a 37.5 hours per week rather than 40 hours per week. Hartman feels that Oneida County needs to make the difficult choice of either raising taxes or reducing services in order to keep wages competitive and retain good employees. Cushing discussed the importance of people, projects and programs, and determining priorities based on these three important factors. Motion by Cushing to put in the contingency fund a 2.25% CPI wage increase for 2019, pending the outcome of the Carlson Dettmann study for budgetary purposes. Second by Hintz. All members voting 'Aye'. Motion carried.

UW-EXTENSION: WORK/NEEDS STUDY

Charbarneau discussed the Committee approved work/needs study she is conducting for UW-Extension after the Committee denied a request to increase an 80% UW-Extension position to 100%, based on lack of information on the need for the request. Charbarneau notes that the Committee of Jurisdiction has approved the work/needs study as well. Charbarneau has contacted UW-Extension regional manager Steve Nelson about the information needed for the work/needs study and the importance of the information in order to back the need for the request. Nelson did ask that the study be completed prior to the 2019 budget being finalized, and Charbarneau explained that work-studies take time and it wouldn't be completed prior to the 2019 budget being finalized. Charbarneau reports that she is requiring that daily time logs be submitted and a job description questionnaire be completed as part of the work-study. Fried feels that UW-Extension should be conducting their own work/needs study. Charbarneau was directed by the Committee to complete the time study and notes that an accurate time study can take a couple months. Jensen explained that at one time, UW-Extension was approved for 1.6 positions but voluntarily agreed to a reduced .53 and .8 position for 2018. Jensen notes the voluntary reduction in staff hours is now coming back to bite them, however the state UW-Extension reorganization has brought unforeseen issues forward. Currently, Nelson is trying to manage UW-Extension programs in four counties and is having a hard time providing the management duties needed by each department. Charbarneau discussed other issues such as county paid positions running the Master Gardner program, which should be managed and funded by state UW-Extension paid staff. Charbarneau says she will be using time study logs utilized by the Social Services office to perform the work-study and may gather six to twelve months of data in order to get accurate study results. Jensen provided further input on the UW-Extension restructure and feels that UW-Extension may be buying time to see what happens in the governor's race in order to gauge future operations and funding for the UW-Extension programs. Discussion held and the Committee agrees to Charbarneau continuing with the UW-Extension work-study.

CLOSED SESSION

Motion by Hintz, 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: Corrections Officer compensation)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 1:53 p.m.

Staff present in closed session: Charbarneau, Lueneburg, Hartman

RETURN TO OPEN SESSION

Motion by Holewinski 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 2:00 p.m.

Based on closed session discussion, motion by Cushing to approve paying the Corrections Officer candidate instead of Step 1, pay at Step 5 at \$18.99 per hour and also approve PTO at year five at hire. Second by Holewinski. Roll call vote taken with all voting in the affirmative. Motion carried.

FUTURE MEETING DATES

September 28, 2018 at 11:00 a.m.

October 10, 2018 at 9:00 a.m.

October 24, 2018 at 9:00 a.m.

Fried notes that the he feels the Committee needs to look at other possible ways to incentivize employees that won't cost the county additional money, such as flexible work schedules, instead of just approving a 2.25% cost of living increase.

FUTURE AGENDA TOPICS

2019 employee benefits

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Cushing to adjourn meeting. Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 2:07 p.m.

Ted Cushing, Chairman

Date

Jennifer Lueneburg, Committee Secretary

Date