

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
December 14, 2016

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

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Mary Bartelt, Kerri Ison (County Clerk); Tracy Hartman (County Clerk – Elect); Lynn Feldman (UW-Extension); Dianne Jacobson (Department on Aging); Linda Conlon (Public Health); Nick Sabato (Lakeland Times)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Hintz to approve the agenda for today's meeting. Second by Paszak. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Paszak to approve the minutes of the November 22nd meeting. Second by Fried. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Committee reviewed vouchers and bills submitted by Charbarneau. Motion by Hintz to approve the vouchers and bills as presented. Second by Cushing. All members present voting 'Aye'. Motion carried.

MECHANIC/EQUIPMENT OPERATOR VACANCY REVIEW APPEAL

Charbarneau reports at the last meeting, the Committee approved the switch of a Solid Waste and Highway employee. The employee switching from Solid Waste has now given notice so the Highway position will be vacant. The Public Works Committee reviewed and approved filling this future vacancy at their last meeting. Brief discussion held. Motion by Paszak to approve the Mechanic/Equipment Operator vacancy review appeal as presented. Second by Hintz. All members present voting 'Aye'. Motion carried.

CHIEF DEPUTY CLERK VACANCY REVIEW APPEAL

Charbarneau reports that due to the retirement of the Chief Deputy County Clerk, this office is requesting this position immediately be refilled due to the nature and size of the County Clerk's office. The Administration Committee has already reviewed and approved this request. The position is full-time and is approved in the 2017 budget. Fried inquired about the conversion to the new County Clerk in January and what changes will be made. Bartelt confirmed that no changes have been discussed. The County Clerk-Elect, Tracy Hartman, will be taking over on January 3rd and has picked the new Chief Deputy. Motion by Cushing to approve the Chief Deputy Clerk vacancy review appeal. Second by Paszak. All members present voting 'Aye'. Motion carried.

UW-EXTENSION ADMINISTRATIVE SUPPORT VACANCY REVIEW APPEAL

Feldman reports that one of her Administrative Support staff will be leaving employment with Oneida County, with her last day in the office of December 21st. Feldman summarized duties of position and their importance. Also, due to the other Administrative Support employee being part-time, this would leave no support staff in the office each Friday. Feldman discussed the pros and cons of hiring an LTE

(Limited Term Employee) rather than another full-time employee for the position. Further discussion of pending reorganization, at the state level, for UW-Extension and Feldman's needs for consistency and help in the UW-Extension office. Paszak commented that he felt parts of the Oneida County Fair didn't go well in August and was displeased with the money that came in to support fair costs. Feldman discussed fair organization determined by the Fair Committee and who takes responsibility for what. Pederson inquired about the stability of the Fair Committee; Feldman feels it's been a consistent group of members but there will be changes to the Fair Committee coming up. Hintz made further inquiries about the fair structure and effects on using a regular versus LTE employee; Charbarneau responded with different options. Cushing feels the LTE option would be the best option at this time. Motion by Cushing to fill UW-Extension Administrative Support position with an LTE at this time, and when we get the final formation of UW-Extension, we will proceed further. Second by Pederson. All members present voting 'Aye'. Motion carried.

LONG RANGE PLAN

Charbarneau discussed her long range plan for the LRES office for 2017. Discussion held on the item listing consolidation of City/County Administration and Services. Also discussed Employee Handbook review and updates. Motion by Paszak to approve the LRES Long Range Plan. Second by Cushing. All members present voting 'Aye'. Motion carried.

RESOLUTIONS

- **REDUCE NUTRITION/TRANSPORTATION COORDINATOR:** Jacobson states this full time position is half Nutrition Coordination and half Transportation Coordination. Jacobson is looking to reduce this position to 60% now that the public Transportation Coordination portion of the job will be moving to the Northwood's Transit Commission. This position will continue to work on volunteer transportation, as well as continue with the full duties of Nutrition Coordinator. Jacobson states the current employee is comfortable with the change and this request has been reviewed and approved by her Committee of Jurisdiction. Motion by Paszak to approve this request. Second by Hintz. Jacobson discussed accomplishments and implementation of the Northwood's Transit program. Fried asked if the Nutrition Coordinator duties could be combined with any other nutrition related positions in the county. Jacobson states no and clarified that this position primarily coordinates the supplies and needs for the meal program rather than the actual nutrition planning; further discussion held on the funding, benefits and duties of the position. Committee voted on motion; all members present voting 'Aye'. Motion carried.
- **ELIMINATE TWO BUS DRIVER POSITIONS:** As discussed in previous agenda topic, due to the Northwood's Transit Commission taking over public transportation duties, the two Bus Driver positions with Oneida County can now be eliminated for January 1, 2017 on forward. This change will have a zero impact to the county levy and the state funding received by Oneida County for the Bus Drivers and equipment will be moved over to the Northwood's Transit Commission. Motion by Cushing to approve the elimination of the two bus driver positions, knowing that they will be moved over to the Northwood's Transit Commission. Second by Hintz. Further discussion on funding. All members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Fried, second by Pederson 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 over which this body has jurisdiction or responsibility. (Topic: Assistant Public Health Director compensation, Account Technician compensation, Patrol Superintendent compensation, approve closed session minutes of the November 22, 2016 meeting)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:38 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith, Conlon

RETURN TO OPEN SESSION

Motion by Hintz, second by Pederson for Committee to return to open session at 10:03 a.m. All members present voting 'Aye'. Motion carried.

In closed session, the following motions were made and approved unanimously by the Committee:

- Asst. Public Health Director given additional step effective December 17, 2016 due to performance.
- Public Health Account Tech. given additional step effective December 17, 2016 due to performance.
- Solid Waste employee approved to continue in department through January 2, 2017.
- Closed session minutes of November 22, 2016 were approved.

EMPLOYEE HRA LOA (LETTER OF AGREEMENT)

Charbarneau discussed LOA, to approve retiring employee to get HRA payments in lieu of taking the retiree health plan. Charbarneau discussed the pros for both the retiree and the county of entering into this agreement. Charbarneau states currently, each LOA for the retiree health plan need to come before this Committee for review and approval. Committee discussed these agreements being beneficial and agrees that the Human Resources Director should approve these agreements directly moving forward in order to streamline the process. Motion by Hintz to approve the LOA of Victoria Gehrig. Second by Fried. All members present voting 'Aye'. Motion carried.

WELLNESS/HEALTH UPDATE

None

OUT-OF-COUNTY TRAVEL

Charbarneau states the Wisconsin Counties Association has asked for people interested in participating in the CAP program that would work with legislation in discussing possible future changes. Charbarneau requesting approval for travel and participation. Motion by Fried to approve the travel request. Second by Cushing. All members present voting 'Aye'. Motion carried.

FUTURE MEETING DATES

December 21, 2016 at 9:00 a.m.

December 29, 2016 at 9:00 a.m. (tentative)

January 11, 2017 at 9:00 a.m.

January 25, 2017 at 9:00 a.m.

FUTURE AGENDA TOPICS

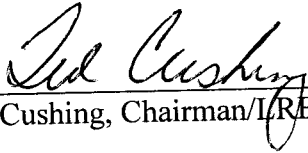
Employee Handbook review and updates

PUBLIC COMMENTS

Sabato/Lakeland Times voiced his opinion that the Long Range Plan and Letter of Agreement agenda topics were too ambiguous, and the agenda needs to be more detailed in order to follow the law. The Committee noted Sabato's opinion for future agendas.

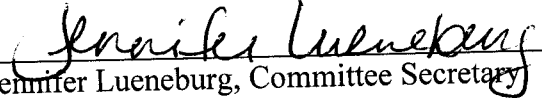
ADJOURNMENT

Motion by Cushing to adjourn. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:13 a.m.



Ted Cushing, Chairman/LRES Committee

1/11/17
Date



Jennifer Lueneburg, Committee Secretary

1/11/17
Date