

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES

December 19, 2013

CALL TO ORDER

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. It was noted that this meeting had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

LRES COMMITTEE MEMBERS PRESENT: Carol Pederson, Billy Fried, Ted Cushing, Scott Holewinski and Sonny Paszak.

LRES COMMITTEE MEMBERS ABSENT: None

ALSO PRESENT: Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corporation Counsel); Sheriff Grady Hartman, John Sweeney (Sheriff Dept.); Paul Spencer, Mary Rideout (Social Services); Larry Mathein (Medical Examiner); Jean Hansen (Land & Water Conservation); Karl Jennrich, Denise Hoppe (Planning & Zoning); Candy Sorenson, Bob Martini, Tom Rudolph, Bob Mott (Supervisors); Charlie Carlson, Patrick Glynn (Carlson & Dettmann); Dennis O'Brien, Paul Jensen (Citizens); Jonathon Anderson (Lakeland Times)

APPROVE AGENDA

Motion by Paszak, second by Pederson to approve the agenda for the present meeting. All ayes; motion carried.

APPROVE MINUTES

Motion by Holewinski, second by Paszak to approve the minutes of December 03, 2013 with the correction of adding Scott Holewinski as being present. All ayes; motion carried.

BILLS & VOUCHERS

Motion by Holewinski, second by Pederson to approve the bills and vouchers as presented. All ayes; motion carried.

SOCIAL SERVICES ACCOUNT TECHNICIAN VACANCY REVIEW APPEAL

Paul Spencer informed the Committee this was out of sequence with his committee as they don't meet until Monday and it is an appeal of the 6-month waiting period because they can't live without it. This position maintains the tax information, general ledger, reconciles accounts, reports to state agencies for reimbursement and does ADRC bookkeeping. This is our chief accounting person for the department.

Motion by Paszak, second by Holewinski to approve filling the account technician position as presented and waiving the 6-month waiting period with approval of Social Services Committee. All ayes; motion carried.

SHERIFF'S DEPARTMENT VACANCY REVIEW: SERGEANT, TWO LEAD CORRECTION OFFICERS & TELECOMMUNICATOR

Sheriff Hartman told the committee that due to a retirement they have a vacant sergeant position. They would like to promote a deputy to sergeant and backfill by hiring a deputy. They also have two lead

December 19, 2013

Page 2

correction officer positions open due to one being promoted to the Assistant Jail Administrator and one resigned and went to Social Services. The telecommunicator employee is retiring the end of the year.

Motion by Pederson, second by Paszak to approve filling the vacancies of sergeant, two lead correction officers and a telecommunicator as presented. All ayes; motion carried.

EMPLOYEE HANDBOOK: CLOSURE DAYS FOR MEDICAL EXAMINER

Lisa Charbarneau explained that a situation came up that they need to address. The ME position is a 24/7 operation. If he gets called in the middle of the night he has to go. With the way the handbook is written for closure days, employees that are non-law enforcement have to substitute PTO unless they are working. If they are working, they not only get paid for those days but they also would get premium pay for those days, so basically double time. She asked that the Committee consider putting him in that same category as the law enforcement staff. We are not forcing him to substitute PTO in on those closure days. She is asking to move this position from one category to another.

Larry Mathein said it is virtually impossible for him to take a paid day off and not have to work. He reminded the committee that his staff is all volunteer.

Motion by Holewinski, second by Pederson to approve including the Medical Examiner with the Sheriff Department staff for closure days. All ayes; motion carried.

EMPLOYEE HANDBOOK: PTO FOR CLOSURE DAYS EXEMPT FROM FAMILY MEDICAL LEAVE

Lisa Charbarneau explained that the employee handbook made it mandatory to substitute PTO for closure days. A scenario came up where it was a family medical leave request that was made and under family medical leave the county's policy is that the employee has an option to substitute PTO or not. This family medical leave happened to encompass closure days and the employee was requesting to take those days off without pay and save the PTO outside of the closure day language of the handbook. Lisa denied this request and told the employee they had to substitute PTO and that individual contacted the Department of Workforce Development and filed a complaint that we were not following the law as far as family medical leave was concerned.

Charbarneau spoke with Sorenson to see if they could remove that PTO from the PTO banks for closure days. Another suggestion would be to amend the language in the family medical leave policy that says we will not force employees to substitute PTO that is reserved for those closure days. So we can either remove it entirely or just make it exempt from the family medical leave language.

It was decided that Charbarneau would bring back proposed language for the next meeting regarding family medical leave and new hire PTO for closure days.

CONSOLIDATION OF PLANNING & ZONING AND LAND & WATER CONSERVATION DEPARTMENTS

Lisa Charbarneau explained this topic was brought up to be added to the agenda for discussion regarding some research that had been done regarding Land & Water and Planning & Zoning. She stated this survey was done back in October with her county contacts and the question was do you have a combination of land related offices. There were about 35 responses and 24 counties responded that they do have a combination of Land & Water Conservation with either Planning & Zoning or a bigger land related office.

December 19, 2013

Page 3

Bob Martini asked if that was a combination of committees or staff. Charbarneau stated it was departments only.

Charbarneau stated this topic has been on the table more than once. The Committee of jurisdiction has been adamant about it remaining a separate department.

Tom Rudolph stated that this being on the agenda was a surprise to them. He stated the oversight committee should have been made aware of this proposal. Our county has gone through this consolidation process and did consolidate committees and departments and found that it was in the best interest of our county that we combine the Land & Water and UW Extension Committee because the type of programming we have here seemed to be the best fit.

Scott Holewinski stated that he was the one who asked about the other counties and if their Land & Water Conservation departments were combined with UW Extension departments. He stated that when Land & Water was moved over with UW Extension it seemed there was enough space. Now there isn't. To take and buy a building or have somebody else buy it and we pay a lease he doesn't think will pay off.

Ted Cushing stated that we were not going to make a decision on this today. He said if somebody on this committee wishes to have Lisa do some more tracking on it or more numbers on it lets move in that direction.

COMPENSATION STUDY

Charlie Carlson told the Committee that the intention today is to figure out a strategy for when and how we bring the pay plan to the County Board. He stated they met this morning with some department heads that supervise professional level positions. They always end up having discussions on whether they are FLSA exempt or non-exempt. The three major categories are you're an executive employee, which means you are a director of a department or a supervisor of a minimum of two employees and have authority to hire, fire and direct work. The second category is whether you are an administrative employee which means you have a budget that you manage or set of programs for which you have substantial independent authority. The third major area is whether you are a professional employee in which you have to have a four year degree directly related to the work you are performing and usually some form of licensure establishing your professional qualifications to do that work.

Carlson stated that they are going to recommend that they change the naming of the pay plans to be Management, Supervisory, Professional and the other pay plan would be Non-management, Non-supervisory, Non-professional versus Exempt and Non-exempt.

Carlson also mentioned they would like to take another look at the compression issues within some departments.

Carlson told the Committee they would like to have another meeting to see if they can bring a pay plan out of committee and he proposed a January 7th meeting at 1 P.M.

2014 LRES LONG RANGE PLAN

Lisa Charbarneau explained that this is a requirement of the DID (Department Information Document). She asked the Committee if there was anything they wanted added or changed. There was discussion about updating some things with the efficiency team.

December 19, 2013

Page 4

Motion by Pederson, second by Paszak to accept the Long Range Plan for 2014. All ayes; motion carried.

EXECUTIVE SESSION

Decision was to not do the closed session at this meeting as they were not ready to discuss the Jail Administrator wages.

WELLNESS/HEALTH UPDATES

None

OUT-OF-COUNTY TRAVEL

Lisa Charbarneau asked to attend the session on “Lean Government” in Stevens Point.

Motion by Fried, second by Holewinski to approve travel for Lisa Charbarneau to Stevens Point. All ayes; motion carried.

FUTURE MEETING DATES

January 07 1:00 p.m.

January 22 9:00 a.m.

FUTURE AGENDA TOPICS

Affordable Health Care Act

Compensation Study

Discussion on “in lieu of insurance”

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Fried, second by Paszak to adjourn. All ayes; motion carried.

Meeting adjourned at 11:07 a.m.

Ted Cushing, Chairman

Linda Herrmann, Committee Secretary