

**Minutes
Notice of Regular Meeting
Oneida County Board of Supervisors
Tuesday, February 19, 2019 – 9:30 a.m.
County Board Meeting Room - 2nd Floor Oneida County Courthouse**

CALL TO ORDER.

Chairman Hintz called the meeting to order at 9:30 a.m. in the County Board Room of the Oneida County Courthouse. There was a brief moment of silence for our troops here and overseas followed by the Pledge of Allegiance.

Members Present: Russ Fisher, Lance Krolczyk, Scott Holewinski, Robb Jensen, Jim Winkler, Greg Pence, Bob Mott, Alan VanRaalte, Billy Fried, Tom Kelly, Jack Sorensen, Sonny Paszak, Dave Hintz, Mike Timmons, Mitchell Ives, Ted Cushing, Bob Metropulos, Bill Liebert, Steven Schreier, Greg Oettinger and Bob Almekinder.

Members Present: 21

Lance Krolczyk entered at 9:33 a.m.

ANNOUNCEMENTS BY CHAIR, CORRESPONDENCE AND COMMUNICATIONS:

- Sign attendance form at the podium.
- Please use a microphone when speaking.

ACCEPT THE MINUTES OF THE JANUARY 15, 2019 MEETING.

Motion/Second: Sorensen/Cushing to accept the minutes of the January 15, 2019 Meeting. All "Aye", motion approved.

REPORTS/PRESENTATIONS:

- Hintz gave an update on the Wisconsin Counties Association Legislative Exchange. Topics discussed were Dark Store, road repair, Aid for Children and Families, Broadband, Criminal Justice Reform, Data on Opioid Crisis, Medicare/Medicaid Expansion and Clean Drinking Water.

CONSENT AGENDA:

Resolution # 19 – 2019: Offered by the Supervisors of the Public Works Committee approving payment of \$27,886.14 to the Town of Stella with the money to come from the County Bridge Aid Account.

**Resolution offered by the Supervisors of the Public Works Committee.
Resolved by the Board of Supervisors of Oneida County, Wisconsin:**

WHEREAS, the Town of Stella has filed a petition for County aid for the cost of installing a culvert under Section 82.08 over Gudegast Creek on Spafford Road and

WHEREAS, the total cost of the labor, materials, and equipment was \$55,772.28 and the County share under Section 82.08 would be 50% of the \$55,772.28 or \$27,886.14

NOW, THEREFORE, BE IT RESOLVED, that \$27,886.14 be paid to the Town of Stella, and the money to come from the County Bridge Aid Account.

Approved by the Public Works Committee this 24th day of January, 2019.

Offered and passage moved by: Robb Jensen, Sonny Paszak, Mike Timmons and Ted Cushing.

Resolution # 20 – 2019: Offered by the Supervisors of the Public Works Committee approving payment of \$8,375.00 to the Town of Sugar Camp with the money to come from the County Bridge Aid Account.

Resolution offered by the Supervisors of the Public Works Committee.

Resolved by the Board of Supervisors of Oneida County, Wisconsin:

WHEREAS, the Town of Sugar Camp has filed a petition for County aid for the cost of installing a culvert under Section 82.08 over Kathan Creek on Lone Pine Road and

WHEREAS, the total cost of the labor, materials, and equipment was \$20,250.00 and the County share under Section 82.08 would be 50% of the \$20,250.00 or \$10,125.00

NOW, THEREFORE, BE IT RESOLVED, that \$10,125.00 be paid to the Town of Sugar Camp, and the money to come from the County Bridge Aid Account.

Approved by the Public Works Committee this 26th day of December, 2018.

Offered and passage moved by: Robb Jensen, Sonny Paszak, Ted Cushing, Mike Timmons and Scott Holewinski.

- Appointments to Committees, Commissions and other Organizations:
 - o Appoint William Boehm, Boehm's, to act as an authorized Emergency Fire Warden in Oneida County.
 - o Appoint Current Manager, Northwoods Store, to act as an authorized Emergency Fire Warden in Oneida County.
 - o Appoint Current Manager, Woodruff Ace Hardware, to act as an authorized Emergency Fire Warden in Oneida County.
 - o Appoint Chris Fredrickson and Stan Lewis to the Local Emergency Planning Committee (LEPC).

Motion/Second: VanRaalte/Sorensen to accept the Consent Agenda as presented.

Roll Call Vote: 21 Aye

Student Representative: 1 Aye

Consent Agenda: Adopted

Supervisor Winkler requested that Resolution # 21 – 2019, Resolution # 22- 2019 and Resolution # 23 – 2019 be pulled from the Consent Agenda.

CONSIDERATION OF RESOLUTIONS & ORDINANCES:

Resolution # 21 – 2019/Ordinance Amendment # 4 – 2019: Offered by the Supervisors of the Labor Relations Employee Services Committee amending Oneida County Code – Chapter 1 – General Government.

Ordinance amendment to update Chapter 1 of the County Code.

Ordinance Amendment offered by the Labor Relations Employee Services (LRES) Committee

WHEREAS, Chapter 4 of the General Code of Oneida County is in need of being updated to reflect the current practices and procedures and related to administrative standards, and

WHEREAS, the LRES Committee is responsible for such update; and

WHEREAS, the changes to Chapter 4 need to be reflected in Chapter 1 of the County Code.

NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Chapter 1 of the General Code of Oneida County, Wisconsin, is amended as follows (additions noted by underline, deletions noted by strikethrough):

Chapter 1 GENERAL GOVERNMENT

GENERAL PROVISIONS AS TO OFFICIALS	
1.01	Self-Organized County
1.02	Officials
1.03	Vacancies
1.04	Salaries and Fringe Benefits
1.05	Receipt of Gifts and Gratuities
1.06	Reserved
COUNTY OFFICIALS	
1.10	Designation of Administrative Coordinator
1.11	Reserved
1.12	County Clerk
1.13	County Treasurer
1.14	Medical Examiner
1.15	Sheriff
1.16	Register of Deeds
1.17	Clerk of Court
1.18	Land Information Manager
1.19	Planning and Zoning Administrator
1.20	Veteran's Service Officer
1.21	Family Court Commissioner
1.22	Corporation Counsel

1.23	Director of Social Services
1.24	Highway Commissioner
1.25	County Coordinator <u>Human Resources Director</u>
1.26	U.W. Extension Agents
1.27	Auditor/Finance Director
1.28	Information Technology Services Director
GENERAL PROVISIONS	
1.30	Public Records
1.31	County Directory
1.32	Vocational, Technical and Adult Education District
1.33	Junior Fair
1.34	Safe Deposit Box
1.35	Courthouse Hours
1.36	Publication of Legal Notices
1.37	Disposal of Abandoned Property
1.38	Investment Policy
1.39	Legal Representation
COUNTY EMPLOYEES	
1.50	Risk Management Program

[1.01 SELF-ORGANIZED COUNTY. \(Cr. #37-91\)](#)

[1.02 OFFICIALS.](#)

[1.03 VACANCIES.](#)

[1.04 SALARIES AND FRINGE BENEFITS. \(Rep. & recr. #71-2000\)](#)

[1.05 RECEIPT OF GIFTS AND GRATUITIES.](#)

[1.06 RESERVED.](#)

[Section 1.01 remains unchanged]

1.02 OFFICIALS.

- (1) ELECTED OFFICIALS. (Am. #91-2007) Elected officials of the County shall be Clerk, Treasurer, Register of Deeds, Clerk of Court, District Attorney, Sheriff and 21 Supervisors.
- (2) APPOINTED OFFICIALS. The following officials of the County shall be appointed in the manner and for the term indicated below, except as otherwise provided by Wisconsin Statutes and this Code.
 - (a) *Creation of Offices.* The positions of the appointed officials below and such other positions as may be created from time to time by the County Board, exist under §59.025, Wis. Stats.
 - (b) *Term of Office.* The term of office of appointed officials of the County shall be indefinite after satisfactory completion of the probationary period of employment.
 - (c) *Selection Process.* The individuals employed in the positions below and in such other appointed positions as may be created from time to time by the County Board shall be selected under Ch. 4 of this Code.
 - (d) *Designated Positions.* (Am. #22-92; #37-94; #103-99; #29-2000; #30-2000; #03-2001; #91-2007; Res. #86-2009)

Official	How Appointed	Term
Department on Aging Director	Commission on Aging subject to confirmation by County Board	Indefinite, §59.07(93), Stats.
Administrative Coordinator	County Board	Indefinite, §59.19, Stats.
Airport Manager	Rhineland-Oneida County Airport Commission	Indefinite, §114.14(2), Stats.
Auditor/Finance Director	Finance Comm. subject to confirmation by County Board	Indefinite
Buildings and Grounds Manager	Buildings and Grounds Committee, subj. to conf. by County Board	Indefinite
Community Resource Development Agent	Agric. & Ext. Education/Land & Water Conservation Comm. & U.W. Ext. Coop.	Indefinite, §59.87(3), Stats.
County Conservationist	Agricultural & Ext. Education/Land and Water Conservation Comm. subject to confirmation by County Board	Indefinite
Corporation Counsel	County Board	Indefinite, §59.07(44), Stats.
County Coordinator <u>Human Resources Director</u>	Labor Relations and Employee Services Comm. Subject to confirmation by County Board	Indefinite
Information Technology Services Director	Finance Comm., subj. to conf. by County Board	Indefinite

Emergency Management Director	County Board	Indefinite, §166.03(4), Stats.
Family Living Agent	Agric. & Ext. Education/Land & Water Conservation Comm. & U.W. Ext. Coop.	Indefinite, §59.87(3), Stats.
Forestry Administrator	Forestry & Outdoor Recreation Comm.	Indefinite, §28.11(3), Stats.
4H & Youth Agent	Agric. & Ext. Education/Land & Water Conservation Comm. & U.W. Ext. Coop.	Indefinite, §59.87(3), Stats.
Highway Commissioner	County Board	Indefinite §83.01(1), Stats.
Land Information Manager	Land Records Comm. subj. to conf. by County Board	Indefinite, §§59.12, 59.88(3), Stats.
Medical Examiner	Law Enforce. Comm. subj. to conf. by County Board	Indefinite, §59.34(1), Stats.
Planning & Zoning Administrator	Planning & Zoning Comm. subj. to conf. by County Board	Indefinite, §59.97(10)(b), Stats.
Public Health Director/Health Officer	Health & Social Services Comm. subj. to conf. by County Board	Indefinite, §141.05, Stats.
Social Services Director	Health & Social Services Comm. subj. to conf. by County Board	Indefinite, §46.22(2), Stats.
Solid Waste Director	Solid Waste Comm. subject to confirmation by County Board	Indefinite
Veterans Service Officer	County Board	Subject to §45.43(1)(a)(2), Stats.

[Sections 1.03 - 1.06 remain unchanged]

COUNTY OFFICIALS

[1.10 DESIGNATION OF ADMINISTRATIVE COORDINATOR.](#)

[1.11 RESERVED.](#)

[1.12 COUNTY CLERK.](#)

[1.13 COUNTY TREASURER. \(Rep. & recr. #37-94; Am. #2-98; Am. Res. #117-2008\)](#)

[1.14 MEDICAL EXAMINER.](#)

[1.15 SHERIFF.](#)

1.16 REGISTER OF DEEDS.

1.17 CLERK OF COURT.

1.18 LAND INFORMATION MANAGER. (Am. #37-94)

1.19. PLANNING AND ZONING DIRECTOR. (Rep. & recr. #09-2006)

1.20 VETERAN'S SERVICE OFFICER.

1.21 FAMILY COURT COMMISSIONER.

1.22 CORPORATION COUNSEL. (Am. #35-81; Rep. & recr. #37-94)

1.23 DIRECTOR OF SOCIAL SERVICES.

1.24 HIGHWAY COMMISSIONER. (Rep. & recr. #40-82)

1.25 COUNTY COORDINATOR. (Am. #37-94; #91-2007) Human Resources Director

1.26 U.W. EXTENSION AGENTS. (Cr. #37-94)

1.27 AUDITOR/FINANCE DIRECTOR. (Cr. #37-94; Am. Res. #117-2008)

1.28 INFORMATION TECHNOLOGY SERVICES DIRECTOR. (Cr. #37-94; Am. #03-2001)

1.29 SOLID WASTE ADMINISTRATOR. (Cr. #09-2006)

1.10 DESIGNATION OF ADMINISTRATIVE COORDINATOR.

- (1) Under §59.19, Wis. Stats., subject to [subsection] (5) the ~~County Board Chairperson~~ Human Resource Director is hereby designated as the Administrative Coordinator of the County effective ~~January 18, 2000. (Am. #29-2000)~~ November 15, 2011.
- (2) Under §59.025, Wis. Stats., the County Board hereby assigns the powers and duties of overseeing, coordinating and managing the affairs of the various elected officials and department heads of the County to the County Board committee which is assigned jurisdiction. Each elected official and department head shall operate his respective department on a day-to-day basis and answer to the committee of jurisdiction over his respective department under this subsection for the administration of programs operated by his respective office or department.
- (3) Except as provided by this chapter or as authorized by the County Board or one of its committees, no administrative order of the Administrative Coordinator designated under subsection (1) above shall be effective unless the proposed order has been submitted for review and approval by the ~~Finance Administration~~ Committee. If the ~~Finance Administration~~ Committee does not object to the proposed order within 30 days, the order may be issued. If the ~~Finance Administration~~ Committee objects by adopting a motion to prohibit issuance of the order, the ~~Finance Administration~~ Committee report shall be referred to the next County Board meeting for action by the full County Board. If the full County Board sustains the action of the ~~Finance Administration~~ Committee, the proposed order may not be issued. If the full County Board adversely disposes of the ~~Finance Administration~~ Committee action, the proposed order may be issued.
- (4) The Administrative Coordinator shall have such staff, office space and supplies as are allocated by the County Board.
- (5) The County Board reserves the right to designate any other officer, appointed or elected, as Administrative Coordinator at any time.

1.11 RESERVED.

[Sections 1.12 - 1.24 remain unchanged]

1.25 COUNTY COORDINATOR. (Am. #37-94; #91-2007) Human Resources Director

~~The Oneida County Coordinator shall be the chief County officer of the County. The County Coordinator shall take care that every County Ordinance and state or federal law is observed, enforced and administered within Oneida County, at the specific direction of the Board and its oversight committees, if such Ordinance or law is subject to enforcement by the County Board or any other person acting subject to the authority of the County Board. The duties and powers of the County Coordinator shall include, without restriction because of enumeration or omission:~~

- ~~(1) To provide consistent professional management services to the County Board and the employees of Oneida County. Represent the County as necessary and within the framework and general policy established by the County Board. The County Coordinator shall follow the directives of the County Board.~~

- ~~(2) To coordinate and direct all County and management functions of Oneida County government not otherwise vested by law in boards or commissions or in elected officers, including the following, which shall not limit, by enumeration or omission, those powers and duties set forth elsewhere in this code or as otherwise stated by lawful authority not inconsistent herewith:~~
- ~~(a) The County Coordinator is responsible for personnel and labor relations duties as established by the Labor Relations and Employee Services Committee and County Board and under the supervision of the Labor Relations and Employee Services Committee shall administer the personnel policies as set forth in Ch. 4 of this Code. The County Coordinator shall also perform the duties of Loss Control Coordinator as set forth in Ch. 1 of this code.~~
 - ~~(b) The County Coordinator shall advise the County Board of present County practices, and make such reports and recommendations for change as are deemed appropriate.~~
 - ~~(c) The County Coordinator shall review and make recommendations to appropriate committees regarding long-range capital improvements, and County work and performance standards.~~
- ~~(3) To perform all other duties required and directed by the County Board, however prescribed, subject only to the lawful limits of the authority of the County Board.~~
- ~~(4) The County Coordinator serves at the pleasure of the Board, by a majority vote~~

The Human Resource Director is responsible for personnel and labor relations duties as established by the Labor Relations and Employee Services Committee and County Board and under the supervision of the Labor Relations and Employee Services Committee shall administer the personnel policies as set forth in Ch. 4 of this Code, the Employee Handbook and any Association Contracts. The Human Resource Director shall also perform the duties of Loss Control Coordinator as set forth in Ch. 1 of this code.

[Sections 1.26 -1.29 remain unchanged]

GENERAL PROVISIONS

[1.30 PUBLIC RECORDS.](#)

[1.31 COUNTY DIRECTORY.](#)

[1.32 VOCATIONAL, TECHNICAL AND ADULT EDUCATION DISTRICT.](#)

[1.33 JUNIOR FAIR.](#)

[1.34 SAFE DEPOSIT BOX.](#)

[1.35 COURTHOUSE HOURS. \(Rep. & recr. #83-95; Am. #22-97; #01-2002\)](#)

[1.36 PUBLICATION OF LEGAL NOTICES. \(Cr. #24-88\)](#)

[1.37 DISPOSAL OF ABANDONED PROPERTY. \(Cr. #58-91; Am. #92-2012\)](#)

[1.38 INVESTMENT POLICY. \(Cr. #3-98; Rep. & recr. Res. #105-2006; Am. Res. #117-2008; Am. Res. #32-2009\)](#)

[1.39. LEGAL REPRESENTATION. \(Rep. & recr. Res. #131-2004\)](#)

[Sections 1.30 - 1.38 remain unchanged]

1.39. LEGAL REPRESENTATION. (Rep. & recr. Res. #131-2004)

- (1) IN COUNTY. Subject to the exceptions set forth below, the Corporation Counsel shall provide legal advice and representation to the County Board, its committees, boards, commissions, departments and staff pursuant to section 1.22 of this Code and § 59.42, Wis. Stats.
- (a) *Emergency or Conflict of Interest.* In the event of an emergency, a conflict of interest or an appearance of a conflict of interest which may require the retainer of outside legal counsel, the chairpersons of the County Board, the Chairperson of Finance Administration Committee and the Chairperson of the committee of jurisdiction, or in the absence of any chairperson, the vice chairperson, shall immediately meet with the Corporation Counsel, or in his/her absence, an Assistant Corporation Counsel, to determine whether an emergency exists requiring the immediate retainer of independent legal counsel. If such determination is made, the County Board Chair is authorized to make such retainer. The Chair shall thereafter inform the members of the County Board in writing. The retainer shall remain in effect until it is reviewed and approved at the next meeting of the County Board.
 - (b) *Interest/Grievance Mediation and Arbitration.* After consulting with the Labor Relations and Employee Services Committee and Corporation Counsel, or in his/her absence, an Assistant Corporation Counsel, the Director may retain independent legal counsel to assist in collective bargaining under §§ 111.70 and 111.77, Wis. Stats., and in workers compensation and employment discrimination matters.

- (c) *Board of Adjustment.* The Corporation Counsel shall represent the Board of Adjustment except when there is a conflict of interest resulting from his/her representation of the County in a matter before the Board. In such event, the Board of Adjustment may retain independent legal counsel upon approval of the ~~Finance~~Administration Committee.
- (2) **OUTSIDE OF COUNTY.** For participation by Oneida County as a party-plaintiff or party-intervener in any action having a venue outside of Oneida County, the County Board shall first authorize the same. In the event the committee of jurisdiction determines that an emergency exists requiring the County to proceed as such party-plaintiff or party-intervener, the Committee may authorize the same subject to the requirement that it shall immediately submit a written report to the County Board for review and approval to continue such participation.
- (3) [RETAINING AN ATTORNEY.] The County Board may retain an attorney to perform the duties of the Corporation Counsel as the need arises pursuant to § 59.42 (3), Wis. Stats. In the event a determination is made under subsections (1) and (2) above to retain outside legal counsel, consideration shall be given to the availability of qualified counsel approved by the County's insurance carrier through any existing legal expense coverage endorsement to the County's liability policy.

COUNTY EMPLOYEES

1.50 RISK MANAGEMENT PROGRAM. (Cr. #100-2004 Am. #23-2007)

1.50 RISK MANAGEMENT PROGRAM. (Cr. #100-2004 Am. #23-2007)

- (1) **POLICY.** Oneida County is committed to providing a safe work environment for all its employees. The risk management team will give top priority to and provide the financial resources for the correction of unsafe working conditions and the analysis of unsafe work practices. A protocol has been established for this purpose and we expect to see our mission of minimizing workplace injuries and incidents fulfilled. Employees are encouraged to offer recommendations that will improve safety or working conditions. Department heads will also be actively involved in maintaining an effective safety program. All county employees are expected to perform their jobs to the best of their ability as well as perform them in a safe manner.
- (2) **OBJECTIVES.**
 - (a) Establish a comprehensive countywide safety policy and guidelines.
 - (b) Assist department heads in establishing department specific safety policies.
 - (c) Provide employees with the necessary supervision, training and guidance that will foster a positive attitude toward safety.
 - (d) Establish channels of communication through which employees will report unsafe working conditions to their supervisors.
 - (e) Provide personal protective equipment to employees where necessary to eliminate or reduce hazardous conditions.
 - (f) Insure compliance with all applicable safety standards and regulations as required by Federal and State Laws.
 - (g) Reduce the costs and claims incurred directly and indirectly by unsafe acts or hazardous conditions.
 - (h) Monitor, evaluate and analyze the effectiveness of the safety program.
- (3) **STRUCTURE.** The Risk Management Program authority will be delegated in the following manner:
 - (a) The Oneida County Board of Supervisors. The Board will approve all policies, objectives and the structure of the Risk Management Program.
 - (b) County Committee of Jurisdiction: Labor Relations and Employee Services Committee. Procedural changes, such as the use of additional and/or revised forms, records and reports shall be reviewed and approved by the Committee.
 - (c) The Risk Management Team: County Clerk,, ~~County Coordinator~~, Human Resource Director, Finance Director, Public Health Department Director.
 - (d) Department Heads.
 - (e) County Employees.
 - 1. Risk Management Team. The Risk Management Team is designed to recognize and respond to the risk exposures encountered on a daily basis by county employees and the general public. The Team will recommend policies and establish procedures for the research, analysis, development, design and coordination of countywide Risk and Safety Programs and evaluate and recommend amendments to the policies as they deem necessary. All policies are subject to approval by the Labor Relations and Employee

Services Committee and County Board. The Risk Management Team will ensure that there are programs and policies in place that will meet the requirements of all applicable federal and state laws and regulations. They will prepare, monitor and expend the risk and safety budget and report to the Labor Relations and Employee Services Committee. They will administer and coordinate County programs under the Worker's Compensation Act through the evaluation and review of accident reports and worker's compensation claims and will assist in the training of supervisory personnel regarding elements of County policies and statutory requirements. The Team will work closely with the county's insurance carriers to ensure that all claims, records and reports are completed accurately and timely and will develop a First Aid Log reporting system. The Team will review all county departments' First Aid Logs at a minimum of quarterly and will make recommendations for changes or modifications to work areas. Team members may represent the County at various meetings relating to Risk and Safety issues.

a. ~~County Coordinator~~, Human Resource Director

- 1) Coordinate Loss Prevention consulting activity and support provided by the Loss Prevention Services and Claim departments.
- 2) Coordinate prompt claims reporting.
- 3) Assist the Health Department Director with return-to-work duties as deemed appropriate by the county's insurance carrier and preferred doctors.
- 4) Help supervisors and employees each fully understand their role and function within the return-to-work plan.
- 5) Communicate changes in insurance coverage to all employees.
- 6) Develop a Safety Orientation program and a procedure for disseminating safety policies to newly hired and present employees.
- 7) Act as a liaison between benefit providers and any county employee in an effort to provide an amicable solution to any dispute.
- 8) Meet regularly with and assist the County Clerk, Finance Director and Health Department Director in analyzing claims and developing and coordinating risk and safety programs.

b. Finance Director.

- 1) Analyze and classify exposures and/or losses as to frequency and severity and measure the financial impact on Oneida County.
- 2) Recommend appropriate techniques to minimize loss, such as avoidance, loss prevention and reduction retention through self-insurance, grouping of exposure units, insurance pools and transfer of property, activity or risk to another responsible party.
- 3) Analyze and report on the status of current risk/safety budgets and projected expenditures.
- 4) Meet regularly with the ~~County Coordinator~~, Human Resource Director, County Clerk and Health Department Director in analyzing claims and developing and coordinating risk and safety programs.

c. County Clerk.

- 1) Receive all liability/property/casualty claims on behalf of the county and submit to the appropriate insurance provider in a timely manner.
- 2) Administer and coordinate insurance programs such as fidelity, surety, liability and property.
- 3) Establish and maintain a countywide insurable asset underwriting system and be responsible for accurate reporting of insurable values on the insurance policies.
- 4) Assist department heads, in conjunction with contracted risk management services, with obtaining proper levels of indemnity on contracts.
- 5) Provide clerical support to Risk Management Team.
- 6) Meet regularly with the ~~County Coordinator~~, Human Resource Director, Finance Director and Health Department Director in analyzing claims and developing and coordinating risk and safety programs.

d. Public Health Director.

- 1) Monitor the County Departments' incident recording system to include: first report of injury, incident reports, incident investigation and corrective actions. Inform Risk Management Team of progress on corrections and benchmarking achievements.
 - 2) Assist in training Oneida County employees in safety and health matters.
 - 3) Assist Department Heads, as requested, with evaluating and correcting unsafe work areas and unsafe employee work practices.
 - 4) Work closely with the County's Worker's Compensation Insurance carrier in an effort to minimize the frequency and severity of claims.
 - 5) Analyze all workers' compensation claims and administer and coordinate the County's return-to-work program.
 - 6) Meet regularly with the ~~County Coordinator~~ Human Resource Director, Finance Director and County Clerk in analyzing claims and developing and coordinating risk and safety programs.
2. *Department Heads.* Each Oneida County Department Head has an important responsibility for safety in their department. They are the primary contact for their department's staff. Each Department Head should understand his/her responsibility in providing safe working conditions and teaching of safe work practices within their department. Department Heads responsibilities include but are not limited to the duties listed below.
- a. Develop base line safe work performance expectations and work practices. Prepare draft policies and procedures concerning safety issues and training programs within the department.
 - b. Complete a general safety orientation checklist with new employees and provide them or transferring employees with detailed job specific safety regulations.
 - c. Review with employees the necessity of using the proper personal safety equipment where/when required and provide detailed instruction on its proper usage. Insure that the proper safety equipment is available on the job site.
 - d. Identify and correct any unsafe working condition or unsafe work practice.
 - e. Investigate all incidents immediately and submit the required incident reports within 24 hours.
 - f. Maintain the Department First Aid Log and copy to the ~~County Coordinator~~ Human Resource Director as necessary or as requested.
 - g. Provide the Risk Management Team copies of all departmental safety rules, procedures, programs, training, expenditures, violations and conditions as they are created or modified.
 - h. Prepare draft policies and procedures concerning safety training within their departments.
 - i. Enforce Oneida County's disciplinary protocol in cases of clear disregard of a safe work expectation.
3. *County Employees.* County employees are expected to perform their job tasks to the best of their ability and in a safe manner. It is critical that employees learn, understand and practice safe work behavior and do not disregard the safety features of the various pieces of equipment used on their job site.
- a. Practice safe work habits and follow safety procedures and regulations.
 - b. Maintain equipment in good working order and with all the required safety features in place and operational.
 - c. Keep work area orderly and free of obstructions.
 - d. Report defective equipment or safety devices to supervisor immediately when observed.
 - e. Report all injuries and incidents to supervisor/department head immediately regardless of how minor and assist in completing report forms as required or requested.
 - f. Actively participate in safety training provided by department.
 - g. Assist co-workers with proper safety techniques and procedures.
 - h. Remember, all accidents are preventable.

Approved by the LRES Committee this 13th day of February, 2019.

Offered and passage moved by: Ted Cushing, Dave Hintz, Sonny Paszak and Billy Fried.

Discussion: Human Resources Director, Lisa Charbarneau went over the changes to the Oneida County Code. Desmond stated this is just cleaning up the language.

Roll Call Vote on Resolution # 21 – 2019: 21 Aye

Student Representative: 1 Aye

Resolution # 21 – 2019: Adopted

Resolution # 22 – 2019/Ordinance Amendment # 5 – 2019: Offered by the Supervisors of the Labor Relations Employee Services Committee amending Oneida County Code – Chapter 2 – County Board Rules of Procedure.

Ordinance amendment to update Chapter 2 of the County Code.

Ordinance Amendment offered by the Labor Relations Employee Services (LRES) Committee

WHEREAS, Chapter 4 of the General Code of Oneida County is in need of being updated to reflect the current practices and procedures and related to administrative standards, and

WHEREAS, the LRES Committee is responsible for such update; and

WHEREAS, the changes to Chapter 4 need to be reflected in Chapter 2 of the County Code.

NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Chapter 2 of the General Code of Oneida County, Wisconsin, is amended as follows (additions noted by underline, deletions noted by strikethrough):

Chapter 2 COUNTY BOARD RULES OF PROCEDURE (Am. #35-2002)

RULES OF PROCEDURE	
2.01	Rule 1: Governing Body
2.02	Rule 2: Order of Business
2.03	Rule 3: Introduction of Ordinances, Resolutions and Amendments
2.04	Rule 4: Petitions, Etc., to be Read and Endorsed
2.05	Rule 5: Vote on Appropriations
2.06	Rule 6: Members and Nonmembers Addressing Chair
2.07	Rule 7: Members and Nonmembers Called to Order
2.08	Rule 8: Members to Speak Not More Than Three Times

2.09	Rule 9: Ayes and Nays Called on Request
2.10	Rule 10: Reconsideration
2.11	Rule 11: Motions Not Debatable
2.12	Rule 12: Chair Addressing Board
2.13	Rule 13: Voting; Abstention
2.14	Rule 14: Bills and Claims
2.15	Rule 15: Suspension, Amendment or Rescission of Rules
2.16	Rule 16: Meetings of the Board and Committees
2.17	Rule 17: Corporation Counsel
2.18	Rule 18: Calling a Special Meeting
2.19	General Rules
COMMITTEES, BOARDS AND COMMISSIONS	
2.30	Committees
2.31	Rules Governing County Board Committees, Boards and Commissions
2.32	Administration Committee
2.33	Airport Commission
2.34	Civil Service Commission
2.35	Committee Designation for Administrative Review Procedure
2.36	Condemnation Commission
2.37	Conservation and UW-EX Education
2.38	County Facilities
2.39	Forestry, Land, and Outdoor Recreation Committee

2.40	Health and Aging Committee
2.41	Public Works and Solid Waste Committee
2.42	Housing Authority
2.43	Labor Relations/Employee Services Committee
2.44	Land Information Council
2.45	Land Records Committee
2.46	Law Enforcement Grievance Committee
2.47	Library Board
2.48	Oneida County Fair
2.49	Planning and Zoning <u>Development</u> Committee
2.50	Public Safety Committee
2.51	Social Services Committee
2.52	Tourism Council
2.53	Traffic Safety Commission
2.54	Veteran's Service Commission
2.55	Zoning Board of Adjustment
2.56	51.42/437 Board
2.57—2.62	Reserved
2.63	Land Information Council

RULES OF PROCEDURE (Am. #22-91)

COMMITTEES, BOARDS AND COMMISSIONS

RULES OF PROCEDURE (Am. #22-91)

[2.01 RULE 1: GOVERNING BODY.](#)

[2.02 RULE 2: ORDER OF BUSINESS. \(Am. #51-94; #72-94; #20-2008\)](#)

[2.03 RULE 3: INTRODUCTION OF ORDINANCES, RESOLUTIONS AND AMENDMENTS. \(Am. #24-2000; #21-2008\)](#)

[2.04 RULE 4: PETITIONS, ETC., TO BE READ AND ENDORSED.](#)

[2.05 RULE 5: VOTE ON APPROPRIATIONS.](#)

[2.06 RULE 6: MEMBERS AND NONMEMBERS ADDRESSING CHAIR.](#)

[2.07 RULE 7: MEMBERS AND NONMEMBERS CALLED TO ORDER.](#)

[2.08 RULE 8: MEMBERS TO SPEAK NOT MORE THAN THREE TIMES.](#)

[2.09 RULE 9: AYES AND NAYS CALLED ON REQUEST.](#)

[2.10 RULE 10: RECONSIDERATION.](#)

[2.11 RULE 11: MOTIONS NOT DEBATABLE.](#)

[2.12 RULE 12: CHAIR ADDRESSING BOARD.](#)

[2.13 RULE 13: VOTING; ABSTENTION. \(Rep. & recr. #43-2000\)](#)

[2.14 RULE 14: BILLS AND CLAIMS.](#)

[2.15 RULE 15: SUSPENSION, AMENDMENT OR RESCISSION OF RULES.](#)

[2.16 RULE 16: MEETINGS OF THE BOARD AND COMMITTEES.](#)

[2.17 RULE 17: CORPORATION COUNSEL.](#)

[2.18 RULE 18: CALLING A SPECIAL MEETING.](#)

[2.19 GENERAL RULES. \(Am. #16-2002\)](#)

[Sections 2.01 & 2.02 remain unchanged]

2.03 RULE 3: INTRODUCTION OF ORDINANCES, RESOLUTIONS AND AMENDMENTS. (Am. #24-2000; #21-2008)

- (1) All resolutions, ordinances, ordinance amendments (all hereinafter referred to as resolutions) coming before the Board shall be reduced to writing using a format approved by the County Board and provided by the County Clerk's office.
 - (a) The Corporation Counsel shall receive for his/her review, a draft copy of any resolution at the time that it has been prepared by or for any committee or supervisor. If requested, allowing a minimum of three working days, the Corporation Counsel will assist in the drafting of such resolutions.
 - (b) Prior to being filed with the County Clerk's office, all resolutions shall be reviewed by the committee(s) of jurisdiction. The committee(s) and appropriate department head(s), if requested, shall set forth thereon its (their) position(s) concerning the resolution.
 - (c) After being endorsed by committee members, the resolution shall be forwarded to the Corporation Counsel who will then determine if the Board has the legal authority to adopt the action proposed and indicate such in the area provided. The resolution shall then be filed with the County Clerk's office but not later than 9:00 a.m. on the Thursday preceding the first day of the Board meeting at which it is to be considered. All resolutions must be filed in both an electronic format and a hard (paper) copy to be considered timely. The Clerk shall provide copies of the same to Board members and other interested parties on the next business day or as soon thereafter as practicable.
- (2) No ordinance, resolution or motion shall be considered and voted upon where an appropriation is required unless accompanied by a written fiscal note endorsed by the person introducing or submitting the same. The fiscal note shall set forth the best estimated financial impact of the proposed ordinance, resolution or motion, if any, to the County, including whether or not the costs have been previously included in a budget account. Such fiscal note shall include an estimate for both the balance of the fiscal year from the date of consideration and a full fiscal year. (Rep. & recr. #56-82)
- (3) No ordinance, resolution or motion requiring an appropriation of money shall be considered and voted upon until the committee having jurisdiction over the applicable budget account and the ~~Finance Administration~~ Finance Administration Committee have considered the same and made their recommendations concerning the same to the Board, unless this specific rule has been suspended, pursuant to §2.15, Rule 15. In all instances, such ordinance, resolution or motion shall include a statement advising whether the same may be adopted by a simple majority or requires a 2/3 vote of the entire

membership of the County Board. Ordinances, resolutions and motions concerning the payment of expenditures authorized by the current budget may be adopted by a simple majority. Ordinances, resolutions and motions requiring unbudgeted expenditures may be adopted by a 2/3 vote of the entire membership of the County Board. Consistent with statutory requirements, the Chair shall make the final determination as to the required majority vote.

- (4) No ordinance, resolution or motion pertaining to programs, services or staffing levels previously authorized by the County Board shall be considered and voted upon until the Committee of Jurisdiction over the applicable budget account, the Labor Relations/Employee Services Committee and the ~~Finance~~ Administration Committee have considered the same and made their recommendations to the Board, unless this specific rule has been suspended, pursuant to §2.15, Rule 15.
- (5) No ordinance or resolution impacting a parcel of real property shall be considered and voted upon unless accompanied by a map that is a minimum of 8.5 x 11 inches in size clearly indicating the subject parcel. (Am. #101-2004)

[Sections 2.04 - 2.19 remain unchanged]

COMMITTEES, BOARDS AND COMMISSIONS ¹¹

[2.30 COMMITTEES . \(Rep. & recr. #55-2011\)](#)

[2.31 RULES GOVERNING COUNTY BOARD COMMITTEES, BOARDS AND COMMISSIONS. \(Rep. & recr. #55-2011\)](#)

[2.32 ADMINISTRATION COMMITTEE. \(Rep. & recr. #55-2011\)](#)

[2.33 AIRPORT COMMISSION. \(Rep. & recr. #55-2011\)](#)

[2.34 CIVIL SERVICE COMMISSION. \(Rep. & recr. #55-2011\)](#)

[2.35 COMMITTEE DESIGNATION FOR ADMINISTRATIVE REVIEW PROCEDURE. \(Rep. & recr. #55-2011; Res. #30-2012\)](#)

[2.36 CONDEMNATION COMMISSION. \(Rep. & recr. #55-2011\)](#)

[2.37 CONSERVATION AND UW-EX EDUCATION. \(Rep. & recr. #55-2011\)](#)

[2.38 COUNTY FACILITIES. \(Rep. & recr. #55-2011\)](#)

[2.39 FORESTRY, LAND, AND OUTDOOR RECREATION COMMITTEE. \(Rep. & recr. #55-2011\)](#)

[2.40 HEALTH AND AGING COMMITTEE. \(Rep. & recr. #55-2011\)](#)

[2.41 PUBLIC WORKS AND SOLID WASTE COMMITTEE. \(Rep. & recr. #55-2011; Am. #34-2014\)](#)

[2.42 HOUSING AUTHORITY. \(Am. #1-2009; Res. #18-2010; Res. #106-2009; Rep. & recr. #55-2011\)](#)

[2.43 LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE. \(Rep. & recr. #55-2011\)](#)

[2.44 LAND INFORMATION COUNCIL. \(Rep. & recr. #55-2011\)](#)

[2.45 LAND RECORDS COMMITTEE. \(Cr. #37-94; Rep. & recr. #55-2011\)](#)

[2.46 LAW ENFORCEMENT GRIEVANCE COMMITTEE. \(Am. #23-92; Rep. & recr. #55-2011\)](#)

[2.47 LIBRARY BOARD. \(Rep. & recr. #55-2011\)](#)

[2.48 ONEIDA COUNTY FAIR. \(Rep. & recr. #53-2004; Am. Res. #64-2009, #86-2009; Rep. & recr. #55-2011\)](#)

[2.49 PLANNING AND ZONING COMMITTEE. \(Rep. & recr. #55-2011\)](#)

[2.50 PUBLIC SAFETY COMMITTEE. \(Rep. & recr. #55-2011\)](#)

[2.51 SOCIAL SERVICES COMMITTEE. \(Cr. #19-98; Rep. & recr. #55-2011\)](#)

[2.52 TOURISM COUNCIL. \(Cr. #61-2006; Rep. & recr. #55-2011\)](#)

[2.53 TRAFFIC SAFETY COMMISSION. \(Rep. & recr. #55-2011\)](#)

[2.54 VETERAN'S SERVICE COMMISSION. \(Rep. & recr. #55-2011\)](#)

[2.55 ZONING BOARD OF ADJUSTMENT. \(Rep. & recr. #55-2011\)](#)

[2.56 51.42/437 BOARD \(HUMAN SERVICES\). \(Rep. & recr. #55-2011\)](#)

[2.57—2.62 RESERVED.](#)

[2.63 LAND INFORMATION COUNCIL. \(Cr. #18-2011\)](#)

2.30 COMMITTEES . (Rep. & recr. #55-2011)

(1) APPOINTED.

(a) Enumerated. (Am. #62-93; #44-94; #29-2000; #31-2000; #4-2007; #48-2011) The following standing committees shall be appointed by the Chair at the organizational meeting of the Board in the year she/he is elected and shall consist of the number of members listed herein. The Chair may appoint a Committee on Committees to assist him/her. All appointed committee members shall serve 2-year terms and be County Board supervisors, except where State law provides for other non-Board members, all State mandated non-County Board members will be selected using the process set out in paragraph (3) below:

Conservation and UW-EX Education	5 members plus one FSA
Health and Aging	4 members plus 3 lay persons for Health Issues 5-7 older individuals for Aging Issues
County Facilities	5 members
Public Safety	5 members
Administration	5 members
Forestry, Land, and Outdoor Recreation	5 members and Town Designee
Labor Relations/Employee Services	5 members
Land Records	5 members
Law Enforcement Grievance	2 members plus 3 lay persons
Planning and Zoning <u>Zoning Development</u>	5 members
Social Services	5 members

(b) Conservation and UW-EX Education Committee. (Am. Res. #90-2004; #19-2008; #86-2009) The Conservation and UW-EX Committee shall consist of five members of the County Board and a designee of the USDA Farm Service Agency (FSA), and shall have such powers and duties as prescribed in Ch. 92, Wis. Stats., as amended from time to time.

(c) Land Records Committee. (Am. #31-2000; #19-2008) This Committee shall consist of 5 members of the County Board.

(d) Labor Relations/Employee Services. (Am. #31-2000; #19-2008) This Committee shall consist of 5 members of the County Board.

(2) ELECTIVE. (Am. #34-2014) The County Public Works and Solid Waste Committee shall consist of five members and shall be elected by the County Board at the organizational meeting of the Board in the year the Board is elected, with such committee members serving 2-year terms. The procedure for nomination and election of Public Works and Solid Waste Committee members shall be the same as that for the nomination and election of the County Board Chair, except that the use of secret ballots shall not be permitted.

(3) APPOINTMENT OF CITIZEN MEMBERS TO COMMITTEES AND COMMISSIONS. (Am. #4-2007)

(a) Department Head Responsibilities:

1. Review terms of citizen members and determine expiration date of term.
 2. Provide the County Clerk's Office with the following no less than 30 days before expiration date of term or immediately upon receiving the resignation of a citizen member:
 - a. Name of person presently in position;
 - b. Expiration date of term;
 - c. Qualifications of the position;
 - d. Appointing authority (County Board Chair, County Board, Governor, etc.).
 3. For any Committee or Commission without a department head, the ~~County Coordinator~~ Human Resource Director shall act as the department head for purposes of this section.
- (b) County Clerk's Responsibilities:
1. Upon request for reappointment of citizen member:
 - a. Confer with department head and appointing authority regarding reappointment.
 - b. Assist as requested-meeting agenda and/or letter of confirmation to citizen appointee, County Board Chair, COJ Chair, department head(s) and others as necessary.
 2. Upon resignation of citizen member:
 - a. Receive resignation of citizen member from department head.
 - b. Confer with department head and appointing authority regarding qualifications necessary for applicant to fill opening.
 - c. Advertise opening as appropriate.
 - d. Receive applications and determine eligibility.
 - e. Schedule interviews or begin other selection process.
 - f. Clerk will assist as requested-prepare meeting agendas and correspondence as necessary.
 3. No timely applications for vacancy:
 - a. If no qualified individual applies for the open position, the County Board Chair, COJ Chair and department head will actively solicit a qualified person to fill the opening.
 - b. Application(s) will be forwarded to the County Clerk's Office.
 - c. The Clerk will list the applicants and schedule interviews on behalf of the County Board Chair if necessary or assist with an alternate selection process.
 - d. Clerk will assist as requested-prepare meeting agendas and correspondence as necessary.

2.31 RULES GOVERNING COUNTY BOARD COMMITTEES, BOARDS AND COMMISSIONS. (Rep. & recr. #55-2011)

- (1) **GENERALLY.** The various Committees, Boards and Commissions shall have such powers and duties as are vested in them by County Code or State law.
- (2) **RESIGNATIONS.** If a supervisor resigns in writing for good cause from one or more of his/her elected or appointed committees and such resignation is accepted by the County Board Chair, she/he need not be reassigned to another committee until the following organizational meeting of the County Board.
- (3) **TEMPORARY VACANCIES.** (Am. #22-91) Whenever a member of any committee or commission created by the County Board is unable to perform his/her duties due to illness or other disability, the County Board Chair may declare such position temporarily vacant and may appoint another person to fill the vacancy so created as is permitted by Wisconsin Statute until the incumbent member who holds the regular appointment is able to return and perform his/her duties.
- (4) **ATTENDANCE AT COMMITTEE MEETINGS.**
 - (a) In keeping with their responsibility to the residents of the County and to fellow County Board members, all County Board members shall be required to attend all meetings of any committee to which they have been appointed. If a committee member knows she/he will not be able to attend a scheduled meeting, permission for the absence shall be obtained from the committee chair; or in his/her absence, the County Board Chair; or in his/her absence,

the County Board Vice-Chair. If 3 unexcused absences are recorded in any committee to which a member has been appointed within any 12-month period, the same shall be brought to the attention of the County Board by the County Clerk at the request of any Board member.

- (b) If it is determined pursuant to § 2.31(4)(a) that a quorum of members will not be present for a scheduled committee meeting but the purpose of the meeting will not warrant an adjournment and that the meeting should proceed, a request can be made by the committee chair to the County Board Chair, or in his/her absence the County Board Vice-Chair, or in their absence a member of the County Board, preferably one having prior experience on the committee, to attend. The individual attending shall be counted for purposes of determining whether a quorum is present and shall have all rights and privileges of a committee member for purposes of that meeting.
- (5) MINUTES OF MEETINGS, REPORTS TO THE COUNTY BOARD. (Am. #97-2004; #22-2013) Each committee shall keep minutes of each meeting, and within 10 days of a committee or County Board meeting provide an electronic copy of the draft minutes, clearly marked "DRAFT", to the county webmaster for posting on the county website. Further, each committee shall file approved minutes with the County Clerk within 10 days after approval or correction of the minutes by the committee at the meeting following, and an electronic copy of the approved minutes shall be sent to the county webmaster to be posted on the county website. The minutes shall include the time of opening and closing, the names of attending members, date and place of the meeting, matters discussed and other pertinent information, except the minutes of the Social Services Committee need be only a summary of the meeting showing when and where the meeting was held, the members present, other persons present and general information as to business conducted, but excluding any matters deemed confidential in nature. Committees shall report to the County Board at any Board meeting on the committee's activities when requested to do so by the County Board Chair.
- (6) COMPLIANCE WITH OPEN MEETING LAW.
- (a) The County Board and its committees, boards and commissions shall comply with Ch. 19, Subch. IV, Open Meetings of Governmental Bodies, Wis. Stats., which is incorporated herein by reference.
 - (b) Committees shall, whenever practicable, use the "Notice of Meeting" form prepared by the County Clerk's office in the scheduling of meetings.
 - (c) Legal questions of compliance with the law shall, whenever practicable, be referred to the Corporation Counsel in advance of the posting.
- (7) COMMITTEES OF JURISDICTION, REPORTS.
- (a) DESIGNATION OF COMMITTEE OF JURISDICTION. (Am. #13-94; #37-94; #53-97; #29-2000; #31-2000; #03-2001; #86-2009; #34-2014, Am. #54-2015) The elected officials and department heads of the County shall report to the following committees of jurisdiction and are encouraged to meet with such committees on a regular basis, and shall meet when specifically requested:

Elective County Official	Committee of Jurisdiction
Circuit Court Judges	Public Safety
Clerk of Circuit Court	Public Safety
County Clerk	Administration
County Treasurer	Administration
District Attorney	Public Safety
Register of Deeds	Land Records
Sheriff	Public Safety

Appointed Official	Committee of Jurisdiction
Administrative Coordinator	County Board
Aging Unit Director	Aging and Health
Auditor/Finance Director	Administration
Building and Grounds Manager	County Facilities
Corporation Counsel	Public Safety
Community Resource Development	Conservation & UW-EX Education
County Conservationist	Conservation & UW-EX Education
County Coordinator <u>Human Resource Director</u>	Labor Relations/Employee Services
Emergency Management Director	Public Safety
Family Court Commissioner	Public Safety
Family Living Agent	Conservation & UW-EX Education
Forestry Administrator	Forestry, Land, and Outdoor Recreation
4-H and Youth Agent	Conservation & UW-EX Education
Highway Commissioner	Public Works and Solid Waste
Highway Safety Coordinator	Highway
Information Technology Services Director	Administration
Land Information Manager	Land Records
Medical Examiner	Public Safety
Planning and Zoning Administrator	Planning and Zoning <u>Development</u>
Public Health Director/Health Officer	Health and Aging
Register in Probate	Public Safety

Social Services Director	Social Services
Veterans Service Officer	Social Services Committee

(b) REPORTS. (Am. #69-2005)

1. Budget Reports. Elected officials and department heads shall be familiar with the provisions of § 3.11 of this Code with respect to their anticipated and actual revenues and expenditures throughout the fiscal year.
2. Personnel. Elected officials and appointed department heads shall operate their departments with authorized personnel and within approved budget allocations for the fiscal year. Personnel needs which could not have been reasonably foreseen and anticipated, and the potential fiscal impact, shall be reported to the committee of jurisdiction and the Personnel Committee.
3. Purchasing. Purchases of supplies, materials, equipment and nonprofessional services shall be made pursuant to the provisions of §3.09 of this General Code.

2.32 ADMINISTRATION COMMITTEE. (Rep. & recr. #55-2011)

The Administration Committee shall:

- (1) Administer matters pertaining to the finances of the County such as the budget. The Committee is authorized to transfer funds between budgeted items of individual County office or department accounts if such budgeted items have been separately appropriated and to supplement appropriations for a particular office, department or activity by transfers from the Contingency Fund, subject to and under the provisions of §65.90(5), Wis. Stats.
- (2) Be advised on illegal tax matters to be brought before the County Board by the County Treasurer.
- (3) Supervise the County depository and the investment of available funds pursuant to an investment policy approved by the County Board. By resolution to the County Board, the ~~Finance Administration~~ Committee shall recommend an investment policy to be followed by the Committee and the County Auditor/Finance Director as its investment officer. Any changes to the investment policy shall be approved by the County Board. (Am. #2-98; Am. Res. #01-2009)
- (4) Make or have made audits when deemed necessary.
- (5) Review County programs and services and develop and implement policies and procedures to ensure that proper types and levels of insurance coverage are maintained and make appropriate recommendations to the County Board. At its first meeting in January of each year, or as soon thereafter as is reasonably possible, the Committee shall establish minimum insurance coverages as required by §3.04(6) of this Code after consulting with the County's insurance and risk counselors. The Committee shall cause written notice of any change in its insurance coverage requirements to be immediately sent to its committees, boards and commissions and all department heads. (Am. #15-2000)
- (6) Establish and regularly monitor a loss-prevention program to encourage improvements in public using County facilities, services or equipment.
- (7) Retain insurance and risk counselors whenever the Committee determines such professional expertise is necessary as in the best interest of the County.
- (8) Execute necessary contracts upon approval of the County Board.
- (9) Review and make recommendations to the County Board as to all general claims, except any insured liability claims against the County shall be referred by the County Clerk through the Corporation Counsel to the insurance counselor retained by the County and/or the appropriate insurance carrier.
- (10) Review and approve claims for damages by dogs to domestic animals.
- (11) Recommend any County ordinances to the County Board and consult with the Corporation Counsel as to creation, repeal, recreation, amendment or administration of County ordinances.
- (12) [Reserved] (Am. Res. #72-2012)
- (13) Recommend any changes in this General Code and consult with the Corporation Counsel and County Clerk as to changes in the Code.

- (14) Serve as a liaison with the Wisconsin Counties Association on legislative matters.
- (15) Serve as a liaison with area legislators.
- (16) Report to the County Board on legislative matters pertaining to County government.
- (17) COPIES OF CODE. The Committee may authorize the County Clerk to order additional copies and any supplements thereto of the General Code for sale to the general public at a sum set by the Committee.

[Sections 2.33 & 2.34 remain unchanged]

2.35 COMMITTEE DESIGNATION FOR ADMINISTRATIVE REVIEW PROCEDURE. (Rep. & recr. #55-2011; Res. #30-2012)

- (1) PURPOSE. The purpose of this section is to afford a constitutionally sufficient, fair, and orderly administrative procedure and review in connection with determinations made by County authorities which involve constitutionally protected rights of specific persons which are entitled to due process protection under the 14th Amendment to the U.S. Constitution.
- (2) REVIEW OF ADMINISTRATIVE DETERMINATIONS. As pertains to the County, the provisions of §68.01, Wis. Stats., are adopted and included herein by reference.
- (3) DETERMINATIONS REVIEWABLE. The following determinations are reviewable under this section:
 - (a) The provisions of §§68.02(1), (2), (3) and (4), Wis. Stats., are adopted and included herein by reference.
 - (b) Any determination made by a city, village, town, special purpose district or board or commission thereof, located within the County which is reviewable by the County authorities under the Wisconsin Statutes.
- (4) DETERMINATIONS NOT SUBJECT TO REVIEW.
 - (a) The Oneida County Department of Social Services has, by County Board resolution, adopted its own administrative review procedures and, thus, shall not be subject to the provisions of this section.
 - (b) The Oneida County Health Department has, by County Board resolution, adopted its own administrative review procedures and, thus, shall not be subject to the provisions of this section.
 - (c) As pertains to the County, the provisions of §68.03, Wis. Stats., are adopted and made a part hereof by reference.
- (5) COUNTY AUTHORITY DEFINED. "County authority" includes every board, commission, committee, agency, officer, employee, or agent thereof making a determination under §68.01, Wis. Stats., and every person, board, commission, committee, or agency of the County appointed to make an independent review.
- (6) PERSONS AGGRIEVED. A person aggrieved includes any individual, partnership, corporation, association, public or private organization, officer, department, board, commission, or agency of the County, whose rights, duties, or privileges are adversely affected by a determination of a County authority.
- (7) PROCEDURE. The provisions of §§68.07, 68.08, 68.09(1), (3), (4) and (5), 68.10, 68.11, 68.12, 68.13, 68.14, and 68.15, Wis. Stats., are adopted and made a part hereof by reference.
- (8) DESIGNATION OF REVIEW AUTHORITY.
 - (a) Initial Review. If the initial determination has been made by an officer, employee, or agent of the County, the initial review shall be made by the committee, board, or commission having primary jurisdiction over that individual. If the initial determination was made by a committee, board, commission, or agency of the County, then the initial review shall be made by the same committee, board, commission, or agency.
 - (b) Appellate Review. The impartial decision maker under the provisions of § 68.11(2), Wis. Stats., as adopted and made a part hereof by reference shall be the Chairperson of the ~~Finance Administration~~ Finance Administration Committee and 2 members of the ~~Finance Administration~~ Finance Administration Committee as designated by the Chairperson, provided that they have not participated in the making or reviewing of the initial determination. However, if the Chair of the ~~Finance Administration~~ Finance Administration Committee upon receipt of the appeal, and after conferring with the ~~Finance Administration~~ Finance Administration Committee, determined that an impartial person or 3-person panel with expertise should be appointed, he may do so.
- (9) COMPENSATION OF REVIEW AUTHORITY. Individuals acting in a review capacity shall be entitled to the same per diem and reimbursement for expenses incurred as is provided under the provisions of §3.10 of this Code.
- (10) TIME LIMITATIONS.

- (a) Time Within Which to Initiate Grievance. A person aggrieved shall initiate the grievance review under the provisions of this section by no later than 60 days from the date she/he knew or should have known of the occurrence out of which the alleged grievance has occurred.
- (b) Time Limit for Initial Review. The initial review under subsection (8)(a) shall be scheduled and conducted within 30 days of the filing of the review request by the person aggrieved and the initial determination shall be made in writing with copy provided to the aggrieved person no more than 30 days thereafter.
- (c) Time Limit for Appellate Review. If the aggrieved person wishes to seek an appeal, he must do so in writing within 30 days of the written determination given at the initial review. Upon receipt of such request for appellate review, the appellate review under subsection (8)(b) shall be scheduled and conducted within 30 days thereafter. A final determination shall be made in writing with a copy provided to the aggrieved person no more than 30 days thereafter.

[Sections 2.36 - 2.51 remain unchanged]

2.52 TOURISM COUNCIL. (Cr. #61-2006; Rep. & recr. #55-2011)

- (1) COMPOSITION: (Am. #14-2008) The Oneida County Tourism Council shall be composed of:
 - (a) Two (2) Oneida County Board Supervisors appointed by the Chairperson of the County Board.
 - (b) The UW-Extension CNRD Agent.
 - (c) The County International Trade, Business and Economic Development Council (ITBEC) delegate.
 - (d) One representative from each of the following local chambers of commerce: Rhinelander, Minocqua-Arbor-Vitae-Woodruff, Three Lakes, Hazelhurst, Lake Tomahawk, Pelican and Pelican Lake.
 - (e) Chambers representing towns within Oneida County may be included on the Tourism Council upon majority approval of the members listed in (a) through (d) above.
- (2) ORGANIZATION: The Oneida County Tourism Council shall, at its first meeting after the County Board organizational meeting, elect a chairperson, a vice chairperson and a secretary. Such officers shall serve for a term of two (2) years. The Council may adopt its own by-laws and procedures provided they are not inconsistent with the By-Laws of the Oneida County Board of Supervisors or Wisconsin State Statutes.
- (3) POWERS AND DUTIES: The Oneida County Tourism Council, in addition to the powers and duties identified in (a) through (j) set forth below, has and exercises the powers and duties identified in Wis. Stats. §59.56(10) to advertise the advantages, attractions and resources of the County.
 - (a) Develop an annual marketing plan for Oneida County tourism promotion efforts.
 - (b) Prepare an annual budget for approval by the ~~Finance~~ Administration Committee and the County Board.
 - (c) Seek grant funds to supplement tourism and promotion budget.
 - (d) Report bi-monthly to the ~~County Coordinator~~ Finance Director with written operations and finance reports and report annually to the County Board on the Council's operations and finances.
 - (e) Assess for collection each individual local chamber of commerce contribution to the tourism and promotion budget with said contribution fee being a minimum of \$500 and a maximum of \$1,500, the contribution fee should be based upon the size of each local chamber of commerce.
 - (f) Contract with professional agencies to develop and implement a tourism marketing plan.
 - (g) Track annual occupancy rates at select area lodgings and room tax collection by community.
 - (h) Submit all bills to ~~County Coordinator~~ Finance Director which shall then be taken to ~~finance~~ Administration Committee for approval.
 - (i) Track tourism inquiries made to Oneida County.
 - (j) Track yearly expenditures by tourists in Oneida County.
- (4) COMPENSATION: Only Oneida County Board Supervisors shall be entitled to per diem, mileage and any other form of County reimbursement. The Oneida County Tourism Council may pay compensation in the form of administration fees so long as:
 - (a) The compensation to be paid is set by the bid process.
 - (b) The administrative fees shall not exceed 30% of the Oneida County Tourism Council's annual budget.

(5) **ADDITIONAL PROVISIONS:** The Oneida County Tourism Council is bound by the rules governing County Board committees, boards and commissions as set forth in Oneida County Code section 2.31.

[Section 2.53 - 2.63 remain unchanged]

Approved by the LRES Committee this 13th day of February, 2019.

Offered and passage moved by: Ted Cushing, Dave Hintz, Billy Fried, Sonny Paszak.

Discussion: Charbarneau discussed this is the same clean up as resolution # 21 – 2019.

Motion/Second: Jensen/VanRaalte to amend Resolution # 22 – 2019 lines 33, 161 and 278 to strike zoning and add development.

Roll Call Vote on the Amendment to Resolution # 22 – 2019: 19 Aye, 2 Nay, Fried, Liebert

Student Representative: 1 Aye

Amendment to Resolution # 22 – 2019: Adopted

Motion/Second: Mott/VanRaalte to amend Resolution # 22 – 2019, page 15, line 450, the first word should be changed to Administration Committee.

Roll Call Vote on the Amendment to Resolution # 22 – 2019: 20 Aye, 1 Nay, Fried

Student Representative: 1 Aye

Amendment to Resolution # 22 – 2019: Adopted

Roll Call Vote on Amended Resolution # 22 – 2019: 20 Aye, 1 Nay, Winkler

Student Representative: 1 Aye

Amended Resolution # 22 – 2019: Adopted

Resolution # 23 – 2019/Ordinance Amendment # 6 – 2019: Offered by the Supervisors of the Labor Relations Employee Services Committee amending Oneida County Code – Chapter 4 – Personnel Policies.

Ordinance amendment to repeal and replace Chapter 4 of the County Code.

Ordinance Amendment offered by the Labor Relations Employee Services (LRES) Committee

WHEREAS, Chapter 4 of the General Code of Oneida County is in need of being updated to reflect the current practices and procedures and related to administrative standards, and

WHEREAS, the LRES Committee is responsible for such update.

NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Chapter 4 of the General Code of Oneida County, Wisconsin, is repealed and recreated as follows (additions noted by underline, deletions noted by strikethrough):

Chapter 4 PERSONNEL POLICIES

GENERAL PROVISIONS

4.01 Purpose

4.02 Definitions

4.03 Scope

4.04 Personnel Policies

4.05 Supervisory Responsibility

4.06 Changes to the Personnel Ordinance

4.07 Employee Handbook

4.08 Role of Human Resources Director

- 4.09 Rights of the County
- 4.10 At-Will Employment
- 4.11 Nondiscrimination
- 4.12 Goal Review Procedure

EXTERNAL GRIEVANCE PROCEDURE

- 4.13 Grievances
- 4.14 Grievance Procedures for External Complaints Regarding County Services

CLASSIFICATION PLAN

- 4.15 Classification Plan Responsibilities
- 4.16 Employee Classifications
- 4.17 Administration of the Classification Plan
- 4.18 Establishing Positions
- 4.19 Amendments and Maintenance of the Classification Plan

COMPENSATION PLAN

- 4.20 Compensation Plan
- 4.21 Step Progression
- 4.22 Out-of-Class Pay
- 4.23 Annual Salary Review

HIRING AND TERMINATION

- 4.24 Hiring Wage Rate and PTO Benefit
- 4.25 Filling Position Vacancies
- 4.26 Qualifications of Employees

4.01 PURPOSE.

To establish a system of Personnel Administration that meets the needs of Oneida County Government. This system shall include policies and procedures to recruit, select, develop and maintain an effective, efficient and responsible work force for the County while complying with Federal and State laws and regulations. This ordinance shall promote the following objectives:

- (1) To recruit, select and advance employees on the basis of their relative knowledge, abilities and skills.
- (2) To provide equitable compensation for all employees.
- (3) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs; race, color, creed, national origin, sex, age or disability; and with proper regard for their rights as citizens.
- (4) Nothing contained in this ordinance is intended to diminish an employee's rights under Federal or State law or regulation.

4.02 DEFINITIONS.

- (1) ALLOCATION. The assignment of a position to a class.
- (2) ANNIVERSARY DATE. Annual anniversary of your most recent date of permanent regular or permanent regular part-time employment by the County.
- (3) CLASSIFICATION. One (1) or more positions, which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedure and pay range.
- (4) COMPENSATORY TIME. Comp time off earned by nonexempt employees working beyond their normally scheduled work period, at straight time up to forty (40) hours per week and at time and one half after forty (40) hours per week. Compensatory-time off earned by exempt-professional employees is defined in the Employee Handbook.
- (5) CONTRACT. The terms of employment negotiated with the various bargaining groups.

- (6) DATE OF HIRE. Original date that the employee was first hired by the County.
- (7) DEPARTMENT HEAD. The employee responsible for the overall operation of a department who reports directly to the oversight Committee.
- (8) DISCIPLINARY ACTION. The action taken to discipline an employee, which may include any action from a verbal reprimand up to, and including termination. Disciplinary action need not be progressive.
- (9) ELECTED OFFICIALS. Those individuals elected to their positions by the citizens of Oneida County and covered by the statutes as far as duties, responsibilities and rights.
- (10) ELIGIBILITY LIST - A list of persons eligible to fill positions in a particular job classification.
- (11) EXEMPT EMPLOYEE.
 - a) Exempt-Salaried position expected to work the time required to complete the job for which they are hired and shall not receive overtime pay. This meets with the criteria defined by the Fair Labor Standards Act (FLSA).
 - b) Exempt-Hourly position may be compensated by the employer above a base salary and is defined in the Employee Handbook.
- (12) GRIEVANCE. A controversy between an employee or employees and the County regarding the interpretation and application of this ordinance, Employee Handbook or a collective bargaining agreement.
- (13) IMMEDIATE FAMILY. Father, mother, stepparent, husband, wife, son, daughter, step-children, mother-in-law, father-in-law, brother and sister, brother-in-law and sister-in-law.
- (14) INTERN/INTERNSHIP. An intern is defined as an individual working for Oneida County in the capacity of a training position. Usually these types of positions will be a contracted position with an educational institution such as a University, College, Technical School or High School. An internship may also be a cooperative arrangement with an agency that trains disadvantaged people.
- (15) INTRODUCTORY PERIOD. A trial period in which an employee is required to demonstrate their capability for continued employment. Introductory period may be referred to as probationary period within various bargaining unit contracts and the Employee Handbook.
- (16) JOB DESCRIPTION. A written description of a class containing the title, a general statement of the duties and responsibilities, examples of typical duties, minimum qualifications and requirements. May also be referred to as a position description.
- (17) NONEXEMPT EMPLOYEE. Employees paid on an hourly basis meeting the criteria defined by the Fair Labor Standards Act (FLSA).
- (18) NON-REPRESENTED EMPLOYEES. Persons employed by Oneida County who are not represented by a bargaining group.
- (19) OUT-OF-CLASS PAY. Temporary pay adjustment for employees moved into positions of higher responsibility and pay.
- (20) OVERTIME. Hours worked by eligible employees in excess of the established work period.
- (21) OVERTIME PAY. Compensation paid to nonexempt employees working beyond their normally scheduled work period, at straight time up to forty (40) hours per week and at time and one-half after forty (40) hours per week. Paid time is not considered work time for overtime calculation. Exempt – Salary employees are not eligible for overtime pay. Exempt-Hourly employees are eligible for overtime pay on an hour for hour basis.
- (22) OVERSIGHT COMMITTEE. Committee, board, or commission designated to oversee a particular department.
- (23) PAY RANGE. The minimum through maximum rates of pay established for each grade.
- (24) RECLASSIFICATION. The reassignment of a position from one classification to another classification to recognize a change in the duties and responsibilities of the position or to correct an error in the original assignment.
- (25) SUPERVISOR. The person responsible for the assignment, direction and evaluation of the work of another employee or supervision of another employee.

- (26) TERMINATION. The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.
- (27) TRANSFER. The assignment of an employee from one position to another in the same class or to a class with the same pay range.
- (28) VACANT POSITION AUDIT. Review of a position to determine if it is still necessary and whether appropriated funds exist to continue the position.
- (29) WORK PERIOD. The established unit of time used to determine overtime eligibility.
- (30) WORK RULES. Any departmental or County regulation, which is job, related.

4.03 SCOPE.

This ordinance shall govern the personnel policies and procedures for all employees and departments of the County, with the exception of the following positions:

- (1) Members of the County Board.
- (2) Elected County officials.
- (3) Members of boards, commissions, Committees, and judges when they are acting in that capacity.
- (4) Employees employed directly by the County Board pursuant to statute who have employment agreements with Oneida County.
- (5) Students engaged in field training.
- (6) Volunteers.
- (7) Persons under contract to make or conduct a temporary special inquiry, investigation or examination on behalf of Oneida County.
- (8) Employees represented by unions are exempt from specific provisions of this ordinance to the degree that relevant collective bargaining agreements have specific contrary provisions, which cannot be harmonized with this code.
 - a) Provisions of this Ordinance discuss wages and benefits, hours of work, and other conditions of employment, and are mandatory subjects of bargaining.
 - b) Provisions of this Ordinance not addressed in the relevant collective bargaining agreements that pertain to work rules, general County operation, or any other right reserved by Oneida County, shall apply to all employees of the County.
- (9) Supported work program positions.
- (10) Employees hired under the provisions of Chapter 5 (Sheriff's Department), to the extent, that Chapter 5 has specific provisions that cannot be harmonized with this Chapter.

4.04 PERSONNEL POLICIES.

The authority to implement policies consistent with this chapter is vested within the Labor Relations and Employee Services Committee. Personnel policies will be promulgated as follows:

- (1) The Human Resources Director shall prepare draft personnel policies for review by the Labor Relations Employee Services Committee.
- (2) The Human Resources Director shall consider the comments and recommendations submitted and incorporate those changes if he/she deems them appropriate, with the approval of the Labor Relations & Employee Services Committee. Where the Human Resources Director deems a recommended change inappropriate, he/she shall present the written comments and recommendations to the Labor Relations and Employee Services Committee, which shall make the final decision.

4.05 SUPERVISORY RESPONSIBILITY.

It is the responsibility of every employee holding a supervisory position to administer these policies in a fair and impartial manner.

4.06 CHANGES TO THE PERSONNEL ORDINANCE.

The County may from time to time amend this ordinance as it sees fit. Such amendments shall be approved by the County Board by a simple majority vote of the members present. In the event federal or state mandates are amended that deviate from this policy or are held unconstitutional by a court of competent jurisdiction, this ordinance shall be deemed to have been amended automatically at that time.

4.07 EMPLOYEE HANDBOOK.

In addition to the Personnel Policies, the County shall create and maintain an Employee Handbook as a tool for providing general policy guidance to employees. The Human Resources Director is responsible for maintaining the Oneida County Employee Handbook. Employees shall sign and return the acknowledgment sheet signifying receipt and understanding of the contents of the Oneida County Personnel Policies to the Human Resources Director to be filed in the employee's personnel file.

4.08 ROLE OF THE HUMAN RESOURCES DIRECTOR.

All Personnel activities and issues, unless otherwise requested are directed by the Human Resources Director, the Labor Relations and Employee Services Committee or the County Board and will be conducted through the Labor Relations Employee Services Office or the Human Resources Director. The Human Resources Director, and the Corporation Counsel or his/her designated representatives shall be responsible for ensuring the Personnel Ordinance is adhered to and are responsible for interpretations of the intent of the language in this chapter.

- (1) New positions or vacancies shall be filled through the Labor Relations Employee Services office. All applications for employment shall be accepted and processed through the Labor Relations Employee Services office
- (2) Unless otherwise directed by the County Board or the Labor Relations & Employee Services Committee, the Human Resources Director is the Chief Negotiator and Spokesperson for Oneida County with regard to communicating with the bargaining group business representatives. The Corporation Counsel is designated as alternate spokesperson.
- (3) All official personnel files shall be stored and maintained in the Labor Relations Employee Services office.
- (4) The Human Resources Director shall be responsible for the administration of benefits. All payroll changes will be authorized by the Human Resources Director prior to submission to the Finance Department.
- (5) The Human Resources Director shall be responsible for all investigations related to personnel matters unless otherwise directed by the County Board Chair or the County Board. The Human Resources Director has the authority to instruct the individual involved in the matter, related individuals or witnesses they must tell the truth, and not to discuss the matter until the investigation is completed. All individuals involved in the investigation shall tell the truth and comply with the ethics section of the Employee Handbook and cooperate fully.

4.09 RIGHTS OF THE COUNTY.

The County of Oneida reserves unto itself all rights commonly associated with the employer in the employment relationship, including but not limited to, the following:

- 1) To direct all operations of the County.
- 2) To establish reasonable work rules and schedules of work.
- 3) To hire, promote, transfer, schedule and assign employees to positions within the County.
- 4) To suspend, demote, discharge and take other disciplinary action against employees.
- 5) To relieve employees from their duties because of lack of work or any other legitimate reason(s).
- 6) To maintain efficiency of County operations.
- 7) To take whatever action is necessary to comply with state or federal law.
- 8) To introduce new or improved methods or facilities.
- 9) To change existing methods or facilities.
- 10) To determine the kinds and amounts of services to be performed as pertains to County operations, and the number and kind of classifications to perform such services.
- 11) To contract out for goods and services.
- 12) To determine methods, means and personnel by which County operations are to be conducted.
- 13) To take whatever action is necessary to carry out the functions of the County in situations of emergency.
- 14) To take whatever measures as are reasonable to comply with the mandated obligations of the County.

4.10 AT-WILL EMPLOYMENT.

- (1) Employment with Oneida County is voluntarily entered into, and the employee is free to resign at-will at any time, with or without cause. Similarly, Oneida County may terminate the employment relationship at-will at any time, with or without notice or cause.
- (2) Policies set forth in this ordinance and the Oneida County Employee Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind, or a contract of employment between Oneida county and any of its employees. The provisions of this ordinance have been developed at the discretion of the County Board and may be amended or canceled at any time, at Oneida County's sole discretion and without notice.

4.11 NONDISCRIMINATION.

In the interpretation and implementation of this ordinance all applicants and employees shall be treated without regard to political affiliation, religious beliefs, race, color, creed, national origin, sex, sexual orientation, as defined under Wisconsin law, age or disability, and with proper regard for their rights as citizens.

4.12 GOAL REVIEW PROCEDURE.

- (1) COMMITTEE OF JURISDICTION AND DEPARTMENT HEAD LONG RANGE PLAN.
 - (a) Purpose: To identify the factors that will have a significant impact upon the operations of a department and to establish long and short-term goals that address those factors identified. Once completed, a written document shall be generated and known as the department's long-range plan.
 - (b) The committee of jurisdiction and department head will meet to review and revise the department's long-range plan annually. The date and time of this review will be determined by the parties; however, the long-range plan must be completed, and approved by the committee of jurisdiction, on or before December 15th of each year. Additional reviews may occur more frequently as determined by the parties. Upon completion of the department's long-range plan, the department shall place a copy of the plan into the County's ALLSHARE file. Between December 15th and December 31st, the Labor Relations and Employee Services Office shall publish a list of those departments who have posted their completed long-range plans.
- (2) DEPARTMENT HEAD AND EMPLOYEE REVIEW AND LONG-RANGE PLAN.

- (a) Purpose: To identify those factors involving department employees, which will have a significant impact on the ability of the department to meet the goals of the department's long-range plan and to establish individual action steps that, further the operations of the department. Once completed, this document shall be known as the employee's long-range plan.
- (b) The department head, or when delegated, the employee's direct supervisor, will meet with the employee to review the department's long-range plan annually. The date and time of this review will be determined by the parties. Additional reviews may occur more frequently as determined by the parties.
- (3) COMMITTEE TO DEVELOP FORMS NECESSARY IN COMPLETING LONG RANGE PLANS. The Labor Relations and Employee Services Committee shall develop such forms as may be necessary for departments to complete their long-range plans. The LRES Committee shall be responsible for making changes to the Long-Range Plan procedure as conditions or situations warrant.

4.13 GRIEVANCES

All employees may submit grievable issues through the grievance process as outlined in the Employee Handbook.

4.14 GRIEVANCE PROCEDURES FOR EXTERNAL COMPLAINTS REGARDING COUNTY SERVICES.

(1) PURPOSE: The purpose of this procedure is to provide the public with the opportunity to present grievances about the conduct of County Board elected, appointed department heads, and/or employees.

(2)

- (a) If the head of the department is the subject of the grievance, the grievance shall be directed to the County Board Chair. The County Board Chair shall review the grievance and either resolve it or refer it to an ad hoc committee comprised of him/herself, the chair of the committee of jurisdiction and the chair of the Labor Relation and Employee Services Committee for review and resolution. In the event the County Board Chair or any other member of the ad hoc committee is unavailable or has a conflict, the respective vice chair shall serve. The County Board Chair, in the first instance, or the ad hoc committee may require the assistance and cooperation of any county employee. The County Board Chair or the ad hoc committee may appoint a county employee to conduct an investigation into such conduct and report back. Once an employee has been authorized to conduct an investigation, the designated employee has the authority to instruct the individual involved in the matter, related individuals or witnesses they must tell the truth, and not to discuss the matter until the investigation is completed. All individuals involved in the investigation shall tell the truth and comply with the ethics section of the Employee Handbook and cooperate fully. The County Board Chair or the ad hoc committee may seek legal representation pursuant to s. 1.39(1) (a) and (3) of the Code for assistance or to conduct an independent investigation with written report and recommendation to the ad hoc committee. The ad hoc committee shall inform the grievant and the department head in writing of its decision regarding the complaint/grievance.
- (b) Forms for grievances shall be provided for the convenience of the public through the Labor Relations and Employee Services Department.
- (c) If an employee is the subject of the grievance, the grievance shall be directed to the Human Resources Director. The Human Resources Director shall contact the employee's department head and any other necessary parties to review and resolve the external grievance.

CLASSIFICATION PLAN

4.15 CLASSIFICATION PLAN RESPONSIBILITIES.

The purpose of the Oneida County Classification Plan is to provide a system of standardized job titles, standardized job descriptions, and equitable position evaluation for the effective administration of essential personnel activities. Oneida County will utilize the Classification Plan for the following management functions: strategic planning, budget planning, measurement of job performance, establishment of fair and equitable pay standards, employee selection and recruitment, employee training and development, and career development. The Human Resources Director is responsible for the overall development and administration of the Classification Plan, in coordination and cooperation with the Labor Relations and Employee Services Committee, department heads, and other appropriate resources.

4.16 EMPLOYEE CLASSIFICATIONS

(1) FAIR LABOR STANDARDS ACT (FLSA). Classification of employees for compensation purposes. All positions in Oneida County have been classified according to the provisions contained in the FLSA. The Human Resources Director is responsible for determining a position's classification.

(a) Exempt - salaried employees are classified as executive, professional or administrative and are paid on a salaried basis. These employees are exempt from receiving overtime under the FLSA. The County may make exceptions as required to meet the staffing demands or particular intra-departmental needs within the organization. The distinction that these employees are paid by salary versus hourly wages creates performance expectations often requiring extra hours of work. Exempt - salaried employees must use paid leave as outlined in the Employee Handbook.

An employee on a reduced schedule family or medical leave is subject to leave bank deductions for the difference in hours between what they would have worked as part of their normally scheduled workday and the amount of the reduced scheduled leave.

(b) Exempt-hourly employees are classified as professional and are paid on an hourly basis. Employees are entitled to receive compensation on an hour for hour or time and one-half basis beyond the established work period as outlined in the Employee Handbook.

(c) Nonexempt employees are classified as hourly employees and are entitled to receive overtime compensation for all hours worked beyond the established work period in accordance with the Fair Labor Standards Act (FLSA).

(2) REPRESENTATION. Employees are further classified within Oneida County as represented or non-represented. Employees, regardless of representation, shall be additionally classified according to the FLSA.

(a) Non-represented employees are classified by virtue of supervisory responsibilities, confidentiality or voluntary non-representation as unrepresented by a bargaining group.

(b) Represented employees are represented by a bargaining group and have a representative established by that bargaining group.

(3) TYPES OF EMPLOYEES. Employees may be classified as regular or temporary.

(a) Regular employees are those working on an ongoing as opposed to a temporary basis. Regular full-time employees work equivalent to the department's normal, full-time work period on a regular basis. Regular part-time employees work fewer hours than the department's regular full-time workweek on a regular basis.

(b) Temporary employees are engaged to work full-time or part-time with the understanding that their employment will be terminated not later than the completion of a specific assignment. Employees subsequently hired as regular employees might not receive time-in-service credit for work performed as a temporary employee.

1. Contracted/leased services are temporary employment situations where employees are obtained through an agency for a specific purpose, need or project, and will normally be used to meet some sort of emergency staffing situation. The individuals working in this employment classification are not considered County employees and receive no benefits or representation privileges of County employees.

2. Limited Term Employees are authorized and employed for a definite term, other than regular permanent full-time and part-time employees, to fulfill the casual needs of a department. Upon request from a department head, the Human Resources Director may authorize LTEs for a period not to exceed 450 hours, as may be required by PTO, sickness, special projects, and leaves of absence or emergencies, provided appropriated funds are available for such purpose and provided the position is a duly authorized and a created position. Any LTE request over 450 hours in duration not duly authorized and created, shall require the approval of the Labor Relations and Employee Services Committee. Funding for LTE positions must be available in the requesting department's budget.

3. Intern employees are individuals working for Oneida County in the capacity of a training position. A department may employ intern employees provided that the department head consults with the Human Resources Director prior to entering into any agreements for an intern employee. The wage for the intern may be established by mutual agreement between the department, sponsoring agency and the intern, with the approval of the Human Resources Director. Departments shall budget for interns where the County provides compensation.

4. Seasonal employees are hired for seasonal work by the County. These employees may be called back in subsequent years. The wage rate shall be set by the Labor Relations & Employee Services Committee, which will consult with the department head in charge of the position.

4.17 ADMINISTRATION OF THE CLASSIFICATION PLAN.

- (1) Each position shall be allocated to its appropriate classification within the Oneida County Classification and Compensation Plan, on the basis of duties and responsibilities, by the County Board.
- (2) Each position allocated by the Oneida County Board of Supervisors shall have on file in the Labor Relations Employee Services office, an approved position description complete with the appropriate FLSA, representation, employment status, and compensation classification.

4.18 ESTABLISHING POSITIONS.

- (1) No regular position may be created except by resolution of the County Board. The County Board shall allocate to each department the number of full-time and part-time positions. Under

the authority of the County Board, the Labor Relations and Employee Services Committee may approve temporary positions.

(2) The County Board, upon recommendation of the Labor Relations and Employee Services Committee, may create new classifications or divide, combine or abolish existing classifications.

(3) Requests considered during the budget process shall follow the following steps:

(a) the position request shall be forwarded to the appropriate oversight Committee for review and approval.

(b) Requests approved by the oversight Committee shall be submitted to the Human Resources Director on or before the date designated by the Labor Relations & Employee Services Committee at the beginning of the annual budget process. All position requests shall be accompanied by the appropriate form(s) designated by the Human Resources Director. Other documentation may be necessary as required herein.

(c) Upon approval by the oversight Committee, the Labor Relations and Employees Services Committee shall consider the request.

All requests shall include the appropriate paperwork including, but not limited to, the completed request form(s), position questionnaire, position description, fiscal note approved by the Finance Office, and a resolution for submission to the County Board.

The department head, in coordination with the Human Resources Director, shall complete a position questionnaire, which shall be reviewed by the Labor Relations and Employees Services Committee. The County may, in its discretion, submit the position questionnaire to a third-party consultant for review and analysis.

(d) In the event the Labor Relations and Employees Services Committee determine that a need for the position exists, and that funding is identified and available, the resolution shall be forwarded to the County Board. The County Board shall thereafter consider the recommendation.

(4) Under extraordinary and unanticipated circumstances, a department seeking additional positions not previously allocated to that department shall present in writing the need and reasons for the position to the oversight Committee, which shall consider the merits of the request, and if approved, shall forward the request to the Labor Relations and Employee Services Committee for consideration.

(a) The Labor Relations and Employee Services Committee shall consider the request from the oversight Committee, review the need for the position, and determine the validity of the extraordinary and unanticipated circumstances that exist that necessitate the creation of this position outside of the budget process and funding is identified and available. After consideration of the information presented, the Labor Relations and Employee Services Committee shall approve or disapprove the request.

If the Labor Relations and Employee Services Committee determines either that the request does not meet the "extraordinary and unanticipated circumstances" criterion, or that the need for the position is not sufficient to justify an out-of-budget allocation, the Committee, in its sole and final discretion, may deny the request.

(b) Upon approval of the Labor Relations and Employee Services Committee, the Administration Committee shall determine the availability and source of funds required for the position and may, at its sole discretion, allocate from the unencumbered balance of the Contingency Fund an amount equal to the total cost of the position and/or make other necessary budget adjustments in accordance with §65.90(5) (b) of the Wisconsin Statutes.

1) Positions which the Administration Committee determines cannot be funded with available resources shall be referred back to the Labor Relations and Employee Services Committee for further study.

(c) If approved by all three Committees, the resolution shall be brought before the County Board for consideration.

1. The extraordinary and unanticipated need for the position shall be expressly documented within the resolution to be presented for approval to the County Board. The resolution shall state that an exception to the budget process has been recommended and a draft position description shall be attached reflecting the rate of pay, cost of benefits and the effective date.

2. Said resolution will require the necessary vote of the Board to be adopted, unless statutory requirements mandate a larger majority of the Board.

(5) Any position created within the budget cycle shall be effective on January 1st of the following year, unless otherwise stated in the resolution. A position created as an exception to the budget cycle shall be effective on the date of passage of the resolution creating and authorizing the position, unless otherwise provided.

(6) Nothing contained in this ordinance shall be construed to require the Labor Relations and Employee Services Committee or any department to fill all positions allocated by the County Board.

4.19 AMENDMENTS AND MAINTENANCE OF THE CLASSIFICATION PLAN.

The primary purpose of classification review and reclassification is to establish the appropriate compensation of a particular position/employee. It is the intent of Oneida County to balance accurate classification of employees with responsible budgeting of the tax dollars levied by the County. For that reason, the Classification Review and Reclassification process will be conducted as part of the annual budget process. A request for reclassification of an existing position or classification of a new position shall be initiated in accordance with the budget timelines established by the Administration Committee.

In situations where one or more of the following circumstances exist, the procedures set forth in subparagraph (6) shall be observed:

(1) One or more new positions are under consideration for possible establishment.

(2) Significant change of duties or responsibilities of any existing position, which may require the reallocation of such position to a different classification. Reclassification consideration for existing positions requires that the employee and the department head to document that there have been substantial changes in the character of existing duties since the most recent review of the position. Changes in duties may result from one of the following:

(a) Changes resulting from a substantial, immediate reassignment of duties due to reorganization shall be clearly documented in writing and verified by the Department Head and the Human Resources Director.

- (b) Changes resulting from a logical and gradual change of responsibilities must have been in effect since at least January 1 preceding the reclassification request so that it is clear that the changes that exist are likely to remain as part of the essential duties of position.
- (c) Reclassification consideration shall not be given for temporary changes in job duties.
- (3) A new classification is created to which any position more may appropriately be allocated.
- (4) In the event of an abolition or combination of any existing positions or classifications, an amendment to the classification plan is required.
- (5) A position is vacant for more than one year.
- (6) Reclassification Procedures are as follows:
- (a) Department heads shall report the significant facts relating to such possible changes in the classification plan to the oversight Committee. The employee and the department head shall complete a revised position questionnaire, which shall include a statement identifying those duties that have changed and shall be reviewed by the Human Resources Director. The Human Resources Director shall review and analyze the questionnaire. The County may, in its discretion, submit the position questionnaire to a third-party consultant for review and analysis. Upon completion of the review, the position questionnaire and any recommendation regarding the position shall be forwarded to the Labor Relations and Employee Services Committee for further consideration.
- (b) The Labor Relations and Employee Services Committee shall initiate an inquiry into the classification of any position upon its own initiative or at the request of a department head, the Human Resources Director, or upon written request of any employee, not more than once every two years. Under no circumstance shall a position be re-evaluated more than once in any 12-month period without authorization of the Human Resources Director and the committee of jurisdiction.
- (c) After the inquiry has been completed, the Labor Relations and Employee Services Committee shall adopt, modify or reject the proposed change. In the event the Labor Relations and Employee Services Committee approve changes in the classification plan, it shall prepare a resolution outlining such changes and forward it on to the County Board for review and action. The Human Resources Director shall notify the Finance Department of any changes in compensation.
- (d) Successful requests for the reclassification of an existing position or classification of a new position shall be placed in the department's budget request and shall be effective on the first (1st) day of the next fiscal year. In certain circumstances, such as an ongoing appeal, a retroactive adjustment may be warranted. In these instances, such retroactive adjustment shall be by recommendation of the Human Resources Director to the Labor Relations and Employee Services Committee and shall be at the discretion of the Labor Relations and Employee Services Committee.

4.20 COMPENSATION PLAN.

Oneida County shall maintain a current compensation plan for all non-represented employees. The objective of the County is to provide an appropriate salary structure in order to facilitate the recruitment and the retention of competent employees, and to provide appropriate pay incentives for heightened employee productivity.

- (1) The Labor Relations and Employee Services Committee or its designee shall be responsible for the development and administration of the compensation plan, through periodic reviews and comparative studies of pertinent factors affecting the levels of pay. The Labor Relations and Employee Services Committee shall recommend necessary amendments to the County Board, when necessary, which shall become effective in accordance with the action of the County Board.
- (2) Such compensation plan is directly linked to, and shall be based upon, the principles of uniformity of pay for each classification; relative difficulty, complexity and responsibility of work; recruiting experience; prevailing rates of pay for similar jobs in public and private sector service; changes in cost of living indices; and financial policies of the County.
- (3) Each position shall be analyzed by the Human Resources Director and the agent or designee evaluating position requests and changes to determine job value. Jobs of similar values shall be grouped in categories called grades. Salary grades will be established by the County Board for each position grade in accordance with applicable criteria. The Labor Relations and Employee Services Committee will review the salary grades annually and recommend to the County Board any changes in the salary grades that appear necessary after consideration of the appropriate criteria. As applicable law requires, the Labor Relations and Employee Services Committee may make adjustments in the hours of work, accrual and use of PTO and holiday time, and other fringe benefits and non-wage items, applicable to non-represented employees.

4.21 STEP PROGRESSION.

Employees covered under a bargaining contract shall move through the negotiated wage schedule pursuant to contract provisions. Non-represented employees shall move through the appropriate wage schedule as set forth by the applicable compensation plan.

4.22 OUT-OF-CLASS PAY.

Occasionally, there may be a need to place an employee in a position of higher responsibility and pay for a temporary period of time. Where other provisions are not already in place, the practice for compensating these individuals will be to place them at the minimum of the position they are temporarily filling. When such placement results in a reduction or minimal increase in compensation, the Human Resources Director shall recommend the step within the Oneida County Classification and Compensation Plan that provides a minimum of 10% gain in compensation. Such compensation shall be referred to as out-of-class pay. A request for out-of-class pay may be requested by an employee but requires the approval of the department head or oversight Committee. Such request should be presented to the Human Resources Director who shall have authority to authorize temporary out-of-class pay for a period up to three (3) months in duration. Out-of-class pay for periods longer than three (3) months shall require Labor Relations and Employee Services Committee approval. Should there be a disagreement between the requester and the Human Resources Director; the matter shall be decided by the Labor Relations and Employee Services Committee.

4.23 ANNUAL SALARY REVIEW.

The Labor Relations and Employee Services Committee shall conduct an Annual Wage and Salary Review and make specific recommendations for changes in pay rates, fringe benefits and other conditions of employment to the County Board. Any across-the-board adjustments to the Compensation Plan shall be provided to all employees, including those serving an introductory period, regardless of their performance level. All increase approvals shall, to the extent feasible, be on a timely basis in conjunction with the annual budget cycle.

HIRING AND TERMINATION

4.24 HIRING WAGE RATE AND PTO BENEFIT.

New employees may normally be hired at Step 1 of the pay grade established for their position as provided in the Classification and Compensation Plan and at the starting accrual for any PTO benefit.

The following procedures shall be utilized when considering wage offers. Department heads may recommend a starting salary to the Human Resources Director. The Human Resources Director shall approve any salary for newly hired employees up to Step 6. The Human Resources Director may authorize up to ten (10) PTO days beyond the base PTO plan as a recruitment incentive on the basis of credit for directly related employment experience. Such credit shall be granted only at the time of hire.

Should the request for salary and/or PTO days exceed Step 6 and/or ten days, the request must go to the Labor Relations Employee Services Committee for consideration.

4.25 FILLING POSITION VACANCIES.

(1) Notification of Position Vacancy. All County departments shall notify their Committee of Jurisdiction Chairman and the Labor Relations and Employee Services Department of a position vacancy (the term vacancy used herein includes current or future vacancies). This notification shall occur within three working days of the department becoming aware of the vacancy or future vacancy. This notification shall also include whether or not the department head wishes to fill the vacancy or future vacancy.

(2) Vacancies shall be filled as follows:

(A) The Human Resources Director shall discuss with the Department head whether an adequate pool of individuals exist for an internal county-wide job posting. If the Human Resources Director and Department Head determine there is not an adequate internal pool, the vacancy shall be advertised to the public. Other forms or sources of public notice may be used at the discretion of the Human Resources Director. Public announcements of vacancies shall include at least the following information:

- 1) Classification/Position title.
- 2) Department where the position vacancy exists.
- 3) Salary range.
- 4) Benefit summary.
- 5) Minimum qualifications and requirements of the position.
- 6) Address and phone number to request and submit application.
- 7) Application deadline.
- 8) Equal Employment Opportunity (EEO) statement; drug free, alcohol free and smoke free workplace statement.

(B) In some positions, including new hires for regular and permanent part-time positions, a medical examination may be required. For those employees required to have a Commercial Drivers Licenses (CDL), a drug and alcohol test is required prior to employment and each applicant will provide any drug and alcohol testing information as required by the Department of Transportation mandated regulations. Each applicant will sign a waiver for release of information from their previous employers for the purpose of reference checks. Each applicant must also file a County application form with the office identified in the job ad.

(C) Applicant evaluation prior to oral evaluation may consist of one (1) or more of the following as deemed appropriate by the Human Resources Director, and department head

1. Written examinations.
2. Evaluation of education, qualifications and experience.
3. Performance of tasks required.
4. Other requirements allowed by law.

(D) A Selection Committee shall be appointed consisting of the Human Resources Director/designee and any one (1) or more members selected from the following:

1. Oversight Committee members for department head positions only.
2. Department Head or designee.
3. Department supervisor.
4. Additional members may be appointed as appropriate by the Human Resources Director.

The participation of the Human Resources Director/designee may be waived by the Human Resources Director.

(E) Initial screening of applicants will be done by the Labor Relations and Employee Services Office. The Selection Committee shall participate in the formal interview process of all non-elected, non-department head positions and make a recommendation for hiring to the department head, who has the final hiring decision, unless otherwise required by statute. The Selection Committee shall participate in the formal interview process of all non-elected, department head positions and shall be responsible for the hiring decision, unless otherwise required by statute. The LRES Office shall screen the applications after the deadline for accepting applications has passed, using experience and qualifications criteria. In screening applications, the LRES Office shall refer to the departments those applicants who are eligible for final selection. The department head may reduce the number of applicants interviewed to a number not less than two (2) provided two (2) or more qualified individuals have applied or approved by the Human Resources Director based on market conditions. When possible, the LRES Office shall refer only the top five (5) ranked applicants. If the selection process does not provide for the ranking of applicants, the LRES Office shall, if possible and under specific criteria, establish categories of "most qualified, second most qualified, third most qualified," and so on. The department shall first make employee selections based upon selections from the first category, then the second category, and so on. If neither of the above two methods is available, the LRES Office may certify all applicants or implement random selection methods to reduce the applicant pool to a more manageable number.

(F) Applicants will be notified at least five (5) working days prior to the date of the scheduled interview when possible. Applicants not selected for interview shall, if possible, be notified by mail or email on the same date as those who are selected for interview.

- (G) The Selection Committee shall conduct oral evaluation interviews and shall certify the top three (3) applicants, provided three (3) qualified individuals have applied to fill possible vacancies in the ensuing year. Where a certified eligibility list exists, the department head shall fill the vacancy from the list.
- a. The application forms, ratings and certified eligibility list shall be utilized for future vacancies in the same classification for a period not to exceed twelve (12) months or as approved by the Human Resources Director based on market conditions. If less than three (3) qualified applicants remain available to fill a vacancy in the same classification during said period, the department head may request that the formal selection process be reinitiated.
- b. At the request of the Department Head, the Selection Committee may certify more than three (3), provided that all certified applicants meet the minimum qualifications. The Human Resources Director shall verify that all of the certified applicants meet the minimum qualifications.
- (H) No applicant shall be considered for a vacancy where appointment to such vacancy would result in members of an immediate family being employed in a direct supervisor-employee relationship.
- (I) No person shall serve as a member of the Selection Committee for a vacancy in which an applicant is a member of his/her immediate family. In the event an interviewer is uncomfortable with evaluating an applicant, the interviewer should identify the concern to the other interviewers and a decision should be made collectively whether the interviewer should or should not participate.
- (J) Applicants selected to receive a formal job offer shall be notified verbally or in writing by the LRES Office. This job offer shall include the pay rate, percentage of full-time employment, position title, appropriate department, shift if appropriate, American's With Disabilities Act statement and shall request a written or verbal acceptance of the offer, which includes the individual's proposed start date.
- (K) Upon request by the department head, as required by statute, and authorized by the Human Resources Director, Oneida County will conduct background investigations and reference checks on applicants.
- (L) Department Head/designee will conduct reference check using standard or Human Resources Director approved form. Reference checks for department heads will be done by the Human Resources Director/designee.

4.26 QUALIFICATIONS OF EMPLOYEES.

The County will make every effort to hire the most qualified individual for any vacant position. If fully qualified persons cannot be recruited, the Labor Relations and Employee Services Committee may authorize the appointment of persons having less than the minimum qualifications.

Approved by the LRES Committee this 13th day of February, 2019.

Offered and passage moved by: Ted Cushing, Dave Hintz, Billy Fried, Sonny Paszak.

Discussion: Charbarneau stated this is a brand new Chapter 4 of the County Code, the portions regarding employees benefits are now listed only in the employee handbook. Due to act 10 there is no longer a necessity to have this listed in the County Code, discussion ensued.

Roll Call Vote on Resolution # 23 – 2019: 21 Aye

Student Representative: 1 Aye

Resolution # 23 – 2019: Adopted

Resolution # 24 – 2019: Offered by the Supervisors of the Labor Relations Employee Services (LRES) Committee to restructure the Information Technology Services (ITS) Office.

Resolution to restructure the Information Technology Services (ITS) Office.

Resolution offered by the Supervisors of the Labor Relations Employee Services (LRES) Committee.

WHEREAS, Jason Rhodes was promoted to ITS Director in May of 2018 and requested to leave his prior position of Network Analyst vacant until Rhodes had an opportunity to review the structure and needs of the department; and

WHEREAS, the ITS and Human Resources (HR) Director have worked with consultant Carlson Dettmann to develop a stair step of positions in the wage schedule, that in the future will allow the County to hire an employee at one of the lower level positions and with time in the job, training and performance, the employee can move up into higher levels until they reach the Network Analyst position. This would allow the County to develop our own talent or be able to hire someone at a higher level should they have all the required qualifications of a higher level position; and

WHEREAS, the ITS and HR Director have proposed several structural changes to the ITS Department based on workload and County needs and the result is the elimination of one full time position and a substantial savings to the County; and

WHEREAS, the ITS and HR Director have recommended such changes to the Administration Committee and the Administration Committee has approved the request and forwarded it to the LRES Committee for consideration; and

WHEREAS, the LRES Committee has reviewed and approved the recommended changes and recommends such changes to the County Board.

NOW, THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors that the following changes be made to the structure of the ITS Department effective February 23, 2019:

- Decrease one Programmer/Analyst position to 80%/1560 hours per year
- Increase the following positions from 1950 hours per year to 2080 hours per year:
 - ITS Director position
 - One Programmer Analyst position
 - Network Analyst position
 - Systems Administrator I position
 - Computer Technician position
 - Technical Support position
- Total number of ITS staff will decrease from eight (8) to six point eight (6.8)
- Total number of hours worked per year for the ITS Department decreases from 15,600 hours to 13,910 hours.
- ITS Director position to be placed at Grade Level R1 of the Exempt Wage Schedule. Incumbent employee to be placed at Step 9.

BE IT FURTHER RESOLVED, by the Oneida County Board of Supervisors that by adoption of this resolution it shall be deemed that all of the savings for the ITS Department restructure are set forth in the fiscal impact statement which is attached hereto and made apart thereof.

Approved by the LRES Committee this 13th day of February, 2018.

Offered and passage moved by: Ted Cushing, Dave Hintz, Sonny Paszak, Billy Fried.

Motion/Second: Cushing/VanRaalte to Amend Resolution # 24 – 2019 by removing the original fiscal impact statement and replacing it with the newly distributed fiscal impact statement.

Roll Call Vote on Amendment to Resolution # 24 – 2019: 21 Aye

Student Representative: 1 Aye
Amendment to Resolution # 24 – 2019: Adopted

Discussion: Charbarneau gave a background of the staffing status in IT. She went over the savings the proposed restructure would incur, discussion ensued.

Roll Call Vote on Amended Resolution # 24 – 2019: 21 Aye

Student Representative: 1 Aye
Amended Resolution # 24 – 2019: Adopted

Resolution # 25 - 2019/Ordinance Amendment # 7 – 2019: Offered by the Supervisors of the Administration Committee amending Oneida County Code – Chapter 2, Article II Committees, Board and Commissions, section 2.30.

Ordinance amendment regarding the formation of subcommittees and the process for dividing Committee responsibilities.

Ordinance Amendment offered by the Administration Committee

WHEREAS, currently the Oneida County Code has no rules regarding the formation of subcommittees, sub-dividing the responsibilities of a committee; and

WHEREAS, The Wisconsin Supreme Court issued its decision in *Krueger v. Appleton Area School District Board of Education*, 2017 WI 70, that will have wide-ranging impact on schools, counties and local governments across the state; and

WHEREAS, to ensure compliance with open meetings laws after the *Krueger* decision it is recommended that Counties have rules addressing the formation of sub-committees and with regard to sub-dividing the responsibilities of the a committee.

NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Section 2.30 of the General Code of Oneida County, Wisconsin, is amended as follows [additions noted by underline, deletions noted by strikethrough]:

Article II Committees, Boards and Commissions

§ 2.30 Committees.

[Amended by Ord. No. 62-93; Ord. No. 44-94; Ord. No. 29-2000; Ord. No. 31-2000; Res. No. 90-2004; Ord. No. 31-2000; Ord. No. 4-2007; Res. No. 19-2008; Res. No. 86-2009; Ord. No. 48-2011; Ord. No. 55-2011]

(1) No committee may be created unless authorized by the full County Board. No committee may create sub-committees or otherwise subdivide committee responsibilities, unless authorized by the whole County Board. Any committee may rely on its members, County staff, or other individuals or organizations to conduct research and provide additional information to the committee for the purpose of fulfilling its responsibilities. Such research or information gathering, when conducted cooperatively without a quorum of the committee, shall not be considered a sub-committee or governmental body unless creation of a sub-committee has been previously approved by the County Board.

~~(1)~~ (2) Appointed.

(a) Enumerated. The following standing committees shall be appointed by the Chair at the organizational meeting of the Board in the year she/he is elected and shall consist of the number of members listed herein. The Chair may appoint a Committee on Committees to assist him/her. All appointed committee members shall serve two-year terms and be County Board supervisors, except where State law provides for other non-Board members, all State mandated non-County Board members will be selected using the process set out in Paragraph (3) below:

[The remainder of this section remains unchanged]

Approved by the Administration Committee this 11th day of February, 2019.
Offered and passage moved by: Dave Hintz, Robb Jensen, Bob Mott.

Discussion: Desmond discussed the background and that Oneida County has no rule as to how committees and subcommittees are established. This amendment protects Oneida County and sets a rule that explains how committees and subcommittees are created for Oneida County and that they will be subject to open meetings law.

Roll Call Vote on Resolution # 25 – 2019: 21 Aye

Student Representative: 1 Aye

Resolution # 25 – 2019: Adopted

NEXT MEETING DATE AND TIME: March 19, 2019 @ 9:30 a.m.

Unless a motion is made to change the starting time.

ADJOURNMENT:

Chairman Hintz adjourned the meeting at 11:07 a.m.