

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1<sup>st</sup> Floor Committee, Oneida County Courthouse**  
**January 11, 2019**

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

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Grady Hartman, Tyler Young, Terri Hook (Sheriff's Office); Tammy Javenkoski (Veteran Services); Brian Desmond (Corporation Counsel); Dianne Jacobson (ADRC); Mike Romportl (Land Information); Denise Hoppe (Planning & Zoning); Kyle Franson (Register of Deeds); Mary Rideout (Social Services); Amy Franzen (Register in Probate); John Bilogan (Forestry); Brenda Behrle (Clerk of Courts); Robb Jensen (County Board); Patrick Glynn (Carlson Dettmann) appeared telephonically

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 10:30 a.m. in the 1<sup>st</sup> Floor Conference Room of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVAL OF AMENDED AGENDA**

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

**APPROVE MINUTES**

Charbarneau notes two changes to the draft minutes presented. Motion by Holewinski to approve the minutes with the two corrections made. Second by Fried. All Committee members voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau presented her department's bills and vouchers for Committee review. Charbarneau noted that lodging charges listed for County Board members and Corporation Counsel will get moved from the LRES budget, and charged to the applicable departments. Motion by Paszak to approve the bills and vouchers as presented. Second by Fried. All Committee members voting 'Aye'. Motion carried.

**VACANCY REVIEW APPEAL – REGISTER OF DEEDS FULL-TIME/PART-TIME POSITIONS**

Charbarneau discussed the vacant full-time Registers of Deeds Deputy position. Franson would like to move his part-time Deputy to the full-time position immediately and be allowed to fill the part-time Deputy position, waiving the vacancy waiting period. Charbarneau notes that the Committee of Jurisdiction has already approved this request. Franson provided further comment on the staffing changes. Discussion held. Motion by Holewinski to approve filling the two positions presented. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

**TRAVEL REQUESTS – WPELRA ANNUAL CONFERENCE**

Charbarneau requests approval for Lueneburg and herself to attend the Annual WPELRA Conference being held in Madison on January 31 to February 1, 2019. Discussion held. Motion by Paszak to approve the travel request as presented. Second by Fried. All Committee members voting 'Aye'. Motion carried.

**CARLSON DETTMANN WAGE & BENEFIT STUDY: REVIEW OF INFORMATION**

Patrick Glynn/Carlson-Dettmann was introduced into the meeting via telephone. Charbarneau discussed four implementation options for the new wage schedule, based on results received by Carlson Dettmann. Option one would move each employee into the next wage step that would allow an increase one cent or more from their current wage, costing \$188,493. Option two would move each employee into the next step that would allow for an increase \$0.15 or greater, costing \$260,489. Option three would again move employees to the

**CARLSON DETTMANN WAGE & BENEFIT STUDY: REVIEW OF INFORMATION (continued):**

next step that would allow an increase, with a minimum of Step 3, provided the employee has at least two years employment in their current position, costing \$263,487. Option four would move each employee to the new increased wage schedule at the same step they are currently at, costing \$699,766. Charbarneau discussed the new schedule, noting that increases for each grade level vary between 5% - 10% on the new schedule, based on where benchmarks and market rates fell. Smith notes that overall the average increase for the new schedule is around 6.4%. Charbarneau notes that some Committee members had requested the study be implemented based on individual position results, but this would be very labor intensive and could cause morale issues. Charbarneau says a review of the individual results show that only two positions fell below the market average but the county is not having any difficulty filling these positions. Charbarneau noted that two positions fell above the market average but both of these positions are difficult to fill so leaving them at a higher level is important. Otherwise, the rest of the positions fell within the wage schedule's market adjustment. Discussion held. Fried voiced his concerns about the market study. Charbarneau and Glynn led further discussion regarding the creation and design of the current wage schedules. In-depth discussion held on the four options presented and the importance of choosing financially sustainable option. Glynn, Cushing and Hintz provided comments on the severe funding constraints placed on county/city governments, which make it difficult to remain competitive in recruiting and retaining good employees. Glynn also notes that we are currently in one of the most competitive employment markets we have seen in a long time. Fried recommends bigger increases for the newer employees rather than long-term employees in order to level out the playing field. Glynn notes that the purpose of the market study is not just to improve recruitment competitiveness but to also increase retention of current employees. Holewinski discussed increasing the employee contribution towards benefits, in order to better match what other employers do, based on the benefits study done alongside the wage market study. Charbarneau provided a printout showing the premium amounts based on increases to employee premium contributions, noting that an increase of 1% of the employee contribution to the lowest cost health insurance plan would save the county approximately \$38,500. Discussion held on information provided. Glynn notes that the national average for employee health insurance contributions is 18-23% but statewide, the average is 12-15%. Glynn notes that many employers with higher contribution rates offer wellness incentives, which would allow decreases to employee premiums as employees change to or maintain certain healthier habits. Discussion held on deductible, HRA and MERP plan design changes that could help keep insurance premiums more affordable. Charbarneau notes that with the \$80,000 budgeted for 2019 premium increases that wasn't needed, plus the \$120,000 built into the 2019 budget to help implement the pay plan, there is already enough sustainable funds to implement the first option and very close to being able to afford the second option. Hartman provided input on the options and the need to look at ways to afford options three and four in order to retain current employees. Discussion held on how to proceed. Hintz discussed the need for this Committee to choose options wisely, not just pick the most favorable options, and then turn the matter over to Administration Committee to figure out how they will pay for the implementation. Glynn notes that 45% of current Oneida County employees have five or less years of service. Glynn also notes that 44% of employees are age 50 or older, which shows that many positions will be vacating in the coming years, increasing the need for competitive wages. Discussion held on modifying option three to require the employee receive a minimum \$0.15 increase when being moved to the new plan; Holewinski supports the proposed modified option three. Fried notes that option four was the goal of the study and implementation may take a couple years to complete. Discussion held on implementing in one year, versus over several years in order to get to option four. Glynn feels that implementing over several years is possible but the county needs to have a strategic plan in place for it to be successful. Cushing provided additional comment and supports option three with the added \$0.15 minimum increase. Jensen would like to see three different options brought to the Administration Committee for review. Cushing directs Smith to cost out option three with the added \$0.15 minimum increase language and bring the information to the next LRES Committee meeting.

**CARLSON DETTMANN WAGE & BENEFIT STUDY: RED CIRCLED EMPLOYEE COMP:**

Charbarneau reports that seven non-union employees were not included in the 2.25% cost of living increase due to being over the current wage schedule or “red-lined”. During budget, \$3,900 was set aside for possible lump sum payments to these employees and Charbarneau asks how the Committee would like to proceed. Discussion held and Committee agrees to a lump sum payment. Motion by Cushing approving a lump sum payment of \$500 to each of the seven “red-lined” employees. Second by Holewinski. All Committee members voting ‘Aye’. Motion carried.

**PREMIUM PAY FOR EXEMPT EMPLOYEES**

Charbarneau discussed the premium pay policy that provides additional reimbursement to employees who need to work on county closure days, including exempt-salaried employees. Charbarneau reports that several departments had exempt salaried employees receive premium pay in 2018. Hartman provided input on the increasing demands to law enforcement and the jail, and the need to have management staff available on closure days to deal with unexpected issues. Hartman also notes that keeping policies like this in place rewards current employees for dealing with unexpected crises. Hartman feels the county should be putting more focus on retaining good employees rather than emphasizing the need to competitively recruit new employees. Smith feels exempt-salaried employees need to work to get the job done, even if that means working holidays, and does not feel premium pay should be in place for exempt salaried employees. Hartman commented on the heavy workloads of his department and due to the unique 24/7 operations of the Sheriff’s Office, the need for management availability is even greater. Discussion held, with Committee agreeing to keep premium pay in place for Exempt and Non-Exempt employees. No action taken.

**FUTURE LRES MEETING DATES**

January 23, 2019 at 9:00 a.m.

February 13, 2019 at 9:00 a.m.

February 27, 2019 at 9:00 a.m.

Charbarneau handed out information for Committee review regarding proposed updates to County Code Chapter 4, which will be discussed at the next meeting.

Cushing and Hintz left the meeting at 11:56 a.m. Fried took over Chairman duties for the meeting.

**EXEMPT EMPLOYEES – COMPENSATORY TIME AND PAID TIME OFF USAGE**

Charbarneau reports that a 2018 report was generated to review compensatory time and PTO (Paid Time Off) usage for the year. Charbarneau reports that there were three employees that used no PTO and several more employees that used minimal PTO time in 2018. Normally, employees are required to use PTO for closure days but if a closure day is worked, no PTO usage is required. Discussion held on the use of compensatory time for closure days. Hartman provided input regarding the large amount of hours some of his employees worked due to unexpected situations that occurred during the year, with some happening during closure days. Hartman feels that compensatory time should be allowed for some payback when excessive hours are worked in a year. In-depth discussion held with Hartman requesting that the current policy remain in place. Charbarneau notes that she was asked to bring this information forward to the Committee. Committee agrees to make no changes to the current policy.

**EXIT INTERVIEW PROCESS AND WORKER’S COMPENSATION REPORT/UPDATE**

Committee agrees to move both topics to a future agenda. Motion by Holewinski to post-pone agenda topic #9 (Exit Interview Process) and #10 (Worker’s Compensation Report/Update), and move to the next agenda. Second by Paszak. All Committee members present voting ‘Aye’. Motion carried.

**CLOSED SESSION**

Motion by Paszak, second by Holewinski to go into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Correction Sergeant compensation)

Roll call vote taken by both committees with all voting in the affirmative. Motion carried. Committees went into closed session at 12:08 p.m.

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

**RETURN TO OPEN SESSION**

Motion by Holewinski, second by Paszak to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 12:10 p.m.

Based on closed session discussion, motion by Holewinski to move the Corrections Sergeant to Step 2, Grade Level I. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.

**FUTURE AGENDA TOPICS**

Chapter 4 Update  
Workers Compensation Report/Update  
Exit Interview Process

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Fried announced the adjournment of the LRES Committee meeting at 12:11 p.m.

/s/ Ted Cushing  
Ted Cushing, Chairman

01/23/2019  
Date

/s/ Jennifer Lueneburg  
Jennifer Lueneburg, Committee Secretary

01/23/2019  
Date