

LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
February 3, 2021 9:00 a.m.

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

ALSO PRESENT IN PERSON: Lisa Charbarneau, Jenni Lueneburg (LRES); Dan Hess (Sheriff's Office); Lindsey Kennedy, Troy Huber (Buildings & Grounds)

ALSO PRESENT VIA ZOOM: Terri Hook (Sheriff's Office); Brian Barbour (Sheriff's Office); Linda Conlon (Public Health); Lisa Jolin (Solid Waste); Mary Rideout (Social Services); Dan Gleason (Highway)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the County Board 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 Hintz. All Committee members voting 'Aye'. Motion carried.

PUBLIC COMMENTS

No comments made by attendees on Zoom or in the County Board Room.

APPROVAL OF MINUTES

Charbarneau notes one correction to the January 21st minutes under the Public Health Compensation topic, changing the tax levy fund increase from \$40,901 to \$19,360. Brief discussion held. Motion by Fried to approve the January 21st minutes with the noted correction. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

APPROVE BILLS AND VOUCHERS

Charbarneau reports no bills and vouchers to present.

PAY FOR PERFORMANCE

Smith requested this agenda topic in order for the Committee to review the practice of additional steps being granted to employees for excellent performance. Smith says the current practice is done due to no bonus system in place and finding the additional funds for the extra steps adds a hardship to the budget both in current and future years. Smith would like the Committee to discuss implementing a bonus system to replace granting additional steps in order to reward excellent performance but still rein in costs for the future. Charbarneau would like to bring this matter before the Department Heads to get their input before moving forward with the Committee on this topic. Charbarneau doesn't feel a Department Head would request an additional step unless an employee gets a 4 or better on their performance evaluation. Hess discussed his disagreement with Smith's proposal and feels above average employees should be rewarded appropriately. Fried voiced his concerns on the extra steps and the additional financial burden it adds on the county, especially with the future budget challenges the county is facing. Fried feels it is worthy to review what other tools could be used in order to reward excellent performers without adding extra financial strain on future year's budgets. Holewinski asked Charbarneau to find out what other counties are providing for both COLA (Cost of Living Adjustments) and performance increases. Hintz feels performance evaluations are graded very well and feels this issue should be reviewed alongside the issue of annual hours. Paszak and Holewinski inquired how distribution of a bonus system would be determined. Charbarneau feels distribution of bonuses in a fair manner would be at the discretion of the Department Heads. Charbarneau discussed the performance

PAY FOR PERFORMANCE (continued)

evaluation grading process that is being used based on input from Carlson Dettmann and the difficulties of the process. Committee agrees for Charbarneau to conduct research on the topic and bring information back to the Committee for further review.

EMERGENCY MANAGEMENT DIRECTOR RETIREMENT AND TRANSITION PLAN

Hess reports that Emergency Management Director Ken Korten Hof has plans to retire by the end of 2021. Based on this position requiring a large amount of knowledge and training, Hess is requesting that recruitment start for the position by summer so the person hired for the position can start three months prior to Korten Hof retiring in order to allow for overlap training. Hess requests that the additional costs needed for this request come from the contingency fund. Smith clarifies that this request would need to go through the Administration Committee for approval. Holewinski questions the need for three months of overlap training; Hess discussed the skills, training and certifications needed for this position and feels not many applicants will have these things coming in, thus the need for the extensive overlap training. Discussion held on starting the recruitment process in early summer in order to get the person started by October.

AFFORDABLE CARE ACT (ACA) – LIMITED TERM EMPLOYEE (LTE) BENEFITS

Charbarneau discussed the ACA requirements to offer health insurance for any employee that works 30 or more hours per week. For LTE positions, Department Heads have been instructed to keep non-seasonal employees below 30 hours a week to keep within the ACA requirement since LTE positions are not generally budgeted for health insurance costs. Charbarneau says due to the demands placed on Public Health during this pandemic, some LTE's have exceeded the 30 hour per week rule and should now be offered health insurance. Charbarneau says the ACA provides a certain margin of error on their requirement and Oneida County would be able to have up to 14 LTE's that meet the eligibility for health insurance without needing to offer the coverage, however if any of the 14 LTE's received a subsidy on the ACA Marketplace coverage, Oneida County would be fined \$4,100 for each employee that received a subsidy. Currently, five LTE's in Public Health have surpassed the 30 hour work week requirement. Charbarneau says she has discussed the matter with the county's consultant at Cottingham & Butler and they feel the insurance should be offered to be on the safe side from any fines. Charbarneau says Conlon normally monitors the LTE hours very closely but had requested to exceed the 30 hour per week limit when additional contact tracer hours were needed. Charbarneau says the county's options are to offer the health coverage or not offer the coverage and take the chance on any fines that may be issued. Smith provided further input on the ACA requirements and feels the Committee should offer the coverage in order to avoid the risk of fines; Hintz concurs. Discussion held. Conlon discussed the mandatory need for additional contact tracer hours given the pandemic. Conlon notes that the contract tracers are on until March and whether the positions will be continued will be reviewed at that time. Conlon states the LTE Contact Tracers and LTE Vaccinators are grant funded for the time being. Charbarneau says the ACA only requires single coverage be offered but all employees need to be offered the same coverage. Therefore the county will need to offer the eligible LTE's the same single/limited family/family coverage options like all other Oneida County employees. Smith notes that after the pandemic is done, Public Health will need to return to normal on tracking LTE hours to keep them under 30 hours per week. Motion by Holewinski to approve the health insurance coverage for the five LTE Public Health employees during the pandemic with the costs to come from grants. Second by Cushing. Holewinski, Cushing, Paszak and Hintz vote 'Aye' and Fried votes 'Nay'. Motion carried.

2021 HEALTH PLAN – LIMITED FAMILY CHANGES AND HSA/HRA/MERP CONTRIBUTIONS

Charbarneau discussed a change found in late January on the new Aspirus Health Plan. Previously, employees that didn't enroll a spouse on the health plan but enrolled multiple children on the health plan were still

2021 HEALTH PLAN (continued)

required to enroll on the Family health plan when the county used UMR/Group Health Trust for a carrier. With the change to Aspirus Health Plan in 2021, it was found that employees who enrolled multiple children on the plan (but no spouse) were actually eligible for the Limited Family/Employee plus one plan. This change affects 12 employee plans back to January 1, 2021. Lueneburg reports that the change will save the county \$91,876.76 in premiums and HRA/MERP costs for 2021. For 8 of these employees on the HRA plan, they will lose \$500 of HRA funds but the employees' annual savings in premiums will range from \$537 to \$1304, therefore still putting them ahead of what their costs would have been on the family plan. However, the other 4 employees on the HSA plan will save \$354.60 on their employee premiums but will lose \$1,050 in county contributed HSA funds. Lueneburg recommends putting these four participants on the Limited Family HSA plan and use the cost savings to deposit \$695.40 into each of the four affected employee's HSA accounts (totaling \$2,781.60) on a one-time only basis for 2021 to make up for the HSA amounts the employee will lose by the change from Family to Limited Family. Holewinski voiced concerns about the request. Motion by Fried to follow the recommendations of the LRES Department to disburse the \$2,781.60 in HSA to the four employees as a one-time only disbursement in 2021. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Holewinski, second by Paszak 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: Buildings & Grounds employees, and Sheriff Department employee compensation)

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:47 a.m.

Staff and others present in closed session: Charbarneau, Lueneburg, Smith, Hess, Conlon, Kennedy and Huber

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 10:43 a.m. No motions were made in closed session.

Upon return to open session, the following motions were made:

Motion by Cushing for the Sheriff's Department employee to get an additional 100 hours of PTO from their existing bank. Second by Holewinski. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Fried to take the Assistant Public Health Director to Step 7 on the pay plan with the ability to be re-evaluated for an additional move to Step 8 in December 2021 with funds to come from the Contingency Fund. Second by Cushing. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Holewinski to increase one Maintenance Technician from Grade H, Step 5 to Grade I, Step 3, one Maintenance Technician from Grade H, Step 4 to Grade I, Step 2, one Cleaning Technician in Grade E from Step 7 to Step 8, and one Cleaning Technician in Grade E from Step 5 to Step 6 with the additional funds needed to come from the Buildings & Grounds department budget. Second by Cushing. Roll call vote taken with all voting in the affirmative. Motion carried.

CONSOLIDATED APPROPRIATIONS ACT OF 2021

Charbarneau discussed the 2021 COVID Relief Bill and the changes it allows for FSA (Flexible Spending Account/Section 125) plans including allowing participants an extension to use unspent funds and remove the maximum carryover amounts allowed for both medical and daycare expenses. Charbarneau says normally, participants can only carryover \$500 in unspent medical FSA and no carryover was allowed for dependent care FSA. Charbarneau is requesting the ability to change the county FSA benefit to allow removing carryover caps for both the medical and dependent care FSA. Smith says her office would have additional administration duties if this was allowed. Discussion held. Charbarneau says there isn't a law requiring that the county make this change but it would be a good gesture to employees, amidst the difficulties families are facing during the COVID-19 pandemic. Motion by Cushing to approve the request. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

COUNTY CODE 4.25 FILLING POSITION VACANCIES

Charbarneau says previous concerns were raised by County Board members regarding the posting of vacant county positions internally. Charbarneau provided the county code language regarding posting vacancies. Charbarneau says currently the Committee of Jurisdiction, Department Head and Human Resources Director review the position on a case-by-case basis to determine employee skills available internally, the availability of potential candidates externally for the specific position, timeframes required to fill the position and other factors when considering whether to post a job internally or externally. Charbarneau says the current code allows this flexibility which wasn't always the case when unions existed. Holewinski voiced concerns about not allowing the public to post for all positions. Lueneburg referenced a handout previously provided to the Committee, showing that very few internal postings occur. Cushing says it is common practice in the private sector to post a non-entry level position internally in order for an organization to benefit from trained staff and encourage employee retention by allowing employees to move up in an organization if they worked hard and showed potential. Holewinski says he would like to see as many positions posted externally as possible, and encouraged posting a position over picking an internal employee for a position without posting first. Brief discussion held with no motions made.

DEFINITION OF EXEMPT-SALARIED EMPLOYEE

Charbarneau reviewed the language in the County Code and Employee Handbook regarding the definition of Exempt-Salaried employees. Based on previous concerns voiced by the Committee and Department Head input, Charbarneau provided modified language to clarify work and PTO requirements for salaried employees. The modified wording clarifies that a salaried employee needs to work until the job is complete, regardless of hours required but also adds flexibility to Department Head discretion when time off is needed, requiring a salaried employee to use PTO only when working less than five hours in a day. Discussion held with the Committee agreeing that the updated language is appropriate. No motion required.

RESOLUTION: PTO FOR REHIRED SOCIAL WORKER

Charbarneau discussed the previously approved resolution to grant additional PTO to a rehired Social Worker. Charbarneau says once the employee was rehired, it was felt that the resolution needed additional clarification in order to be implemented properly. Charbarneau provided the modified resolution with added language on the definition of how many hours constitutes a "PTO day" and wording on the specific amount of additional PTO granted. The Committee is agreeable to the added wording, feeling it doesn't change the original intent of the Committee's previous motion. Charbarneau will check with Corporation Counsel regarding if the updated resolution needs to go to the County Board again.

PUBLIC COMMENTS

No comments made by attendees on Zoom or in the County Board Room.

FUTURE AGENDA TOPICS

Telework Policy
New Hire Report - Quarterly
Deputy Contract Negotiations

FUTURE MEETING DATES

February 18, 2021 at 1:00 p.m.
March 4, 2021 at 9:00 a.m.
March 17, 2021 at 9:00 a.m.

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 11:01 a.m.

/s/Ted Cushing
Ted Cushing, LRES Committee Chairman

March 4, 2021
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Committee Secretary

March 4, 2021
Date