

**LRES (LABOR RELATIONS & EMPLOYEE SERVICES)  
COMMITTEE MINUTES  
Committee Room #2, Oneida County Courthouse  
April 13, 2023 1:30 p.m.**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Scott Holewinski/Vice-Chairman, Diana Harris, and Jim Winkler

**LRES COMMITTEE MEMBERS PRESENT VIA ZOOM:** Bob Thome

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (LRES); Mike Fugle (Corporation Counsel); Lindsey Kennedy (Buildings & Grounds); Grady Hartman, Dan Hess (Sheriff's Office); Steven Schreier, Linnaea Newman (County Board)

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

Chairman Cushing called the LRES Committee to order at 1:30 p.m. in Committee Room #2 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 AGENDA**

Motion by Holewinski to approve the amended agenda. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

**APPROVAL OF MINUTES**

Motion by Winkler to accept the minutes of March 15<sup>th</sup>. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**APPROVE BILLS, VOUCHERS AND LINE ITEM TRANSFERS**

Charbarneau presented the bills and vouchers for review. Motion by Holewinski to accept the bills and vouchers as presented. Second by Harris. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENTS**

No public comments in meeting room or on Zoom.

**COMPENSATION FOR HOURLY STAFF TAKING ON ADDITIONAL DUTIES FOR OTHER COUNTIES AND/OR ORGANIZATIONS**

Rideout discussed Oneida County Social Services assisting Forest County Social Services with investigations since 2021 due to staffing shortages. Rideout thought the need would eventually go away but Forest County remains severely understaffed. Rideout says her staff has had to acquaint themselves with the Forest County procedures, staff and court system plus investigate cases and deal with travel. Rideout notes that she has talked with other counties in the state and the severe staffing shortages are occurring in quite a few other counties. Rideout states she is currently billing Forest County at \$90 per hour; discussion held on the process used to determine the billing cost. Rideout has Forest County work voluntary for her staff and workers incur overtime in order to keep up with their caseloads. However, Rideout feels extra pay is warranted due to the additional responsibilities being taken on. Thome provided comments about discussions held on the topic in the Committee of Jurisdiction. Motion by Holewinski to approve the Director of Social Service's request for out of class pay as presented and that the additional costs incurred be charged to the county being assisted. Second by Thome. All Committee members present voting 'Aye'. Motion carried.

### **ECONOMIC SUPPORT POSITION REQUEST AND RESOLUTION**

Rideout discussed the changes to the Medicaid program during the pandemic that removed recertification requirements plus added more members to the program. Now that the pandemic is ending, Medicaid is requiring recertification to remain on the coverage. Rideout says this will add a significant amount of work onto the Income Maintenance (IM) Consortium and she is requesting to add one position to assist in the increased workload. Rideout says there is enough ARPA funds to cover the position until the end of 2024 unless additional funding becomes available. Rideout clarifies that she is presenting this request with the understanding that the position goes away when the funding goes away, and notes that the request still needs to go before her Committee of Jurisdiction. Brief discussion held. Motion by Cushing to approve adding an Economic Support position for the IM Consortium and forward the request to the Social Services Committee for further review with the position to be covered by grant funding for as long as the funding lasts. Second by Winkler. All Committee members voting 'Aye'. Motion carried.

### **NARCAN POLICY**

Charbarneau presented the draft NARCAN policy. Rideout discussed NARCAN use and feels this can protect both workers that are exposed to drugs during work duties or clients that may have potentially overdosed. Rideout notes that there is training provided to workers prior to issuing NARCAN, along with CPR training. Brief discussion. Motion by Winkler to approve the NARCAN policy as presented. Second by Harris. All Committee members voting 'Aye'. Motion carried.

### **PEPPER SPRAY POLICY**

Charbarneau presented a draft Pepper Spray policy for review, noting that the policy covers the process of carrying pepper spray as well as the process needing to be followed if the pepper spray is administered. Hartman feels employees are currently limited on what they can use to defend themselves in a dangerous situation and allowing employees to carry pepper spray may actually be safer overall for both the employee and public. Harris notes that the policy requires department head approval and asked what happens if the department head denies a request. Discussion held with Committee agreeing for disagreements on allowing an employee to carry pepper spray should be brought before the LRES Committee. Motion by Harris to approve the Pepper Spray Policy with the discussed amendment. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

### **WAGE/BENEFIT PACKAGE FOR TELECOMMUNICATORS & CORRECTIONS**

Hartman discussed the ongoing hiring difficulties the county has faced for both Corrections Officer and Telecommunicator positions and the struggles the Sheriff's Office has faced due to staffing shortages. Hartman has met with his management staff and committee to discuss possible solutions. Since those discussions, there has been some improvements in recruiting so Hartman is bringing only a couple of the ideas to this committee for potential implementation as follows:

- **MAXIMUM COMPENSATORY TIME BANK INCREASE:** Hartman requests to increase the allowed compensatory bank and would prefer an increase from 37.5 hours to 100 hours but is willing to compromise with an increase to 80 hours. Hartman notes that this will not be an additional cost to the county since employees are not allowed to take compensatory time if it will create overtime for another employee. Discussion held.
- **SPECIAL ACTIVITY PAY-FIELD TRAINING OFFICER:** Hartman requests additional pay for both Corrections Officers and Telecommunicators for training, in which the employee would receive one additional hour of pay for every five hours of training they provide for both one-on-one training and groups. Hartman discussed the additional work and responsibilities taken on by trainers. Discussion held.

**WAGE/BENEFIT PACKAGE FOR TELECOMMUNICATORS & CORRECTIONS (continued)**

- **STEP PLAN FOR TELECOMMUNICATORS:** Hartman requests to adopt the same pay plan for Telecommunicators as they previously did for Corrections Officers in which the first five steps of the pay plan are eliminated and these positions would have the ability to move up annually on the pay plan, pending a good performance evaluation. Hartman discussed the additional cost for this portion of the request and asks that the funds be added to his budget. Further discussion held with the Committee recommending that the Sheriff work to find the funds in his budget for the remainder of 2023 and to come back to the Committee to request contingency funds if he is unable to do so. Further discussion held on the pending changes to protected status for Corrections Officers.
- **PAID TIME OFF (PTO) INCREASE:** Not requesting at this time.
- **WEEKEND PAY:** Not requesting at this time.
- **OVERTIME BONUS PLAN:** Not requesting at this time.

Motion by Cushing to approve the updated step plan for Telecommunicators with the Sheriff working to find the funds in his current year budget, to increase the compensatory time bank maximum to 80 hours and to approve the Special Activity/Field Training pay. Second by Harris. All Committee members voting 'Aye'. Motion carried.

**2024 STAFFING REQUEST PROCEDURES**

Charbarneau discussed the annual staffing request procedure in which for the next calendar year, departments can ask for new employees or LTE's and request to continue current LTE positions. Discussion held, with Committee agreeing to review new requests that are received but felt there isn't a need to individually review ongoing requests. Charbarneau will proceed with the process and bring the requests to a future LRES Committee meeting.

**2024 LIMITED TERM EMPLOYEE (LTE) AND CITIZEN MEMBER WAGE SCHEDULE**

Charbarneau presented the 2024 LTE wage schedule, based on 90% of the previous year's wage schedule. Brief discussion held on the ability to recruit at the wages on the schedule. Motion by Cushing to approve the 2024 LTE and Citizen Member wage schedule as presented. Second by Winkler. All Committee members voting 'Aye'. Motion carried.

**FSA (FLEXIBLE SPENDING ACCOUNT) ANNUAL ENROLLMENT**

Charbarneau discussed the FSA benefit offered to employees which gives employees the ability to deduct money pre-tax from their paychecks to cover medical, vision, dental and/or dependent care expenses, if they meet eligibility requirements. The IRS occasionally increases the maximum amount allowed for the benefit but Charbarneau says the Committee has declined to raise the allowed maximum for the Oneida County FSA plans in previous years due to the potential increase in liability to the county in the event an employee uses all their annual FSA funds and leaves prior to the end of the year. Discussion held. Motion by Holewinski to allow the FSA account annual enrollment to follow the IRS maximum guidelines moving forward. Second by Winkler. All Committee members voting 'Aye'. Motion carried.

**CLOSED SESSION**

Motion by Holewinski, second by Winkler for the LRES Committee to go into closed session pursuant to Section 19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with the respect to litigation in which it is or is likely to become involved. (Topic: Case: 3:22-cv-00460-wmc)

**CLOSED SESSION (continued)**

Roll call vote taken with all members voting in the affirmative. Motion carried. Committee went into closed session at 2:31 p.m.

Staff present in closed session: Charbarneau, Lueneburg, Schreier, Newman and Fugle

**RETURN TO OPEN SESSION**

Motion by Cushing, second by Winkler to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 2:33 p.m.

Cushing reports in closed session, an update was provided on Case: 3:22-cv-00460-wmc and no motions or decisions were made.

**TRAVEL REQUEST – WCA CAP TEAM MEETING**

Charbarneau requests approval to attend the CAP Team Meeting in Madison and notes that she has funds in her budget to cover the travel expenses. Motion by Holewinski to approve the travel request as presented. Second by Cushing. All Committee members voting ‘Aye’. Motion carried.

**PUBLIC COMMENTS**

No public comments in the meeting room or on Zoom.

**FUTURE AGENDA TOPICS**

No topics discussed.

**FUTURE MEETING DATES**

~~April 27, 2023 at 9:00 a.m. CANCELED~~

May 10, 2023 at 9:00 a.m.

May 25, 2023 at 9:00 a.m.

**ADJOURNMENT**

Cushing announced the adjournment of the LRES Committee meeting at 2:37 p.m.

/s/Ted Cushing  
Ted Cushing, Committee Chairman

April 10, 2023  
Date

/s/Jenni Lueneburg  
Jenni Lueneburg, Committee Secretary

April 10, 2023  
Date