

LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
July 7, 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); Tina Smigielski (Finance); Grady Hartman (Sheriff); Russ Fisher (County Board)

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 AGENDA

Motion by Paszak to approve today’s agenda. Second by Hintz. All Committee members voting ‘Aye’. Motion carried.

APPROVAL OF MINUTES

Motion by Holewinski to approve the minutes of May 27th. Second by Cushing. All Committee members voting ‘Aye’. Motion carried.

APPROVE BILLS AND VOUCHERS

Charbarneau presented bills and vouchers in the amount of \$12,576.38 for Health Enhancement, Recruitment, FSA/HRA administration costs and benefits consulting. Motion by Hintz to approve the bills and vouchers as presented. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.

PUBLIC COMMENTS

No comments made.

HEALTH INSURANCE BENEFITS UPON DEATH OF ACTIVE EMPLOYEE

Hartman states based on insurance company policy, upon the death of an employee, the dependent’s coverage terminates at the end of the month of death. After the recent death of an Oneida County employee on May 29th, the dependent’s coverage was found to have ended on May 31st, which caused a lot of additional stress on the family. Hartman recommends that in the future, if an employee passes away and their family is on the county health plan, that the county covers the COBRA coverage for up to six months while the family searches for other coverage. Discussion held on similar benefits offered by other employers. Charbarneau says if approved, language would be added to the Employee Handbook. Fried voiced concerns about the county covering 100% of the premium when normally the county covers 90% - 95% of the premium, especially if there are death benefits available. Hartman explained that often, no death benefits are available until months after a death. Discussion held with Committee feeling the proposal is appropriate. Motion by Holewinski to adopt the proposed handbook change as presented for health benefits upon a death of an active employee. Second by Cushing. All Committee members voting ‘Aye’. Motion carried.

CLOSED SESSION

Motion by Hintz, second by Paszak to go into closed session pursuant to section 19.85 (1)(c) for purposes considering employment, promotion, compensation or performance evaluation data of any public employee (Assistant Corporation Counsel employment; ITS Director compensation), and section 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would

CLOSED SESSION (continued)

likely have a substantial adverse effect on the reputation of the person referred to in such data (Topic: Leave of Absence Request).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:10_a.m.

Staff and others present in closed session: Charbarneau, Lueneburg, Fisher, Smigielski and Fugle.

RETURN TO OPEN SESSION

Motion by Hintz, 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 9:38 a.m.

No motions were made in closed session. Upon return to open session, the following motions were made:

Motion by Fried to approve moving the ITS Director to Step 9 on the Exempt wage schedule. Second by Hintz. Roll call vote taken with all members voting in the affirmative. Motion carried.

Motion by Holewinski to approve the Leave of Absence for the ADRC employee, to be reviewed in 60 days. Second by Cushing. Roll call vote taken with all members voting in the affirmative. Motion carried.

AFFIRMATIVE ACTION PLAN

Charbarneau reviewed previous discussion regarding the county's exemption from having an Affirmative Action Plan in place but recent contracts firmly insisting on providing an Affirmative Action Plan. Charbarneau says the county's hiring practices have always followed requirements and are included in the county's Civil Rights Compliance Plan. Charbarneau gathered several other county's Affirmative Action Plans and has now put together a draft Oneida County plan for the Committee's review. Fried asked if the county loses their exemption if an Affirmative Action Plan is implemented. Charbarneau says regardless if an Affirmative Action plan is in place, the county is still exempt from the requirement. Charbarneau says the draft plan has already been reviewed and approved by Corporation Counsel. Motion by Fried to adopt the Oneida County Affirmative Action Plan created on July 2, 2021 and put into the Employee Handbook. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

EMPLOYEE COMPENSATION

COMPENSATORY TIME AND OVERTIME: Charbarneau summarized discussions held by the Funding Opportunities Committee regarding PTO (Paid Time Off), compensatory time and overtime. Charbarneau explained that the Sheriff's Office is the biggest user of overtime and comp. time due to the nature of the job, and based on union contract, changes would have to be bargained in order to implement. Hartman says he's discussed hiring more Deputies versus continuing with overtime and comp. time in order to meet the needs of the department and it's been agreed that based on cost and hiring difficulties, overtime and compensatory time is the best option to meet the public's needs at this point. Hartman summarized the extra duties carried out by a Sheriff's Deputy over a municipal Police Officer. Hartman also discussed the hiring process, noting that even once a Deputy is hired, extensive training is needed, therefore requiring overtime to meet training requirements while still providing the needed coverage for the department. Charbarneau notes that the Highway has similar needs and feels compensatory time is a great tool to help many Oneida County departments meet public needs as they increase and change throughout the year. Smigielski feels

EMPLOYEE COMPENSATION

COMPENSATORY TIME AND OVERTIME (continued): compensatory time can be complicated, since it can be earned at one rate and paid out later at a higher rate as pay increases are granted. Further discussion held regarding compensatory time and the differences between compensatory time and flex time. Smigielski encourages the Committee to put any updated rules in place prior to the new accounting/payroll software implementation so the parameters can be set with the implementation. Fried emphasized the need to be consistent with the rules.

PTO (PAID TIME OFF): Hartman discussed the various benefits that were given up at the implementation of PTO such as longevity pay and reduced leave time which were a cost savings to the county but feels employees gained flexibility with their leave time with the implementation of PTO. Hartman feels the county savings should have been put into a bank to help with PTO payouts that occur at termination and retirement. Holewinski says putting away savings isn't possible and suggests "grandfathering" employees on PTO and compensatory time banks, similar to what was done during retiree health changes and implementing updated policies with the new employees moving forward. Smigielski emphasized the importance of getting the rules cleaned up so there are no issues in the future. The Committee directed Charbarneau to gather costs on recent PTO payouts received by terminated/retired employees and bring back to the Committee prior to discussing with the Department Heads in order to get an idea of costs up to this point. Charbarneau discussed the need to only list PTO in hours moving forward so employees don't feel they are losing time when moving them to the market 2080 annual hours. Charbarneau also feels the Committee needs to revisit removing Closure Days from the PTO banks to reduce confusion and help simplify PTO bank management by employees.

Cushing left the meeting at 10:16 a.m.

PUBLIC COMMENTS

No comments made.

FUTURE AGENDA TOPICS

- Compensatory Time, Paid Time Off and Overtime
- Salaried employees to market hours
- Procedure for variances from wage schedule
- Administrative structure of Oneida County

FUTURE MEETING DATES

- July 22, 2021 at 10:00 a.m.
- August 4, 2021 at 9:00 a.m.
- August 18, 2021 at 9:00 a.m.

ADJOURNMENT

Fried announced the adjournment of the LRES Committee meeting at 10:24 a.m.

/s/Ted Cushing
Ted Cushing, LRES Committee Chairman

July 22, 2021
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Committee Secretary

July 22, 2021
Date