

**LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES**  
**Committee Room #2, Oneida County Courthouse**  
**December 7, 2021 9:00 a.m.**

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

**LRES COMMITTEE MEMBERS ABSENT:**

**ALSO PRESENT IN PERSON:** Lisa Charbarneau, Jenni Lueneburg (LRES); Karl Jennrich (Planning & Zoning); Tina Smigielski (Finance); Mike Fugle, Andrew Kaftan (Corporation Counsel); Dan Hess (Sheriff's Office); Steven Schreier (County Board)

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

Chairman Cushing called the LRES Committee to order at 9:00 a.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 AMENDED AGENDA**

Motion by Paszak to approve amended agenda and to take items out of order on agenda. Second by Fried. All Committee members voting 'Aye'. Motion carried.

**APPROVAL OF MINUTES**

Motion by Fried to approve the minutes of November 10, 2021. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

**APPROVE BILLS AND VOUCHERS**

No discussion.

**PUBLIC COMMENTS**

No comments by participants present in the meeting room; no public participants present on Zoom.

**CLOSED SESSION**

Motion by Fried, second by Holewinski for the LRES Committee 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; and section 19.85(1)(f) for purposes of considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data; and section 19.85(1)(g) for purposes of conferring with legal counsel concerning strategy to be adopted by the government body with the respect to litigation in which it is or is likely to become involved. (Topics: Exempt Salary Compensation; Assistant Corporation Counsel Compensation; Closed session minutes of September 29, October 13 and October 26, 2021; Support Services Administrator Performance Compensation; Investigation of public employee/complaint; preliminary discipline Assistant Planning & Zoning Director).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:04 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Jennrich, Fugle, Kaftan, Smigielski and Hess

### **RETURN TO OPEN SESSION**

Motion by Holewinski, second by Hintz to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 10:51 a.m.

Fried reports that Cushing left the meeting during closed session and Fried took over as Chairman.

Fried reports that a motion was made and approved in closed session to approve the closed session minutes of September 29<sup>th</sup>, October 13<sup>th</sup> and October 26<sup>th</sup>.

Motion by Holewinski to approve the additional increase to Step 14 for the Support Services Administrator based on her performance evaluation.

### **2022 HEALTH INSURANCE ENROLLMENTS UPDATE**

Lueneburg provided health plan enrollment numbers from 2021 to 2022, and summarized the changes. Fried discussed his hopes for the Health Insurance Committee to get back together in the coming year to discuss possible changes for the 2023 plan year.

### **NEARSITE CLINIC 2021 BUDGET**

Charbarneau provided the expenses incurred and paid for by the County for the 2021 Nearsite Clinic, noting that \$81,574 was spent of the \$90,000 budgeted amount as of October 31<sup>st</sup> billings. Charbarneau says September billings were \$14,981 and October billings were \$19,991. Based on the annual exam requirement for the health plan, the November billings will be very similar to September and October, which will put the budget for the Nearsite Clinic way over. Charbarneau discussed the possibility of using some of her unspent wellness line items to cover the potential overages. Lueneburg provided details regarding the current health plan options for employees and the history of the Nearsite Clinic. Fried says the Nearsite Clinic no longer helps with health plan costs as it once did and notes that the Nearsite Clinic was approved for 2021 under the condition that once funds ran out, the Nearsite Clinic benefit would end. Discussion held with the Committee agreeing to end the Nearsite Clinic for the remainder of the year due to lack of funding beginning December 8<sup>th</sup> with the exception of covering any annual exams already scheduled through the end of 2021 as of today.

### **2022 LONG RANGE PLAN**

Charbarneau discussed the LRES Long Range Plan for 2022. Charbarneau discussed training possibilities to address burnout and safety. Charbarneau says discussions were previously held regarding the need for an EAP (Employee Assistant Program) but the funds needed for this service were not included in the 2022 budget. Charbarneau says based on the events of the last two years with the pandemic, she feels an EAP is needed, which provides counseling and resources for employees. Discussion held on the Long Range topic of Employee Handbook amendments, with Fried noting that a massive overhaul of the Employee Handbook should be done in a short period of time over a couple meetings in order to be effective. Fried also feels that the a list of defined duties and responsibilities needs to be established and provided to the County Board, so they are aware of who to go to for resources without overwhelming only certain employees. Brief discussion held regarding mask requirements. Charbarneau notes that administrative structure is discussed frequently and adding this to the LRES Long Range Plan for further review would be a good idea; Committee concurs. Motion by Fried to accept the LRES Long Range Plan with the added revisions as discussed. Second by Holewinski. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENTS**

No public participants present in the meeting room; no comments by participants present on Zoom.

**FUTURE MEETING DATES**

December 21, 2021 at 9:00 a.m. (tentative)

Jan 5, 2022 at 9:00 a.m.

January 20, 2022 at 10:30 a.m.

**ADJOURNMENT**

Fried announced the adjournment of the LRES Committee meeting at 11:22 a.m.

/s/ Ted Cushing  
Ted Cushing, LRES Committee Chairman

01-05-2022  
Date

/s/ Jenni Lueneburg  
Jenni Lueneburg, Committee Secretary

01-05-2022  
Date