

## LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

September 7, 2011

MEETING CALLED TO ORDER by Chairman John Young at 9:00 a.m. at the Oneida County Courthouse, First Floor Conference Room.

COMMITTEE MEMBERS PRESENT: John Young, Ted Cushing, Scott Holewinski, Paul Dean and Sonny Paszak.

COMMITTEE MEMBERS ABSENT: none.

ALSO PRESENT: Lisa Charbarneau (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corp Counsel); Peter Wolk, Gary Baier, John Hoffman (Supervisor); Tom Leighton (Register of Deeds); Paul Spencer (Social Services).

The Chairman noted that this meeting of the Labor Relations/Employee Services Committee had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

Motion by Dean, second by Holewinski to approve the amended agenda for the present meeting. Motion carried; all ayes.

Motion by Holewinski, second by Cushing to approve the bills and vouchers as presented. Motion carried; all ayes.

### **Social Services Staffing**

Paul Spencer gave an update to the committee on staffing for his department for 2012. He explained to the committee that his goal for 2012 was to absorb all the budget cuts and reductions totaling \$272,000. Spencer told the committee it affected his staffing and two positions will be eliminated. The first is the Child Support Supervisor and the second is a social worker position which the department is trying to contract out for services and will make a determination if the contracting is working. He also told the committee that the Social Services Committee elected to keep Economic Support within the County and will be taking a resolution to the County Board to try this new arrangement for one year. Spencer said after one year the committee and department will review the program and make recommendations on whether to continue.

### **Social Worker Vacancy Review**

Motion by Cushing, second by Dean to approve the Social Worker vacancy appeal as presented. Motion carried; all ayes.

**Deputy Register of Deeds I Vacancy Review Appeal**

Tom Leighton came before the committee with a request to fill a vacant Deputy Register of Deeds I in his office. He explained that the vacancy was created by a recent retirement in his office. Leighton explained to the committee what deadlines his office is currently facing and they are keeping their head above water but some things are not getting done.

A question was raised regarding whether this position is on the tax levy.

Sorenson responded that the position expenses affect the tax levy, as it is supported by fees. She continued that when revenues exceed expenses there is a positive affect to the levy.

Leighton told the committee that the Finance Committee raises expected revenues in his budget by fifty to one hundred thousand dollars every year. He continued that he presents a realistic budget, but the committee raises the revenues.

Holewinski asked if the Vacancy Analysis form had been completed and if the position had been vacant for six months.

Leighton responded that he had not completed the form and the position had been vacant since June.

Paszak suggested the use of a Limited Term Employee for 600 hours. Leighton told the committee that he does not have time to train an LTE; therefore it is no good to him.

Motion by Young, second by Holewinski to postpone the Register of Deeds Deputy I position until the next meeting to allow the department head to complete the vacancy analysis form. Motion carried; all ayes.

**Employee Handbook Update**

Sorenson indicated that there were a couple of items that were still being reviewed; however the document should be back to the LRES Committee at their next meeting.

**LRES Department Job Descriptions**

Motion by Cushing, second by Holewinski to approve the HR Director job description as corrected. Motion carried; all ayes.

**Resolution: Human Resource Director**

Motion by Cushing, second by Paszak to approve the resolution eliminating the County Coordinator position and creating a Human Resources Director position at Grade Level 19 of the Non-represented Classification and Pay Plan. Motion carried; all ayes.

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Motion by Cushing, second by Dean to approve the resolution to appoint Lisa Charbarneau as Human Resources Director at Grade Level 19, Step 4. Motion carried; all ayes.

**Resolution: Employee Services Manager**

This topic was postponed to a future agenda.

**Ordinance Amendment Chapter 4 Update**

Motion by Cushing, second by Paszak to approve the Ordinance Amendment to Chapter Four and provide a copy of the new grievance policy to the county board. Motion carried; all ayes.

**Executive Session**

Motion by Cushing, second by Holewinski to adjourn to closed session pursuant to section 19.85 (1) (f) Wis. Stats to (1) 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 (4) for purposes of conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Roll call vote taken with all voting in the affirmative. Motion carried. Topic: Leave of Absence

Discussion held in closed session.

Motion by Cushing, second by Paszak to return to open session. Roll call vote taken with all voting in the affirmative.

Motion by Holewinski, second by Dean to extend a leave of absence without pay for Sheriff's Department employee as presented. Motion carried; all ayes.

Motion by Holewinski, second by Dean to extend a leave of absence without pay for a Sheriff's Department employee and conduct a fitness for duty exam. Motion carried; all ayes.

**2012 LRES Department Budget**

Motion by Holewinski, second by Dean to approve the 2012 LRES Department budget as presented and forward on to the Finance Committee. Motion carried; all ayes.

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**Wellness/Health Updates**

Young informed the committee that the health risk assessments had been completed for approximately sixty employees. Each employee who participated received twenty dollars in cash as an incentive.

**Future Meeting Dates**

September 21, 2011           9:00a.m.

October 5, 2011             9:30a.m.

October 19, 2011           9:00a.m.

Motion by Holewinski, second by Cushing to adjourn. Motion carried; all ayes.

Meeting adjourned at 10:45 a.m.

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John R. Young, Chairman

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Lisa Charbarneau, Comm. Secretary