

# **JOINT LABOR RELATIONS/EMPLOYEE SERVICES & BUILDINGS AND GROUNDS COMMITTEE MINUTES**

**January 25, 2012**

## **CALL TO ORDER**

Chairman Young called the LRES Committee to order at 9:00 a.m. in the first floor conference room of the Oneida County Courthouse. Chairman Sharon called the Buildings & Grounds Committee to order at 9:02 a.m. It was noted that this meeting had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

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

**LRES COMMITTEE MEMBERS ABSENT:** None

**BUILDINGS & GROUNDS COMMITTEE MEMBERS PRESENT:** Jim Sharon, John Hoffman, Scott Holewinski and Paul Dean.

**BUILDINGS & GROUNDS COMMITTEE MEMBERS ABSENT:** Bill Fried (excused)

**ALSO PRESENT:** Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corporation Counsel); Curt Krouze (Buildings & Grounds); Paul Spencer (Social Services); Dianne Jacobson (Dept. on Aging); Freeman Bennett, Patti Wrycha, Jeri Cooper (Highway); Mary Bartelt (County Clerk) ; Carol Pederson, Bob Metropulos, Peter Wolk, Gary Baier (Supervisors)

## **APPROVE AGENDA**

Motion by Cushing, second by Holewinski of the LRES Committee to approve the joint agenda for the present meeting. Motion carried; all ayes.

Motion by Dean, second by Hoffman of the Buildings & Grounds Committee to approve the joint agenda for the present meeting. Motion carried; all ayes.

## **EXECUTIVE SESSION**

Motion by Cushing, second by Paszak; Motion by Hoffman, second by Dean to adjourn into closed session pursuant to section 19.85(1) (c), (f), & (g), Wis Stats., to: (1) consider the employment and performance evaluation of an Oneida County employee; and, (2) 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, (3) 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.

Discussion held in closed session.

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

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

The following motion was made during the above closed session and announced in open session:

Motion by Holewinski, second by Hoffman to not make a decision on this personnel matter until all documents are read and come back at a later date to make a final determination. Roll call vote taken; all voting aye.

Motion by Hoffman, second by Holewinski to adjourn the joint meeting at 10:03 a.m.

**The LRES Committee continued with the remainder of their agenda.**

Motion by Paszak, second by Cushing to approve the minutes of January 10, 2012. Motion carried; all ayes.

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

**PTO PAYOUT**

Lisa Charbarneau explained that in the Employee Handbook it stated that PTO over 1000 hours would be paid out the second payroll in January 2012. Brian Desmond stated that the employees were under union contract until January 6<sup>th</sup> and we could not enforce this until after that date.

Motion by Cushing, second by Dean to follow Corporation Counsel's advice to wait to pay out PTO at end of December 2012. Motion carried; all ayes.

**HIGHWAY WORK WEEK**

Freeman Bennett came before the Committee to request a work week of Monday thru Sunday saying that he could control his overtime better.

Holewinski stated that he thought a work week from Saturday to Friday would be the biggest opportunity to save money.

Motion by Cushing, second by Paszak to approve the Highway Departments work week from Monday to Sunday, but the pay period will remain from Saturday to Friday. All Nays; motion failed.

Motion by Cushing, second by Young that Highway workweek will remain as is, being Saturday to Friday, matching payroll schedule. All Ayes; motion passed.

**HIGHWAY MAINTENANCE WORKER TO EQUIPMENT OPERATOR I**

Freeman Bennett came before the Committee to explain that in the past the highway maintenance workers moved to equipment operator I status after 3 years of employment. The employee handbook no longer has that automatic progression. They would now have to wait for an opening

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in order to move up. Bennett would like to request that his two highway maintenance workers are moved to equipment operator I status.

Motion by Paszak, second by Holewinski to approve reclassification of highway maintenance worker positions to equipment operator I positions. All ayes; motion carried.

### **ADRC SPECIALIST**

Dianne Jacobson came before the Committee to request three ADRC Specialist positions that will provide one-on-one assistance that will be funded fully by state aids. She stated that she discussed wages with Lisa Charbarneau and they will be placed at a grade level 12 on the courthouse wage schedule.

Motion by Paszak, second by Dean to approve the three Long Term Care ADRC Specialist positions. All ayes; motion carried.

Motion by Cushing, second by Holewinski to approve the resolution to create the ADRC specialist positions at a grade level 12 and forward to County Board for approval. Motion carried; all ayes.

### **SOCIAL SERVICES MANAGEMENT STAFF RE-ORGANIZATION**

Paul Spencer presented a re-organization of his management staff. Due to a retirement in his management staff now was the opportunity to restructure. He stated they needed to look to the future and create a structure that would last a long time. He stated that he and Lisa Charbarneau looked at the non-rep pay scale and slotted everyone accordingly.

Motion by Holewinski, second by Cushing to accept the Social Services management staff as presented. Motion carried; all ayes.

Motion by Cushing, second by Dean to approve the resolution for Social Services management re-organization and forward to County Board for approval. Motion carried; all ayes.

### **SOCIAL WORK SUPERVISOR VACANCY REVIEW**

Paul Spencer explained to the Committee that due to a retirement he has a Social Work Supervisor position to be filled.

Motion by Paszak, second by Holewinski to approve the Social Worker Supervisor position to be filled. Motion carried; all ayes.

### **COUNTY CLERK DEPUTY I/ELECTION SPECIALIST INCREASE**

Mary Bartelt asked the Committee to increase her Deputy I/Election Specialist position from 50% to 80% for the remainder of the year due to all the extra work with the elections.

Motion by Paszak, second by Holewinski to increase the Deputy I/Election Specialist from 50% to 80% for 2012 only with money to be taken out of the contingency fund. Motion carried; all ayes.

**EMPLOYEE SERVICES MANAGER/RESOLUTION**

Lisa Charbarneau came before the Committee to request filling the Employee Services Manager position that has been vacant for 6 months. She explained that the position had been upgraded from a grade level 10 to a grade level 13 when the County Coordinator shifted more

administrative duties to that position. Those administrative duties have now been shifted to the Human Resources Director and the Employee Services Manager position will go back to a grade

level 10 on the non-rep pay schedule. This position was intended to work with employees' questions/problems, recruitment, orientation, etc.

Motion by Dean, second by Holewinski to approve filling the Employee Services Manager position and to approve the resolution to downgrade the position from a GL13 to a GL10 on the non-rep pay schedule. Motion carried; all ayes.

**WELLNESS/HEALTH UPDATES**

John Young discussed the idea of having a 5-person wellness committee in the future.

Lisa Charbarneau told the Committee about an idea for potential savings on health insurance that she going to check into.

**OUT-OF-COUNTY TRAVEL**

Motion by Holewinski, second by Paszak to approve Lisa Charbarneau to travel to Madison for the Legislative Exchange on Feb. 7<sup>th</sup> and 8<sup>th</sup>. Motion carried; all ayes.

**MEETING DATES**

February 02	9:00 a.m. Bargaining
February 15	9:00 a.m.
February 29	9:30 a.m.

**FUTURE AGENDA TOPICS**

Place vacancy dollars on agenda in three months.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

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

Meeting adjourned at 11:48 a.m.