

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES

September 12, 2012

CALL TO ORDER

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the first floor conference room of the Oneida County Courthouse. 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: Ted Cushing, Sonny Paszak, Scott Holewinski, Carol Pederson and Billy Fried.

LRES COMMITTEE MEMBERS ABSENT: None

ALSO PRESENT: Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corporation Counsel); Jeff Hoffman, John Sweeney (Sheriff Dept.); Brenda Behrle (Clerk of Courts); Scott Moller (District Attorney); Dianne Jacobson (Dept. on Aging); Linda Conlon (Public Health); John Bilogan (Forestry); Ken Kortenhof (Emergency Management); Mike Romportl (Land Information); Erica Brewster (UW Extension); Michelle Sadauskas, Jean Hansen (Land Conservation); Candy Sorenson (Supervisor); Marcus Neemann (River News)

APPROVE AGENDA

Motion by Paszak, second by Pederson to approve the agenda for the present meeting. All ayes; motion carried.

APPROVE MINUTES

Motion by Holewinski, second by Pederson to approve the minutes of August 08, 2012 as presented. All ayes; motion carried.

BILLS & VOUCHERS

Motion by Fried, second by Paszak to approve the bills and vouchers as presented. All ayes; motion carried.

2013 STAFFING REQUESTS

SHERIFF

Sheriff Hoffman came before the committee to request the approval of his Patrol Deputy School Resource Officer for 2013. He stated this position is funded by the school district and by the county when not in school.

Motion by Holewinski, second by Paszak to approve the School Resource Officer position for 2013. All ayes; motion carried.

Sheriff Hoffman requested the renewal of the Patrol Deputy-State Community Policing Grant position that serves the north western area of the county. This position is partially funded by grants.

Motion by Paszak, second by Pederson to approve State Community Policing Grant position for 2013. All ayes; motion carried.

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Sheriff Hoffman explained to the Committee that the LTE Dive Team created in 2007 continues to be an important part of public safety. He stated the bulk of the money was used for training.

Motion by Paszak, second by Fried to approve the LTE Dive Team for 2013. All ayes; motion carried.

The last request by Sheriff Hoffman was to renew the three LTE Correction Officer positions. He explained that this was a cost savings to the County because it allowed them to cut their overtime budget.

Motion by Holewinski, second by Pederson to approve the 3 LTE Correction Officer positions for 2013. All ayes; motion carried.

CLERK OF COURTS

Brenda Behrle came before the Committee for her annual request for LTE Bailiffs. She explained they are appointed by the Judges and used on an as needed basis.

Motion by Holewinski, second by Paszak to approve the LTE Bailiffs as presented for 2013. All ayes; Motion carried.

Behrle also requested the approval for the creation of a 50% Deputy Clerk position. She stated they are currently short staffed specifically with the increase with the criminal traffic work. They have scanning that needs to be done and have not had time to do any cross-training.

Holewinski remarked that the number of cases presented showed they have been going down and they need to work with what they have.

Behrle said they have garnishments, etc. that are not truly reflected in those numbers.

Margie Sorenson said it is cheaper to pay overtime than create a new position. You need to have over a thousand hours of overtime to justify a new position and you currently are not meeting those hours.

Motion by Holewinski, second by Fried to deny the request for a 50% Deputy Clerk position. Roll Call vote taken with all ayes; motion carried.

DISTRICT ATTORNEY

Scott Moller came before the Committee to request approval for their Summer Intern position. It is a 10-week program in cooperation with the Wisconsin Law School. The County pays 50% and the Law School pays 50%. He stated the department has had this position for many years and it is a great help during the summer months.

Motion by Fried, second by Pederson to approve the Summer Intern position for 2013. All ayes; motion carried.

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DEPARTMENT ON AGING

Dianne Jacobson came before the Committee with her standard LTE requests for Fitness Leader, Dining Site Managers, Substitute Bus Driver and Receptionist. She stated that none of these positions would be funded by the tax levy.

Motion by Paszak, second by Pederson to approve all Department on Aging LTE staffing requests as presented for 2013. All ayes; motion carried.

PUBLIC HEALTH

Linda Conlon presented her standard LTE requests that are funded through grants and revenue and include the WIC Program Peer Breastfeeding Counselor, Nurse Clinician, Clerical, WIC Registered Dietitian and Public Health Nurse.

Motion by Holewinski, second by Paszak to approve the Public Health LTE staffing requests as presented for 2013. All ayes; motion carried.

EMERGENCY MANAGEMENT

Ken Kortenhof presented 3 LTE positions to the Committee for Deputy Emergency Management Director, HazMat Chief and per diem payment for Volunteer HazMat Members.

Motion by Holewinski, second by Pederson to approve the 3 LTE positions as presented for 2013. All ayes; motion carried.

CIRCUIT COURT

Lisa Charbarneau explained to the Committee that the LTE Law Clerk/Court Commissioner is a yearly contract that is split three ways between Vilas County, Branch I and Branch II and runs from June to June.

Motion by Fried, second by Paszak to approve the LTE Law Clerk position as presented. All ayes; motion carried.

Billy Fried was excused from the LRES meeting at 10:15 to attend the Public Safety Committee meeting.

FORESTRY

John Bilogan came before the Committee to request an SFI LTE Forester. This position is funded 50% through grants and 50% tax levy.

Motion by Holewinski, second by Paszak to approve the SFI LTE Forester position as presented for 2013. All ayes; motion carried.

Bilogan continued with a request for a County Forest LTE to do 100% timber sales.

Motion by Holewinski, second by Pederson to approve the County Forest LTE for 2013 as presented. All ayes; motion carried.

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The next request by Bilogan was for an LTE Park Ranger to work the night shift patrolling parks and campgrounds.

Motion by Holewinski, second by Paszak to approve the LTE Park Ranger for 2013. All ayes; motion carried.

Bilogan's last request was for a County Parks LTE to do cleaning and painting.

Motion by Paszak, second by Holewinski to approve the County Parks LTE position for 2013. All ayes; motion carried.

VETERAN SERVICES

Lisa Charbarneau reported to the Committee there are two conferences per year that the Veteran Service Officer and her secretary need to attend in order to maintain their accreditation. They are requesting an LTE Receptionist to cover their attendance at these conferences.

Motion by Holewinski, second by Pederson to approve the LTE Receptionist position for 2013. All ayes; motion carried.

HIGHWAY

Lisa Charbarneau explained to the Committee that this was an annual request from the Highway for 4 Summer LTE positions to do flagging, cutting grass; patching and tree clean up work.

Motion by Holewinski, second by Pederson to approve the Highway Summer LTE positions as presented for 2013. All ayes; motion carried.

Charbarneau brought to the Committee a request for 8 LTE Winter Snowplow Drivers. These positions will be used as emergency snow plow drivers.

Motion by Holewinski, second by Paszak to approve the Winter LTE positions as presented. All ayes; motion carried.

UW EXTENSION/LAND CONSERVATION

Erica Brewster came before the Committee to request an LTE Summer Horticulture Assistant and stated there will be funding of at least \$500 for the position. This position works 280 hours answering questions about plants, insects, Farmer's Market and Master Gardener's program.

Motion by Paszak, second by Pederson to approve the LTE Summer Horticulture Assistant position for 280 hours for 2013. All ayes; motion carried.

Brewster then requested a LTE Fair Treasurer position to do the tracking of fair finances. This will replace the former position of fair secretary.

Motion by Paszak, second by Pederson to approve the LTE Fair Treasurer position as presented for 2013. All ayes; motion carried.

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The next position brought by Brewster was for the LTE Fair Manager position. This position provides overall management of the Oneida County Fair. The rate of pay has been lowered from \$16 per hour to \$12 per hour for a maximum of 400 hours.

Motion by Paszak, second by Pederson to approve the LTE Fair Manager position as presented for 2013. All ayes; motion carried.

Michelle Sadauskas came before the Committee to request 4 LTE AIS Project Assistants to conduct watercraft inspections, educational outreach and monitoring for aquatic invasive species. She explained that the positions are all grant funded.

Motion by Pederson, second by Holewinski to approve the 4 LTE AIS Project Assistant positions as presented for 2013. All ayes; motion carried.

Brewster came before the Committee to explain that the position of Northwoods Saves Financial Counselor was supported by private donations and in the past received support from a private foundation grant. The economic downturn resulted in the elimination of grant opportunities. This position would need to be added to the tax levy.

Motion by Paszak, second by Holewinski to deny the position of Northwoods Saves Financial Counselor being added to the County tax levy. Roll call vote taken with all voting aye; motion carried.

Brewster's last request was for LTE Temporary Office Support to help during overload times such as the summer months, special events and answering phones and front desk customer support.

After much discussion it was decided they could come back and make a request for an LTE around Fair time.

Motion by Paszak, second by Holewinski to deny the LTE Temporary Office Support position. All ayes; motion carried.

UW EXTENSION AGENT CONTRACTS

Ericka Brewster presented the contract between Oneida County and the University of Wisconsin System for the CNRED Educator, 4H Youth Development Educator and the Family Living Agent. This has always been a 60/40 split with the County paying 40%.

Motion by Holewinski, second by Pederson to approve the agent contract as presented. All ayes; motion carried.

RESOLUTION: APPOINT COUNTY CONSERVATIONIST

Motion by Cushing, second by Paszak to approve the resolution to appoint Jean Hansen to the position of County Conservationist at Grade Level 11, Step 2 on the Non-represented Classification and Pay Plan. All ayes; motion carried.

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LAND INFORMATION 2012 LTE REQUEST

Lisa Charbarneau told the Committee that the Land Information department was requesting an LTE Land Surveyor for the fall of 2012 for land surveying work.

Motion by Holewinski, second by Paszak to approve the LTE Land Surveyor position for 2012. All ayes; motion carried.

HEALTH INSURANCE: ANNUAL PHYSICALS

Lisa Charbarneau asked the Committee to approve the implementation of mandatory annual physicals for employees and spouses on our insurance plan. Insurance premiums would increase by \$100 per month if both employee and spouse do not comply and \$50 per month if one of them does not comply. Physicals must be completed by December 31st.

Motion by Pederson, second by Paszak to approve the plan for annual physicals as presented. All ayes; motion carried.

WAGE STUDY

Lisa Charbarneau told the Committee she has been attending meetings looking at wage studies. She stated the current pay schedule is out-of-date. Other counties have merged everybody into one pay schedule. They have gone to a weighted pay schedule using both government and private sector wages. She will look into cost estimates to do a wage study and move forward.

2013 LRES BUDGET

Lisa Charbarneau presented the LRES budget for 2013 with a decrease in the legal services line item.

Motion by Holewinski, second by Paszak to approve the 2013 LRES budget. All ayes; motion carried.

FAMILY COURT COMMISSIONER RE-ORGANIZATION

Lisa Charbarneau told the Committee that after talking to Paul Spencer who did a time study with his employee doing the clerical work for the Commissioner that it currently is taking 2 hours per day but could be less with her skill set improving. There was concern regarding a conflict of interest and is being reviewed by the Judges and Brian Desmond.

EXECUTIVE SESSION

Motion by Holewinski, second by Paszak to adjourn into closed session pursuant to section 19.85(1) (c), (e), (f), & (g), Wis Stats., to: (1) consider the employment and performance evaluation of an Oneida County employee; and, (2) for purposes of deliberating the County's position in a matter relating to collective bargaining under subch. I, IV, or V of ch 111, stats. when bargaining reasons require a closed session; and, (3) 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

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respect to litigation in which it is or is likely to become involved. (Topics: Bargaining, Leave of Absence Request) Roll call vote taken with all voting in the affirmative. Motion carried.

Discussion held in closed session.

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

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

Motion by Holewinski, second by Paszak to approve a leave of absence until October 17 provided the employee pay all costs by September 20th. Roll Call vote with all voting in the affirmative; motion carried.

WELLNESS/HEALTH UPDATES

Linda Herrmann told the Committee they had 67 participants for the Health Risk Assessments (HRA) held in August.

OUT-OF-COUNTY TRAVEL

Charbarneau informed the Committee that Ruder-Ware was sponsoring a seminar on Health Care Reform.

Motion by Holewinski, second by Cushing to approve attendance at the Ruder-Ware Health Care Reform seminar for three people. All ayes; motion carried.

FUTURE MEETING DATES

September 26 9:00 a.m.

October 17 9:00 a.m.

October 31 9:00 a.m.

FUTURE AGENDA TOPICS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Cushing, second by Pederson to adjourn. All ayes; motion carried.

Meeting adjourned at 12:50 p.m.

Ted Cushing, Chairman

Linda Herrmann, Committee Secretary