

LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE MINUTES

March 14, 2008

**MEETING CALLED TO ORDER** by Vice Chairman Ted Cushing at 9:00 a.m. at the Oneida County Courthouse, First Floor Conference Room.

**COMMITTEE MEMBERS PRESENT:** Ted Cushing, Paul Dean, Scott Holewinski and Charles Wickman.

**COMMITTEE MEMBERS ABSENT:** John Young (excused).

**ALSO PRESENT:** John Potters, Lisa Charbarneau (Labor Relations/Employee Services); Margie Sorenson (Finance); Dianne Jacobson (Department on Aging); Chrissy Woller (Health); Tom Leighton (Register of Deeds).

The Vice 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 Wickman to approve the amended agenda for the present meeting. Motion carried; all ayes.

Motion by Holewinski, second by Dean to approve the minutes of February 13, 2008. Motion carried; all ayes.

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

Dianne Jacobson came before the committee with a request for a Site Manager LTE for the Lakeland dining site. Dianne explained that, in the past, this position was employed by the Lakeland dining site and subsidized by the Department on Aging. With recent changes regarding the preparation of meals, the position is now being paid directly by the Department on Aging.

Chuck Wickman noted that there is a strong following at the Lakeland Senior Center, several groups meet there regularly.

Margie Sorenson noted that the hours requested are the equivalent of a 60% position and could be an issue with the union.

Motion by Wickman, second by Dean to approve the LTE Nutrition Site Manager for the Lakeland dining site. Motion carried; all ayes.

Chrissy Woller came before the committee with a request to fill a vacant Sanitarian position.

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Motion by Dean, second by Holewinski to approve the Sanitarian vacancy. Motion carried; all ayes.

Tom Leighton came before the committee with a request to fill a vacant position in his office.

Motion by Holewinski, second by Wickman to approve the Deputy Register of Deeds I vacancy. Motion carried; all ayes.

The committee reviewed line item transfers for the LRES budget for 2007.

Motion by Holewinski, second by Wickman to approve the 2007 LRES budget line item transfers as presented. Motion carried; all ayes.

John Potters told the committee that he had met with Ken Kortenhof regarding his role as County Coordinator as it relates to Emergency Management. Potters indicated that there would be additional training required, however not urgent.

The committee received a draft of an initial employee handbook that John Potters had been working on. Potters told the committee that in putting the document together he found conflicting information in the County Code that would need to be addressed. He continued that he would work with department heads in creating a mission statement for the County.

The committee asked for the Employee Handbook to be placed on a future agenda.

Potters told the committee that he has been attending the Department on Aging building committee meetings and could serve as an information source if anyone had questions. Potters gave a brief overview of the meetings he has attended to date.

The committee reviewed a travel request for John Potters to attend WERC Training in Madison in May.

Motion by Cushing, second by Wickman to approve John Potters attendance at the WERC Training in Madison as presented. Motion carried; all ayes.

The following meeting dates were set:

March 26, 2008	9:00 am
April 9, 2008	9:00 am
April 23, 2008	9:00 am

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

Meeting adjourned at 10:00am.

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John R. Young, Chairman

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Lisa Charbarneau, Comm. Secretary