

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES

June 11, 2014

CALL TO ORDER

Vice Chairman Fried 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: Carol Pederson, Billy Fried, Sonny Paszak and Dave Hintz.

LRES COMMITTEE MEMBERS ABSENT: Ted Cushing- Excused

ALSO PRESENT: Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corporation Counsel); Mary Rideout (Social Services); Erica Brewster (UW Extension); Jean Hansen (Land & Water Conservation); Sheriff Grady Hartman (Sheriff Dept.); Bill Freudenberg, Robb Jensen, Bob Mott (Supervisors)

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Pederson, second by Paszak to approve the minutes of May 22, 2014 as presented. All ayes; motion carried.

BILLS & VOUCHERS

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

SOCIAL SERVICES TYPIST I VACANCY REVIEW APPEAL

Mary Rideout came before the Committee to request waiving the vacancy review for her typist I position. This position has been vacant since March 15th. It supports everyone in the agency with scanning, filing, and mailing. Staff coverage has put in 251 hours of overtime.

Motion by Paszak, second by Pederson to approve filling the Typist I vacancy. All ayes; motion carried.

FINANCE ACCOUNT TECHNICIAN VACANCY REVIEW APPEAL

Margie Sorenson told the Committee that her account technician is retiring after 30 years with the County. They are a very small office and would be difficult to split those duties between two people and requested that the 6-month vacancy review be waived.

Motion by Hintz, second by Paszak to approve waiving the vacancy review and filling the account technician position. All ayes; motion carried.

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UW EXTENSION SECRETARY I & SECRETARY III VACANCY REVIEW APPEALS

Erica Brewster told the Committee that both of her support staff took other opportunities in the Courthouse within two weeks of each other. They have a 60% secretary III and a 100% secretary I. They reviewed the job duties and basically the secretary III handled the financial obligations and the secretary I is the receptionist and handled several programs. After looking at office coverage opportunities to rebalance that we looked at two 80% positions that would work 4 days per week. It allows for flexibility and full-time office coverage. She stated they are also looking to have the vacancy review waived.

Motion by Paszak, second by Pederson to approve the two 80% positions and waive the vacancy review with changes of the wording on the resolution for funding. All ayes; motion carried.

CREATE LAND & WATER CONSERVATION PROGRAM ASSISTANT POSITION

Charbarneau explained that the 60% UW Secretary worked 40% in Land & Water Conservation. Now that this position is vacant they looked at not just the clerical support but what was not being addressed in their 5-year plan. This is where the idea of a hybrid position that could do both the accounting as well as some of the technical things that go on came about. We would be creating a brand new position in the middle of a budget cycle.

Jean Hansen stated that a 40% position is not adequate for the department with deadlines throughout the whole year and then the field work starts in the summer. With the extra 60% the position could fill in with the technical part to assist her as she has no one to assist her with anything.

Fried stated he was not comfortable making a decision that makes a liability for the county. He said we are only 4 months away from the budget and that is the time to be asking for this.

Charbarneau will work with Hansen regarding an LTE and Hansen will come back at budget with her request.

UW EXTENSION EMPLOYMENT CONTRACTS FOR JULY 1, 2014 THROUGH JUNE 30, 2015.

Fried explained that a goal of this committee was to have something in their hands prior to the July 1st renewal.

Brewster said she just received those numbers for approval. For next year it would be a 3% increase. The cost would be \$3,174 more than 2014. She stated she would provide a clean copy of the contract for the board meeting.

EMPLOYEE HANDBOOK/PROXIMITY CARD READER POLICY

Charbarneau provided the Committee with two documents regarding the Proximity access cards. The Card Access Security form addresses who assigns the level of access to employees. The Proximity Card Reader Policy tells employees that they need to scan in and out every day. They can't let someone else do that on their behalf, can't loan their card to someone else and those restrictions of going in and out of the building.

Margie Sorenson stated that one of the reasons they are going to this is that the Department of Workforce Development has a state law on the books that all employees shall record their time in and their time out. They shall record their lunch time unless their lunch time is so predictable. It is a

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state law and even pertains to salaried people. We wanted to use this to meet that law. We have to stress to department heads that this is a state law.

Motion by Paszak, second by Hintz to approve the Proximity Card Reader Policy and Card Access Security form and forward to Corporation Counsel for approval. All ayes; motion carried.

Carol Pederson was excused at 10:45 a.m.

UNSAFE CONDITION OR HAZARD REPORTS: UW EXTENSION

Charbarneau told the Committee there was a report in their packet and she did deny those claims that were made and responded to those making the claims. The only person that asked for an extension of the timeline was Tim and if we don't resolve those issues he still has the opportunity to file a grievance if he wishes. She believes they are making progress on getting some of those things resolved.

RESOLUTIONS FOR JUNE COUNTY BOARD

Motion by Fried, second by Hintz to add Grade Q1 to the wage study for the Chief Deputy position. All ayes; motion carried.

Motion by Fried, second by Hintz to approve the placement of Dan Hess as Chief Deputy with the changes to be made to the resolution as outlined by Lisa Charbarneau. All ayes; motion carried.

Motion by Paszak, second by Hintz to approve the settlement of the Voelker matter. All ayes; motion carried.

WELLNESS/HEALTH UPDATES

Linda Herrmann told the Committee that they looked at exercise equipment for sale by the Minocqua school district. She explained that in the past these purchases have been reimbursed by our health insurance as wellness initiatives. They are looking to update with a new treadmill and chin/dip machine.

Charbarneau commented that at her last GHT meeting they made a motion to continue with the wellness reimbursement for next year.

Motion by Paszak, second by Hintz to budget \$3436.50 for the purchase of exercise equipment.

Motion by Paszak, second by Hintz to amend the fixed dollar amount in the above motion to say purchase 3 pieces of equipment to be worked within the budget. All ayes; motion carried.

Motion by Paszak, second by Hintz to approve the purchase of 3 pieces of exercise equipment to be worked within the budget. All ayes; motion carried.

OUT-OF-COUNTY TRAVEL

None

FUTURE MEETING DATES

June 25, 2014 at 9:00 a.m.

July 09, 2014 at 9:00 a.m.

July 23, 2014 at 9:00 a.m.

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FUTURE AGENDA TOPICS

Land & Water Conservation

UW Extension

In Lieu of Insurance

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Hintz second by Paszak to adjourn. All ayes; motion carried.

Meeting adjourned at 11:05 a.m.

Ted Cushing, Chairman

Linda Herrmann, Committee Secretary