

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES

August 13, 2014

CALL TO ORDER

Chairman Cushing called the LRES Committee to order at 8:00 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, Dave Hintz and Ted Cushing.

LRES COMMITTEE MEMBERS ABSENT: None

ALSO PRESENT: Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); LuAnn Brunette (Buildings & Grounds); Larry Mathein (Medical Examiner); Kris Ostermann(Treasurer); Sheriff Hartman, Terri Hook(Sheriff Dept.); Mary Rideout(Social Services)

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Paszak, second by Pederson to approve the minutes of July 23, 2014 as presented. All ayes; motion carried.

VOUCHERS, REPORTS & BILLS

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

RESOLUTION: ELECTRONIC MAINTENANCE TO MAINTENANCE TECHNICIAN

Charbarneau told the Committee that this position was given additional duties and was placed at a higher grade level. Now that this position is vacant it was discovered those additional duties were not being done so they are requesting to downgrade this position to the same as the other maintenance technicians.

Motion by Fried, second by Pederson to approve the resolution as presented and forward to County Board for their approval. All ayes; motion carried.

DEPUTY TREASURER I VACANCY REVIEW APPEAL

Kris Ostermann told the Committee that an LTE can do a specific job such as accounts payable but cannot answer the phone or wait on the counter at the same time. That makes it hard for them to have an LTE in place of that part-time position. You would also have to retrain an LTE if you cannot get the same person to come in all the time. She is requesting to increase the part-time deputy treasurer position from 50% to 55% and then lower their LTE hours to 200 instead of 240.

Cushing asked what had transpired at the Administration Committee.

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Hintz stated they had a lengthy discussion as people were concerned about increasing the budget and the staffing level and had difficulty endorsing the change.

Cushing stated that LRES prefers either an “aye” or “nay” recommendation from the Committee and not a send to Labor Relations with no comment. He stated that the filling of the position could be approved and the increase could be approved pending budget approval for next year.

Motion by Fried, second by Paszak to approve filling the Deputy I position at the current rate and have the Treasurer go to the Committee of Jurisdiction for the extra 5% in the 2015 budget. All ayes; motion carried.

TREASURER 2015 LTE REQUEST

Item postponed for future meeting.

RESOLUTION: DEPUTY TREASURER I POSITION

Item postponed for future meeting.

2015 LTE AND CITIZEN MEMBER WAGES

Charbarneau told the Committee there were a couple of updates to the Limited Term Employee Classification wage schedule for 2015. She added a second year wage rate for the positions of dietician and registered nurse. If an LTE comes back for the second year you don't have to retrain them again and they would go to the higher wage rate. The LTE Correction Officer was changed to state that it would be at the starting wage of the Correction Officer. The Law Clerk is determined by the funding which is a match situation so that was changed also. The ADRC Specialist position was also changed to the starting wage and the Land Surveyor was changed to \$30 per hour suggested by Mike Romportl as they have a hard time finding someone to fill that position. She also added that LTE's with more than 2 years in a position can be considered for an increase based on funding and LRES Committee approval.

Motion by Cushing, second by Paszak to approve the LTE Classification wages as presented. All ayes; motion carried.

EXERCISE ROOM AVAILABILITY

Charbarneau explained that currently we allow our retirees on our health insurance plan to use our exercise facility in the Courthouse. They have in the past had a key to come in anytime they wanted. With the new proximity card readers in place and the security of the building we are suggesting that they can still use the exercise room but it will have to be during regular business hours when the building is open. They will get a key from the LRES office to get through the secured door in the lower level.

Motion by Paszak, second by Pederson to approve having the exercise room available during courthouse hours for retirees. All ayes; motion carried.

EMPLOYEE HANDBOOK

Charbarneau stated these were updates to the employee handbook that have been put on the back burner. The first one is to the health insurance provision that went into place with the change in deductibles that were made for this year. The second one is the hours of work and overtime to include those now exempt employees that are paid hourly: sanitarians, public health nurses,

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community health specialists, GIS analyst, programmer/analyst, network analyst and social workers. The last one is to update the PTO schedule to include the positions that were added to the exempt wage schedule.

Motion by Pederson, second by Paszak to approve the updates to the Employee Handbook. All ayes; motion carried.

OVERTIME FOR CORRECTIONS DIVISION

Charbarneau stated this is also a clean-up item. This Committee agreed back in 2012 to calculate the overtime in the Corrections Division in a different manner that you see in the outline.

The Sheriff asked to leave this alone at this time. With the turnover at this time overtime has definitely increased.

Motion by Cushing, second by Hintz based on explanation from the Sheriff for overtime in Corrections Department recommend leaving overtime schedule alone and discuss at a later date. All ayes; motion carried.

COMPENSATION FOR SHERIFF'S DEPARTMENT FIELD TRAINING OFFICERS

Sheriff Hartman reminded the Committee that back a couple contracts ago with the Deputies they negotiated special activity pay. He stated that when they get a new person at the Sheriff's Office there is a lot of hands on activity that has to occur to get them from point A to the point where they can function on their own. Field training officers have to volunteer to train these new people. He is requesting to compensate the other staff for training new employees. He believes it would get more people interested in doing it and retain those that are already doing it.

Fried suggested doing something within your budget.

Cushing advised him to go to his Committee of Jurisdiction with his plan and then return to the LRES Committee to change the handbook.

SOCIAL WORKER PRE-EMPLOYMENT AGREEMENT

Charbarneau told the Committee they have been trying to come up with new solutions to tackle social worker turnover. They are looking at how they keep people here after they have spent all this money on training.

Mary Rideout explained that she used the Rhinelander Police Department policy to come up with a social worker policy. They would use this when offering a position as a social worker and contingent on them signing this agreement. If they are coming here just to get experience or get their training done and know full well they want to end up in Madison or Green Bay this might deter them. We thought it was worth trying just to see if it has any impact because we have a history of people coming and lasting less than two years and going to bigger counties.

Motion by Pederson, second by Paszak to approve the Pre-employment Agreement for Social Workers. All ayes; motion carried.

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EXECUTIVE SESSION

Motion by Fried, second by Hintz to adjourn into closed session pursuant to section 19.85 (1) (c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility”. (Topics: Lieutenant Compensation; Medical Examiner Compensation)

All members present voting ‘Aye’ on roll call vote. Motion carried.

Discussion held in closed session.

Motion by Fried, second by Hintz to return to open session. Roll call vote with all voting “aye”; motion carried.

The following motion was made in open session:

Motion by Fried, second by Hintz to place Lieutenant at Grade Level N, step 14 retro to appointment and on January 1, 2015 implement Grade Level N1 and place at Step 12. All ayes; motion carried.

NEPOTISM POLICY FOR LTES OR CONTRACTED EMPLOYEES

Charbarneau explained this was a request that the Medical Examiner made regarding the transportation of bodies.

Larry Mathien stated that currently we utilize for autopsies a private carrier delivery service. They have contacted funeral homes in the general vicinity and few want to be involved in that. We are stuck with what we pay for those transports. There are no requirements or licensures for anyone to transport deceased bodies under our direction. There is a potential for us to save a little money by utilizing, for example, my spouse as an LTE to do transports to and from. Looking at our numbers we could save approximately \$150 every transport by doing that. We generally pay about \$550 for a roundtrip to Fond du Lac with delivery service. She would be willing to do that with her vehicle for \$400. Technically she would report to me and we have a policy dealing with that.

Charbarneau explained that LTE’s are different because they are not regular employees and we have hired direct relatives in the past. County policy says regular employees cannot supervise your immediate family. This is unusual as this is a long-term LTE and maybe we should look at it as contractual.

Fried asked about opening up to request being bonded and insured. He feels it needs to be opened up to more than one individual.

Direction was given to bring back to his committee to pursue possible contractual idea.

RESOLUTION: PERFORMANCE EVALUATION COMMITTEE UPDATE

Item postponed for future meeting.

WELLNESS/HEALTH UPDATES

None

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OUT-OF-COUNTY TRAVEL

Charbarneau presented two seminars to the Committee. The first was Wisconsin County Mutual Representative Assembly meeting on September 5th in Stevens Point. The second was Wisconsin Counties Association Social Media Seminar.

There was no interest to attend either meeting by the Committee.

FUTURE MEETING DATES

August 27 - Cancel

September 03, 9:00

September 24, 9:00 (Staffing Requests)

FUTURE AGENDA TOPICS

Health Insurance

UW Extension/North Central Regional Planning

Performance Evaluation

PUBLIC COMMENTS

None

ADJOURNMENT

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

Meeting adjourned at 11:13 a.m.

Ted Cushing, Chairman

Linda Herrmann, Committee Secretary