

# **LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**

**September 03, 2014**

## **CALL TO ORDER**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room 2 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:** Billy Fried, Sonny Paszak, Dave Hintz and Ted Cushing.

**LRES COMMITTEE MEMBERS ABSENT:** Carol Pederson (excused)

**ALSO PRESENT:** Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Mary Rideout (Social Services); Jean Hansen (Land & Water Conservation); Mike Schiek (District Attorney); Pete Wegner (Planning & Zoning); Debra Shawl (Branch II); Kathy Belliveau (Branch I); Kris Ostermann (Treasurer); Dan Hess (Sheriff Dept.); Freeman Bennett (Highway); Linda Conlon (Public Health); Dianne Jacobson (Dept. on Aging); John Bilogan (Forestry); Tom Rudolph (Supervisor)

## **APPROVE AGENDA**

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

## **APPROVE MINUTES**

Motion by Paszak, second by Hintz to approve the minutes of August 13, 2014 as presented. All ayes; motion carried.

## **VOUCHERS, REPORTS & BILLS**

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

## **PERFORMANCE EVALUATION POLICY**

Charbarneau told the Committee that this policy was the outcome by the committee created within the county to look at the performance evaluation system and create an appeal process. The form they started out with was from Dodge County and they made additions and deletions to come up with the policy. Charbarneau explained that the plan is to have Dodge County come in and do some training for department heads and supervisors and then training for staff. The resolution that is going to County Board says this committee will meet again and review the tools and see how it is working and get feedback to make changes.

## **RESOLUTION: PERFORMANCE EVALUATION PROGRAM**

Motion by Hintz, second by Fried to pass on the resolution for the Performance Evaluation Program to County Board for their approval after amending the date on line 37. All ayes; motion carried.

September 03, 2014

**2015 LRES DEPARTMENT BUDGET**

Charbarneau explained that it is a 0% increase for the 2015 budget. The only change she made was to shift money from legal services line item to the employee medical exam line item.

Motion by Cushing, second by Paszak to accept the LRES budget as presented and refer to the Administration Committee for consideration. All ayes; motion carried.

**ECONOMIC SUPPORT SPECIALIST VACANCY REVIEW APPEAL**

Mary Rideout explained that this position is exempt from the mandatory 6-month vacancy. This position determines eligibility for Food Share, BadgerCare, Medical and Energy Assistance programs. This position is considered 100% funded from the federal and state government so if the funding goes away the position goes away.

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

**SOCIAL SERVICE AIDE VACANCY REVIEW APPEAL**

Rideout told the Committee that this position is a support person for the supervisor and the social work staff. She stated that this position has been vacant since March and she is requesting to fill this position now. This position will be affected by Family Care when it comes to the area.

Motion by Paszak, second by Fried to approve the Social Service Aide vacancy review appeal and fill the vacant position. All ayes; motion carried.

**SMALL CLAIMS COURT CLERK VACANCY REVIEW APPEAL**

This item will be placed on the next LRES agenda.

**2015 STAFFING REQUESTS:**

**Land & Water Conservation**

Jean Hansen told the Committee she was requesting (3) LTE AIS Project Assistants funded by the DNR grant. If the grant does not go through there will not be any LTE's. They work primarily from April through September.

Motion by Hintz, second by Fried to approve the three LTE AIS Project Assistants as requested for 2015. All ayes; motion carried.

Hansen reminded the Committee that the next position was brought to them in June. She would like to take the current 40% secretary position and use it towards creating a new position as a Program Assistant that would do support staff work plus some technical assistance. They merged her position as Conservation Specialist and County Conservationist and the work is overwhelming her. She feels this new position is an absolute necessity for their department to run and provide services. She stated that currently DATCAP would cover a portion of the wages but she does not want to rely on that funding. She is requesting from the County the additional 60% to create the new position. Their number one priority is trying to protect the lakes and forests.

Tom Rudolph commented that in recent years the Land & Water Conservation staff has shrunk from 4 people to 2. A lot of the work that should be getting done to comply with our Land & Resource Management Plan approved by County Board is not getting done. It is reaching a point where our

September 03, 2014

DATCAP support is in jeopardy if we don't comply with what is required in that plan. He stated they need to get some additional help to do what they are supposed to be doing.

Cushing stated that this should be presented as part of their 2015 budget and not taken from the General Fund.

Hintz remarked that they do have a tax levy limit and to add \$37,000 would require them to cut some place else in the budget. We would have to balance this against something that wasn't as significant where they could cut.

Billy Fried stated that he didn't believe they should approve this today. The questions he would like to see answered is are there duplications of service? Who are we serving, what is specifically not getting done? There was talk that North Central Regional could do a study. What are our priorities? What is working or what is not working? We need to answer those questions. We need to see statistics.

Charbarneau stated she would contact North Central Regional Planning to see if they could put something together by the next meeting.

Motion by Fried, second by Paszak to table the request for a Program Assistant to the next LRES meeting to obtain more information. All Ayes; motion carried.

### **District Attorney**

District Attorney Mike Schiek asked for approval to work with University of Wisconsin Law School for next summer for a shared cost of \$2500 that is matched by the school for their Summer Intern. This is an ongoing request that has been granted for many years.

Motion by Cushing, second by Hintz to approve the Summer Intern as requested for the District Attorney's office. All ayes; motion carried.

District Attorney Schiek also requested an LTE to cover their office staff while at a conference in Eau Claire for three days.

Charbarneau reminded the Committee that the request is for this year and they denied all vacation replacements for last year.

Charbarneau stated she would work with the District Attorney to find an LTE for this year using vacancy dollars.

### **Branch I & Branch II**

Charbarneau explained this was an annual request for a Law Clerk position that is shared with Vilas County. Branch I pays a third, Branch II pays a third and Vilas County pays the remaining third of the cost. This position is also offered health insurance and that cost is split equally.

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

### **Planning & Zoning**

Charbarneau told the Committee that this was an annual request from 2012 when they eliminated a full-time Zoning Technician and approved an LTE Zoning Technician position for 600 hours.

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

**Treasurer**

Kris Ostermann came before the Committee to request approval for her annual LTE Account Clerk. The request is for 240 hours unless her permanent part-time position would increase to 55% she would then reduce the LTE hours to 200.

Motion by Fried, second by Cushing to approve the LTE staffing request as presented. All ayes; motion carried.

**Highway/Solid Waste**

Freeman Bennett told the Committee they usually have 7 LTE Snow Plow Drivers and are cutting the request back to 5. He did increase the LTE students for the Highway from 4 to 6 because they do all the mowing of the parks for the Forestry Department now.

Motion by Paszak, second by Hintz to approve the LTE requests for the Highway and Solid Waste Departments as presented. All ayes; motion carried.

**Sheriff/Emergency Management**

Charbarneau explained that these were all annual requests. Dan Hess stated the only change was to the School Resource Officer because Fund 80 has been frozen. They do not want to pay overtime so we will not be putting in overtime at the school. If they request us for overtime they will pay us.

Motion by Cushing, second by Paszak to approve the Sheriff/Emergency Management requests for 2015 as presented. All ayes; motion carried.

**CORRECTION SERGEANT VACANCY REVIEW APPEAL**

Charbarneau explained there were two vacancies. These are in the vacancy review for an 8-week process.

Motion by Fried, second by Cushing to approve the vacancy review appeals as presented. All ayes; motion carried.

**DEPUTY SHERIFF VACANCY REVIEW APPEAL**

Charbarneau told the Committee this vacancy was due to a resignation and is also an 8-week process.

Motion by Cushing, second by Fried to approve the vacancy review appeal as requested. All ayes; motion carried.

**RESOLUTION: LIEUTENANT APPOINTMENT**

Charbarneau explained that this resolution takes into effect what the Committee did with the new Lieutenant at the last meeting to place her at the current grade level, step 14 until the first of the year. There will be a new resolution that will put in that new grade level as part of the budget.

Motion by Hintz, second by Cushing to approve the resolution and pass on to County Board for their consideration. All ayes; motion carried.

September 03, 2014

**FUTURE MEETING DATES**

09/24	9:00
10/15	9:00
10/29	9:00

Chairman Cushing was excused from the meeting at 10:40 and Vice Chair Fried continued with the agenda.

**2015 STAFFING REQUESTS CONTINUATION**

**Public Health**

Charbarneau commented that these are annual requests and if there is no funding these positions are not filled. Linda Conlon stated these non-tax levy positions are funded either through revenue or grant dollars.

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

**Department on Aging**

Charbarneau stated that 3 of the 4 requests don't use County tax levy at all. They are annual requests that come out of funding. The LTE Receptionist is an annual request and was created when they downsized their full-time account clerk to a half-time position.

Motion by Hintz, second by Paszak to approve the LTE staffing requests as presented. All ayes; motion carried.

**Forestry**

Charbarneau told the Committee the only one that was different was the LTE Forester that is no longer covered by a grant. This position brings in a lot of money for the County and was approved by their Committee. John Bilogan explained that the grant money is competitive among the county forests and we have received the grant for several years. They need to spread it amongst the other counties. He stated they will try to get it again next year.

Motion by Paszak, second by Hintz to approve all Forestry LTE staffing requests as presented. All ayes; motion carried.

**WELLNESS/HEALTH UPDATES**

None

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE AGENDA TOPICS**

Health Insurance  
UW Extension/North Central Regional Planning

**PUBLIC COMMENTS**

None

September 03, 2014

**ADJOURNMENT**

Motion by Hintz, second by Paszak to adjourn. All ayes; motion carried.  
Meeting adjourned at 10:55a.m.

---

Ted Cushing, Chairman

---

Linda Herrmann, Committee Secretary