

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1<sup>st</sup> Floor Conference Room, Oneida County Courthouse**  
**July 22, 2015**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, David Hintz, Carol Pederson, Sonny Paszak, Billy Fried

**ALSO PRESENT:** Lisa Charbarneau (Labor Relations/Employee Services); Margie Sorenson (Finance); Dianne Jacobson (Department on Aging); Brian Desmond (Corporation Counsel); Bill Freudenberg (County Board); Tammy Walters (Veterans Service); Jenni Lueneburg (secretary)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1<sup>st</sup> Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

A brief discussion was held regarding scheduling availability of the LRES committee members for a future Joint LRES and UW-Extension meeting.

**APPROVE AGENDA**

Motion by Hintz to approve today's agenda. Second by Paszak. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Paszak to approve the minutes of the July 8<sup>th</sup> meeting. Second by Pederson. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Motion by Paszak to approve the vouchers and bills as presented. Second by Fried. All members present voting 'Aye'. Motion carried.

**ADRC SPECIALIST VACANCY REVIEW**

Jacobson reports that one of her ADRC Specialists has given their two week notice due to personal reasons and Jacobson is requesting a waiver of the six month waiting period to fill the position. Discussion held, noting that no tax levy money is needed for this position. Motion by Hintz to approve the request. Second by Pederson. All members present voting 'Aye'. Motion carried.

**2016 LTE WAGE SCHEDULE**

Charbarneau reports that the committee previously discussed creating a three tier LTE pay schedule in order to help fill currently underpaid LTE positions and to encourage LTE's to return each season. The pay schedule has been put together based on the 2015 LTE requests and was provided to committee members. Sorenson discussed the information provided to committee members and the impact on the 2016 budget. Sorenson expects the estimated increase in costs to implement the new schedule would be \$33,000 though not all of this money would come from tax levy funds. Charbarneau notes there have been no raises to the LTE wage schedule in five years. The new schedule would also build in cost of living increases in order to keep the schedule in line with the other pay schedules. Cushing discussed starting wages of other area employers and feels the LTE wages need to be increased in order to be competitive in recruiting for these positions. Fried asked

if the new schedule is addressing the initial concerns of raising the wages on the hard to fill LTE positions; Charbarneau feels it does. Fried also inquired if this schedule overpays any LTE employees. Discussion held with Sorenson noting that some of the positions will start out at a lower wage on the new schedule than on the current schedule. Motion by Hintz to approve the new LTE request schedule for wages as presented. Second by Paszak.

Sorenson brought up a previous discussion regarding if all LTE requests need to be heard, especially if not funded by tax levy dollars. Discussion held and agreed that Charbarneau will prepare a list of all annual LTE requests and will provide the list to the committee. The committee can then review the list and decide which positions need further review and which LTE requests should be approved without further review from the LRES committee. All members present voting 'Aye' on the motion made. Motion carried.

### **2015 PERFORMANCE EVALUATION PROCEDURE**

Charbarneau states since the implementation of the new performance evaluation system, the LRES office has been focused on employee evaluations getting completed but department head evaluations have fallen behind due to scheduling difficulties. Charbarneau notes some of the overdue department head evaluations will not result in a step increase so these evaluations haven't been a rush. Charbarneau provided a handout of alternative options to the current evaluation procedure which involves the County Board Chairman, Human Resources Director and Committee of Jurisdiction Chairman serving as the evaluation panel. Cushing feels they should first get caught up on the backlogged evaluations. Hints notes that evaluations are not just tied to a step increase but also ensure that performance goals are being met. Hintz feels committees of jurisdiction could complete some of the evaluations and also likes the idea of training County Board members on conducting productive performance evaluations. Fried led a discussion on the performance evaluation conducted by his Buildings & Grounds Committee and the process they took which resulted in a highly productive evaluation; Hintz agreed. Charbarneau suggests department heads meeting with their committees of jurisdiction to discuss their performance and current/future goals prior to meeting with the performance evaluation panel. Discussion held on the current rating system. Cushing feels that committee chairs should seek input from their committees prior to the evaluation and Cushing states that LRES will take the necessary steps in order to get the department head evaluation list caught up. The committee agrees that committee chairs, the County Board Chairman and both Vice County Board Chairs could benefit from additional training on performance reviews; discussion held and agreed that Charbarneau will look into providing training.

### **CLOSED SESSION**

Motion by Fried, second by Hintz to adjourn into closed session pursuant to section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Topic: Leave of absence

Roll call vote taken; all voting in the affirmative. Committee went into closed session at 9:34 a.m.

Present in closed session: Sorenson, Freudenberg, Desmond, Charbarneau, Lueneburg, Walters

### **RETURN TO OPEN SESSION**

Motion by Hintz to return to open session. Second by Pederson. Roll call vote taken with all voting in the affirmative. Cushing reports that no motion was made in closed session.

**VETERANS SERVICE DEPARTMENT STAFFING**

Cushing reports that the request made to the committee was declined due to legal factors and the request not meeting Family Medical Leave requirements.

**CHAPTER 4 OF COUNTY CODE**

The committee continued with their review of Chapter 4 of the County Code, starting with chapter 4.26. Charbarneau reviewed changes made to the code, highlighting the addition of information from the updated Exempt Comp Time policy, Non-Exempt Comp Time bank clarifications, updates to the code to reflect the new performance evaluations procedures, changes to meal reimbursement requests and the updating of job titles cited in the code. Discussion was held on vacancy review language; the committee agrees if a position isn't funded by tax levy, the Human Resources Director should have the discretion as to whether the committee needs to review the position or automatically approve the request. Charbarneau also reviewed the hiring procedure updates to the code. Fried inquired about wording for PTO payouts for deceased employees.

**WELLNESS/HEALTH UPDATES**

Lueneburg discussed needing a freezer for the ice cream social due to the freezer borrowed in previous years is no longer available. Information provided to committee. Fried states he has a used freezer that he will donate to the county for use.

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE MEETING DATES**

- August 12, 2015 at 9:00 a.m.
- August 26, 2015 at 9:00 a.m.
- September 9, 2015 at 9:00 a.m.
- September 23, 2015 at 9:00 a.m.

Sorenson suggests that the LRES Committee should meet with the Administration Committee to discuss staffing for 2016 based on levy limits; agreed that the two committees would meet on the August 26, 2015 meeting date already scheduled for the LRES Committee.

**FUTURE AGENDA TOPICS**

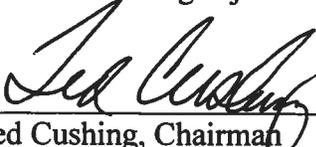
County Code – Chapter 4  
2016 Staffing requests

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Paszak to adjourn. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:35 a.m.

  
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Ted Cushing, Chairman

  
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Jennifer Lueneburg, Committee Secretary