

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
November 23, 2015

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Carol Pederson, Billy Fried, Dave Hintz

LRES COMMITTEE MEMBERS ABSENT: Sonny Paszak

ALSO PRESENT: Lisa Charbarneau (Labor Relations/Employee Services); Jenni Lueneburg (secretary); Mary Rideout (Social Services); Carl Meyer (Public Health); Lloyd Gauthier, Dan Hess (Sheriff's Office); Brian Desmond (Corporation Counsel)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st 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.

APPROVE AGENDA

Motion by Hintz to approve the agenda for today's meeting. Second by Pederson. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Committee reviewed bills and vouchers. Motion by Fried to approve the vouchers as presented per item number three on today's agenda. Second by Hintz. All members present voting 'Aye'. Motion carried.

COMMUNITY HEALTH SPECIALIST AND SUBSEQUENT DEPARTMENT POSITIONS VACANCY REVIEW APPEAL

Meyer reports that the Community Health Specialist position is vacant due to an employee within Public Health accepting the Assistant Public Health Director position. Meyer states he was aware that there may be some internal movement with the opening of his position. Brief discussion held. Motion by Cushing to approve the Community Health Specialist and subsequent department positions vacancy review appeal as presented. Second by Pederson. All members present voting 'Aye'. Motion carried.

SOCIAL SERVICES INFORMATION SPECIALIST VACANCY REVIEW APPEAL

Rideout states the employee that recently vacated the Information Specialist position has been with the department for 26 years and takes with them quite a bit of knowledge and experience. Rideout provided details of the position, noting that the position's duties comprise of 60% ITS (Information Technology Systems) and 40% accounting and clerical. Rideout provided a fiscal impact statement and a brief discussion was held. Hintz notes that with the hiring of the county's new ITS Director, he would like to have the county and Social Services ITS personnel working together and consulting with other; Rideout confirmed that this is currently taking place. Charbarneau notes that if the position is approved, it would be contingent upon the Social Services Committee approval at tomorrow's meeting. Discussion held on the ITS Director's role in filling this position. Charbarneau notes that the job description for the position has been reviewed and updated with

education requirements being increased. Further discussion held. Rideout notes this position plays a vital role in the Social Services Department and needs to be filled immediately. Motion by Hintz to approve the (Social Services Information Specialist) vacancy analysis. Second by Pederson. All members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Fried, second by Hintz to adjourn into closed session as stated by the Chairman in pursuant to Section 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session (Topic: Deputy Association Bargaining) and Section 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. (Topic: Employee medical condition)

Roll call vote taken; all members voting 'Aye'. Committee went into closed session at 9:15 a.m.

Staff present in closed session: Charbarneau, Freudenberg, Lueneburg, Hess, Gauthier, Desmond

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. Motion carried. Return to open session at 9:56 a.m.

The following motion was made in closed session:

Motion by Hintz to support the request for use of accrued PTO hours. Second by Cushing. Roll call vote taken with all voting in the affirmative. Motion carried.

PAID TIME OFF POLICY

- PAYOUT FOR GENERAL MUNICIPAL EMPLOYEES

To be discussed at future meeting, once more information is gathered.

- ACCRUAL OF THE BENEFIT

Charbarneau discussed the accrual of PTO and cases where employees have used all of their PTO balance then leaving prior to their anniversary/hire date when the full balance has been earned. Charbarneau has discussed with Sorenson/Finance about having actual accruals added to employees PTO balances each pay period rather than adding all PTO for the year to PTO balances at the beginning of the year. Sorenson may be open to this idea but feels this would require changes to the current payroll system. Charbarneau states she would like to see this matter resolved prior to the Finance Director retiring in 2016.

- REMOVE CLOSURE DAYS FROM PTO BANK

Charbarneau discussed some employees such as Sheriff's deputies and Highway personnel that may have to work on closure days. However, most employees are not scheduled to work on closure days and need to use PTO. Problems occur when employees do not manage PTO balances well and do not have enough PTO hours left when closure days occur, particularly at the end of the year. Brief discussion held and committee agree to discuss the matter at a future meeting once more information is gathered.

INSURANCE PREMIUM DEDUCTIONS

Charbarneau reports that health insurance premiums are deducted from the first pay check of each month. Due to health insurance premium increases for 2016, some employees have requested to have premiums deducted equally between paychecks. Charbarneau has discussed this with the Finance Director. Sorenson is opposed to this idea, citing administrative and accounting issues her department would have to deal with in order to implement this change. Discussion held. Committee agrees to discuss at future meeting in order to get input from Finance Department.

CHAPTER 4 – COUNTY CODE

To be discussed at future meeting.

WELLNESS/HEALTH UPDATES

None

OUT-OF-COUNTY TRAVEL

Charbarneau requests approval to travel to Madison in December to appear on behalf of the county on the Traci England trial. Brief discussion. Motion by Hintz to grant Charbarneau permission to attend. Second by Pederson. Cushing, Paszak, Pederson and Hintz vote 'Aye'. Fried votes 'Nay'. Motion carried.

FUTURE MEETING DATES

December 4, 2014 at 9:00 a.m.

December 9, 2015 at 9:00 a.m.

(both dates tentative)

FUTURE AGENDA TOPICS

Paid Time Off policy

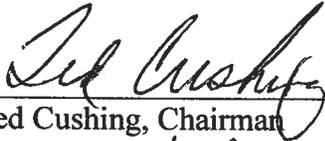
Insurance premium deductions

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Hintz to adjourn. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:18 a.m.



Ted Cushing, Chairman
12/16/15



Jennifer Lueneburg, Committee Secretary
12/16/15