

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**County Board Room, Oneida County Courthouse**  
**January 23, 2019**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Dave Hintz, Scott Holewinski, Sonny Paszak, Billy Fried

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Jason Rhodes (ITS); Linda Conlon (Public Health); Mary Rideout (Social Services); Dianne Jacobson, Joel Gottsacker (ADRC/Department on Aging); Brian Desmond (Corporation Counsel); Luann Brunette (Buildings & Grounds); Bruce Stefonek (Highway Dept.); Art Hilgendorf (Land Information); Brenda Behrle (Clerk of Courts); Grady Hartman (Sheriff's Office); Tracy Hartman (County Clerk); Steve Schreier (County Board); Scott Tromp (public)

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

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the County Board Room of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVAL OF AGENDA**

Motion by Fried to approve the agenda, with the ability to move around agenda items as needed. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Holewinski to approve the minutes as presented. Second by Fried. All Committee members voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau summarized the vouchers and bills presented to the Committee for wellness programs and benefit administration. Charbarneau reminds the Committee that wellness costs are reimbursed by the Group Health Trust. Motion by Fried to approve the bills and vouchers as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

**ECONOMIC SUPPORT SPECIALIST VACANCY REVIEW**

Rideout reports losing an Economic Support employee who accepted a job in the Clerk of Courts office. Rideout summarized the position duties and the consortium that Oneida County takes part in with surrounding counties. Rideout reports that workloads continue to increase, and due to training taking two years, it is important to get the vacancy filled as soon as possible. Charbarneau summarized the two-year agreement Economic Support workers are required to sign, agreeing to paying back a portion of training costs in the event they leave the position before two years of employment are completed. Rideout discussed the federal shutdown's effects on the Food Share program. Motion by Hintz to approve the vacancy review request for the Economic Support Specialist position. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

**EXIT INTERVIEW PROCESS**

Charbarneau reports that establishing an exit interview process was discussed at a previous meeting, with the Committee asking Charbarneau to collect more information on what other counties do. Charbarneau reports that she has now collected data from 25 other counties, in which five of the counties do not conduct exit interviews. Of the 20 counties that do, interviews are conducted using paper or online survey tools such as Survey Monkey, with the exception of Department Head exit interviews, which are usually conducted orally prior to the end of employment. Charbarneau discussed the drawbacks of exit interviews including levels of honesty in interviews and the possibility of collecting false data if an employee is not leaving on good terms.

### **EXIT INTERVIEW PROCESS (continued)**

Charbarneau reports that some counties do “stay interviews”, which collect data from active employees regarding what they like and dislike about their job. Oneida County Social Services currently conducts a culture survey, which asks exit interview type questions to active employees and allows answers to be anonymous. The results of the culture survey can be used to deal with problems early on before they cause employee morale issues and turnover. Charbarneau says she isn’t completely sold on this type of survey since dealing with the results may be difficult and some employees may not want to participate. Charbarneau notes that Social Services does share the results of their culture survey with her, and she has found some of the results interesting and useful. Rideout discussed the culture survey further, which is conducted once every three years, using Survey Monkey. Conlon notes that Public Health conducts an annual culture survey and the results are used to address problems and provide direction for their long- range plan. Further discussion held, with the Committee advising Charbarneau to meet with Conlon and Rideout to discuss ways to proceed with a countywide culture survey. Hintz feels this should also be addressed at annual performance evaluations. Schreier feels that culture surveys would be a good tool but still feels that conducting exit interviews to gather pertinent information is still most important. Cushing directs Charbarneau to work on creating a countywide culture survey as well as an exit interview process. Fried inquired how this topic came up; Cushing referred the topic to Charbarneau after the topic was brought up by a member of the public at a Public Works meeting. Committee agrees to Charbarneau proceeding with the process.

### **WORKER’S COMPENSATION REPORT/UPDATE**

Charbarneau referenced the Worker’s Compensation report in the agenda packet for Committee review, noting that there is no personal identifying information on the report. Charbarneau discussed the report in-depth. Discussion held on the claims process and the option of filing a first aid report when an injury doesn’t appear to need treatment by a medical provider. Charbarneau discussed lost time, the Worker’s Comp three-day rule and noted that claim costs without any lost time are reduced by 70%. Discussion held with the Committee requesting to see the report quarterly.

### **CARLSON DETTMANN WAGE & BENEFIT STUDY**

Charbarneau provided updated costing information on the five implementation options for the wage market study and proposed changes to employee contributions to health insurance. Discussion held. Charbarneau discussed the 15 reclassification requests that are now complete, noting that 10 of the requests were found to warrant increases. Discussion held with Committee requesting detailed results.

*Charbarneau briefly left meeting to gather requested information.*

Charbarneau provided details on the reclassification requests for Committee review and approval. Charbarneau noted that the Committee would also need to decide whether they would allow an appeals process for the five requests that were not found to need reclassification. Smith further discussed the five implementation options. Smith notes that there is \$80,000 available from the unused funds for health insurance premium increases and \$120,000 available from cost savings found due to LRES’s plan design changes to the 2019 health plan. Charbarneau discussed handout regarding proposed changes to employee health insurance premium contributions. Charbarneau cautioned the Committee against implementing wage study option three (moving employees to new wage schedule, no minimum increase, and to at least Step 3 provided the employee has at least two years’ service) **and** approving a 15% health insurance premium contribution, since the net increase for most employees would be minimal. Charbarneau notes that for each 1% increase in employee contributions to health insurance would save the county approximately \$38,500. Charbarneau further discussed the results of the benefit study findings and changes that have been made to benefits since the 2014 study. Fried feels that changes to employee health premium contributions should not be implemented this year with the wage study implementation but should be looked at for 2020. Cushing recommends implementing option four (move to next step, at least 15 cent increase and minimum of step 3 if employed two years), and notes that the cost to implement the option for July 1<sup>st</sup> would be covered by the \$200,000 cost savings previously discussed.

**CARLSON DETTMANN WAGE & BENEFIT STUDY (continued)**

Charbarneau says that implementing any of the options 1-4 would not provide increases to market value for current employees and results of the implementation would then gear more towards recruiting and hiring competitively rather than staying competitive in retaining our current employees. Holewinski concurs with implementing option 4. Discussion held. Rideout discussed issues with the 2014 wage study implementation. Rideout recommends keeping employees at their current steps and instead implementing a portion of the new wage schedule each year, such as 30% per year, for the next 3-4 years. Smith discussed her concerns with Rideout's suggestion. Further discussion held on different options. Conlon provided input on her concerns of implementing option 4, which will not help her with retaining employees. Holewinski notes that he supports Rideout's implementation suggestion. Smith feels that Rideout's suggestion is a possible option and would like to cost-out this option before proceeding further. Conlon notes that she appreciates the difficult decision the Committee and County Board have in front of them, and appreciates them allowing for Department Head input on this entire process.

Charbarneau further discussed reclassification results, providing input on reasons for the various requests. Charbarneau clarified that approved reclassifications would be implemented by moving the position into the next available step that afforded at least a minimum 15 cent increase. Fried voiced concerns and wants to make sure that the reclassifications being approved are positions that have good employees in them so that poor employees are not being rewarded. Charbarneau clarified that reclassifications look at the position, not the employee, and performance evaluations already address any problems with employees. Schreier notes that the County Board per diem is not based on the quality of their voting, but on market value of the position, and the Committee should be using that thought process for these reclassifications as well. Motion by Holewinski to move forward with the reclassification requests as presented. Second by Cushing. Fried notes that he isn't comfortable with the mass approval of the reclassifications and inquired if Committees of Jurisdiction would be reviewing the reclassifications as well; Cushing clarified that this will not be happening. Fried notes that he doesn't feel he has enough information to make an accurate decision on the reclassifications but won't oppose the motion. All Committee members voting 'Aye'. Motion carried. Committee directs Smith to provide calculations at the next meeting for implementing the proposed Carlson-Dettmann wage schedule at 30%, 40%, and 50%. Jacobson asked if an appeals process has been established for the reclassifications; Cushing says the Committee hasn't decided if an appeals process will be set up yet. Smith asked about implementation of the approved reclassifications; Cushing says this will be done along with the market study implementation.

**COUNTY CODE – CHAPTER 1, 2 AND 4 UPDATES**

Cushing notes that draft changes to the County Code were handed out at the last meeting for Committee members to take home and review. Charbarneau reports that Smith disagrees with changes to section 4.24 (Hiring Wage Rate and PTO Benefit), with the proposed changes allowing the Human Resources Director the ability to grant up to 10 additional days of PTO at hire. Charbarneau notes that this is something she rarely requested from the Committee in the past, and will continue to use sparingly as a recruitment tool for positions that are difficult to fill. Discussion held. Hintz inquired and Charbarneau confirmed that draft changes to the County Code would go as an ordinance change to the County Board for approval prior to being implemented. Charbarneau reminded the Committee that Carlson-Dettmann did recommend giving the Human Resources Director more flexibility to react faster in the recruitment process in order to avoid losing great candidates. Charbarneau provided further comments. Motion by Hintz to forward the updates to County Code Chapters 1, 2 and 4 onto the County Board as an ordinance change. Second by Paszak. Discussion held. All Committee members voting 'Aye'. Motion carried. Charbarneau says she will now be proceeding with modifications to the Employee Handbook, based on draft County Code changes.

**CLOSED SESSION**

Motion by Fried, second by Hintz to go into closed session pursuant to Section 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or 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 Family Medical Leave, Leave Without Pay, Donated PTO and accrual of benefits – ITS employee), and Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee. (Topic: Approve closed session minutes from 01/11/19 committee meeting)

Roll call vote taken by both committees with all voting in the affirmative. Motion carried. Committees went into closed session at 10:44 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith, Rhodes, Schreier

**RETURN TO OPEN SESSION**

Motion by Holewinski, second by Cushing to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 11:26 a.m.

Based on closed session discussion, the Committee approved the closed session minutes from January 11, 2019, and discussed policy without making changes.

**FUTURE LRES MEETING DATES**

February 13, 2019 at 9:00 a.m.

February 27, 2019 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

- Exit interview and culture survey process
- Carlson-Dettmann wage study
- Employee Handbook updates

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Fried announced the adjournment of the LRES Committee meeting at 11:41 a.m.

/s/ Ted Cushing  
Ted Cushing, Chairman

02-13-2019  
Date

/s/ Jennifer Lueneburg  
Jennifer Lueneburg, Committee Secretary

02-13-2019  
Date