

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
February 27, 2019

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

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Crystal Schaub (Medical Examine); Dan Hess, Tyler Young, Jill Butzlaff (Sheriff's Office), Brian Desmond (Corporation Council); Mike Romportl (Land Information); Robb Jensen (County Board); Dianne Jacobson, Joel Gottsacker (ADRC); Mary Rideout (Social Services); Jason Rhodes (ITS), Luann Brunette (Buildings & Grounds); Kayla Houpp (Lakeland Times)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:03 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.

APPROVE AMENDED AGENDA

Motion by Paszak to approve the amended agenda. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

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

VOUCHERS, REPORTS AND BILLS

Charbarneau summarized the bills and vouchers presented. Motion by Holewinski to approve the vouchers as presented. Second by Cushing. All Committee members present voting 'Aye'. Motion carried.

AUTOPSY TRANSPORT COSTS AND FEES

Schaub was introduced to the Committee and handouts were disbursed. Schaub reports that the county pays for all autopsies done. Fried asked if the District Attorney could get reimbursement for autopsies done on criminal cases; Schaub states this is not allowed. Schaub states that currently, a private vendor (Caylor) is doing the transporting of bodies to Fond du Lac or Madison for autopsies. Schaub discussed invoices from Caylor, noting that 2018 transports costed Oneida County \$9,911.50. Schaub states her department now has an LTE that can do these transports at a lower cost to the county. Schaub says a van was purchased from the Sheriff's Office several years ago that would be appropriate for autopsy transports. Schaub is proposing paying the LTE a standard \$300 for the round trip transport plus \$20 per hour for the non-drive time at the autopsy. Schaub says most of the time, the autopsy is done the same day and usually lasts three hours or less. Schaub notes that autopsies for criminal cases take longer but usually the county of jurisdiction's Sheriff's Office takes care of these transports. Schaub says overall, she would expect a transport with the LTE to cost \$350 - \$400 whereas Caylor was charging \$500 - \$650 per transport or more. Smith objected to the flat \$300 transport fee and feels the LTE should be paid by the hour for the entire transport. Discussion held on the unique nature of this work and the importance of having someone with Medical Examiner experience doing the transports. Motion by Paszak to approve paying the flat \$300 round trip fee plus \$20 per hour while at the autopsy. Second by Fried. All Committee members present voting 'Aye'. Motion carried. Cushing notes that the Committee will review this process at budget season to see if cost savings have truly been found by this change.

REQUEST: ADD POLICE SCHOOL LIAISON OFFICER - RHINELANDER SCHOOL DIST.

Hess reports that a request from SDR (School District of Rhinelander) was received to add a school liaison officer at an annual cost of \$89,381 including benefits. Hess notes that the Committee previously discussed this topic and requested that the Sheriff's Office talk with SDR about paying for this additional officer. Hess says discussions were held and SDR has agreed to pay for the full price of the additional officer. Smith asked Hess if they used the family health plan costs when determining figures; Hess confirmed that the figure was calculated based on current school liaison officer wages and benefits but in the event a new officer is hired for this position, the cost would be closer to \$81,000 per year. Hess notes the added position would be used by Central School and the elementary schools. Motion by Paszak to approve adding the additional school liaison officer for the Rhinelander School District and SDR is approving paying for the added position at a cost of \$89,381. Second by Cushing. All Committee members present voting 'Aye'. Motion carried. Holewinski clarified and Hess confirmed that if SDR funding ends, the position ends.

2080 HOURS FOR CIVILIAN ADMINISTRATIVE STAFF AT SHERIFF'S OFFICE

Hess reports that back in 2014, most of the management staff were moved to 2080 annual hours due to managing staff that worked 2080 annual hours. Hess is now requesting that the five remaining management positions that weren't converted, now be converted to 2080 annual hours. Hess reports that the cost for this request is approximately \$24,000 in which the Sheriff's Office will use funds within the existing budget to cover the additional expense. Fried voiced concerns on request. Hess states the request is being done both to solve compression issues and to provide extra hours to get workloads completed. Further discussion held. Fried states he would approve the request based on the need for extra hours required to accomplish workloads. Charbarneau discussed the need to convert all full-time positions to 2080 hours in order to bring wages closer to market value, and notes that about 45% of staff have been moved to 2080 annual hours already. Discussion held on other departments that have moved to 2080 annual hours. Fried says he approved the ITS restructuring which included moving positions to 2080 annual hours because it resulted in a cost savings but this request isn't a cost savings. Hintz voiced concerns about figuring Exempt salaries based on hourly wages; Charbarneau explained the need to use an hourly wage to determine salaries in order to have a fair comparison of wages between employers with different annual hours. Fried asked if Charbarneau supported this request. Charbarneau notes that she wishes the request was coming with a cost savings but still feels this is an important step in getting positions across the county converted to 2080 annual hours like most other employers. Holewinski feels this is a step towards retaining good staff, and will help Oneida County be more competitive in recruitment of new staff. Darcy notes that making these changes at meetings is constantly changing the cost of implementing the Carlson Dettmann market study. Jensen feels that before they raise hours, the Committee should consider adding positions if needed. Jensen also notes that these requests should first be approved by the Administration Committee and cited County Code. Charbarneau notes that personnel requests have always went through LRES Committee and asked Desmond to research Jensen's concern. Smith inquired about funding of increases; Butzlaff provided clarification. Motion by Holewinski to approve agenda item 7 (2080-Hours for Civilian Administrative Staff at Sheriff's Office) with funding to come from the existing Sheriff's Office budget. Second by Fried. Further discussion held on funding with Hess confirming that funding of this request for future budget years would come from the Sheriff's Office budget as well. All members present voting 'Aye'. Motion carried.

CARLSON DETTMANN WAGE AND BENEFIT STUDY

▪ **FEE FOR RECLASSIFICATION REVIEW:** Charbarneau reports that previously, the Committee had confirmed that reclassification request fees of \$250 per position are required to come from the requesting department's budget. Smith clarified that in the event the department doesn't have the funds in their budget, they could request the fee be paid out of the contingency fund. Charbarneau asked if the Committee wants to waive the previous requirement for the fee. Fried voiced concerns about everyone asking for

CARLSON DETTMANN WAGE AND BENEFIT STUDY (continued)

▪ **FEE FOR RECLASSIFICATION REVIEW (continued):** reclassifications if the fee requirement is removed, and feels the requirement should remain in place. Romportl voiced concerns about the reclassification request process and felt the process was not properly communicated at the start. Romportl thought reclassifications were only for positions that were difficult to recruit and says he wasn't the only one that had that misunderstanding. Romportl feels that the reclassification process shouldn't be a pay-to-play, and if a position needs to be reviewed, they should have the ability to do so without a fee hindering the request. Cushing disagreed with Romportl's comments, feels that many of the departments were able to find the fee if needed, and feels the fee requirement should remain in place. Charbarneau notes that Department Heads were told last budget season that reclassifications requests would be heard in the 2019 market study with a fee, so Department Heads were aware and should have planned accordingly at that time. Charbarneau notes that in addition to making sure reclassification requests were received, she also had Carlson Dettmann review positions that were over the wage schedule (redlined) to make sure they were still placed correctly. Romportl provided further comments regarding his disagreement with certain positions being in the same grade level as other positions. Charbarneau clarified that reclassifications were done based on higher level duties, skills and/or education being needed for a position and not based on someone being unhappy about the other positions being placed in their current grade level. Charbarneau says that a reclassification is also not appropriate based on an employee doing a good job in a position, since there are other ways to reward an employee such as additional wage steps in that situation. Romportl feels it is an oversight of the LRES Committee by not considering how changing one position would effect other positions within that grade level. Charbarneau notes that one position adding higher-level duties and moving a grade level should have no effect on another position in that grade level unless that position had additional higher-level duties added as well. Fried acknowledged Romportl's concerns but feels the requirement for a reclassification fee to come from the requesting department's budget should remain in effect; Committee agrees. No action taken.

▪ **TIMELINE FOR APPEALS:** Charbarneau says based on Romportl's comments, the Committee needs to decide if they will allow appeals and additional requests. Charbarneau notes appeals on active reclassification requests were due yesterday and the sooner the Committee can decide if they will allow appeals and additional requests, the better. Currently there are approximately a dozen appeals on current requests, in addition to five new reclassification requests. Charbarneau notes that taking on new requests may lengthen the process. Charbarneau reiterated what constituted a valid reclassification request. Further discussion held. Cushing feels that the Committee should stay on track for the July 1, 2019 implementation date and additional reclassification requests can be heard at budget time. Paszak asked what the process was if a department can't afford the reclassification request; Smith clarified that the requesting department could request contingency funds from the Administration Committee. Jensen inquired and Charbarneau confirmed that Carlson Dettmann does consider the natural progression and changes of jobs when conducting the reclassification reviews. Fried asked Charbarneau if Department Heads were notified of the ability to request reclassification requests. Charbarneau says a memo was sent explaining the process and further discussion was held at Department Head meetings. Charbarneau says the requesting Department Heads agree they were notified but felt that if they had known other positions within the same grade level were being reclassified, they would have requested a reclassification as well. Fried suggests allowing reclassification requests at budget time. Cushing feels that the LRES Committee has been very flexible over the years on hearing requests for reclassification and additional steps when a position has changed or an employee is performing above average. The Committee agrees to continue with the market study process and additional reclassification requests past this point should be heard at budget time.

CARLSON DETTMANN WAGE AND BENEFIT STUDY (continued)

▪ **BASE ANNUAL HOURS FROM 1950 TO 2080:** Charbarneau summarized conversations at previous meetings on the need to convert employees to 2080 annual hours, in order to make county wages more competitive. Staffing reductions would be needed in order to offset the cost of increasing annual hours, and Charbarneau would like to see staffing reductions done by attrition. Charbarneau recommends dealing with individual departments on annual hour changes and allowing departments to propose reorganization ideas that would reduce staff and create efficiencies as vacancies occur. Charbarneau feels getting the entire full-time county staff converted to 2080 annual hours isn't going to happen quickly but wants the Committee and departments to continue moving in that direction. Fried agrees with Charbarneau's comments and feels this is an important aspect in make wages more competitive. Romportl discussed the need to limit overtime in the event departments are moved to 2080 annual hours, since hours worked over 40 per week are paid at time and a half. Rhodes provided comments regarding his recent department reorganization and suggests using the cost savings found by bigger department reorganizations to help fund smaller departments that have fewer staff to reorganize. Committee agrees to continue with the annual hours conversation.

EMPLOYEE HANDBOOK

▪ **INCLEMENT WEATHER, LIMITED SERVICE AND EMERGENCY CLOSED DAYS:**

Charbarneau says after the recent county closure day due to extreme cold weather, a review of the Employee Handbook and County Code was needed. Charbarneau provided the current Handbook wording and proposed wording. An inclement weather day would mean the county stays open and employees are free to not work that day but would need to use PTO (Paid Time Off). A limited service day means the county stays open, employees may choose to not work and will have a choice of taking the day paid or unpaid, and the public is encouraged to call ahead to see if the service they are seeking is available that day. An emergency closure day means all buildings except emergency services are closed. Examples of emergency closed days would be severe weather, fire or natural disasters, which are outside of the employees control and attending work has been deemed unsafe. Holewinski clarified and Charbarneau confirmed that on emergency closed days, if highway or emergency services work, they get paid the wages they work or up to their normal hours scheduled but nothing extra, despite others not working and still getting paid. Romportl discussed the policy of not accruing benefits once more than three unpaid days are taken in a year and asked if that would apply to unpaid days taken on limited service days. Smith feels that emergency closed days should not be paid by the county and employees should have the choice of paid or unpaid for emergency closed days. Jacobson voiced concerns on Smith's comments and feels that emergency closed days should be paid due to employee's inability to decide emergency closure days. Hintz feels emergency closed days should be paid. Committee agrees to send the proposed handbook wording back to Department Heads for further review.

INTERNAL AND EXTERNAL RECRUITMENT

Lueneburg provided handout and summarized 2018 recruitments for Oneida County. Of the 41 positions filled, 35 positions were posted externally and six positions were posted only to internal employees, LTE's and registered volunteers. Lueneburg provided the reasons for the six positions that were only posted internally. Overall, of the 41 positions filled, 28 were external candidates and 13 were internal candidates. Only three of the 41 positions filled were part-time positions. Jensen provided comments and concerns, feeling that Oneida County still has more work to do on posting to external versus internal candidates.

CAP TEAM TRAVEL REQUEST

Charbarneau requests approval for herself and Committee members to attend CAP Team meetings on April 1st. Charbarneau feels these meetings have been very successful in bringing new and existing topics forward for discussion and to provide information. Brief discussion held. Hintz suggests Steven Schreier/County Board member be approved to attend as well; Committee agrees. Motion by Paszak to approve the travel request as presented for April 2, 2019. Second by Cushing. All Committee members present voting ‘Aye’. Motion carried. Jensen feels other County Board members and Department Heads should be considered for participation in the future; discussion held.

FUTURE MEETING DATES

- March 13, 2019 at 9:00 a.m.
- March 27, 2019 at 9:00 a.m.
- April 10, 2019 at 9:00 a.m.
- April 24, 2019 at 9:00 a.m.

FUTURE AGENDA TOPICS

- Employee Handbook updates
- Wage market study

PUBLIC COMMENTS

None

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee at 11:01 a.m.

/s/ Ted Cushing
Ted Cushing, Chairman

Date

/s/ Jennifer Lueneburg
Jennifer Lueneburg, Committee Secretary

Date