

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1<sup>st</sup> Floor Committee, Oneida County Courthouse**  
**March 27, 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); Brian Desmond (Corporation Counsel); LuAnn Brunette (Buildings & Grounds); Tammy Javenkoski (Veteran Services)

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

**APPROVE MINUTES**

Motion by Hintz to approve the minutes of March 13<sup>th</sup>. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau summarized the bills and vouchers, totaling \$2,752.63 along with an employee expense voucher. Brief discussion held. Motion by Paszak to approve the vouchers and bills. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

**2018 LINE ITEM TRANSFER**

Charbarneau reports that a request for 2018 Health Enhancement costs was sent to WCA (Wisconsin Counties Association) in the amount of \$17,549.53. A reimbursement check was received in the amount of \$12,500, noting that the maximum allowed reimbursement for Oneida County was issued and was based on our enrollments on the plan. Charbarneau discussed moving \$1,802 from other LRES accounts and \$1,667 from the General Fund to cover the shortage. Charbarneau discussed the process used in the past to reimburse Health Enhancement funds and no maximum was ever previously in place. Charbarneau notes that in addition to the \$12,500 reimbursed, 2018 reimbursement was provided from WCA directly for Weight Watchers, health incentive gift cards and a Peloton bike for the workout room. Charbarneau notes that she will be discussing this issue with the board at her next Group Health Trust meeting in order to avoid this issue in the future. Motion by Holewinski to approve the line item transfers as presented. Second by Paszak. Further discussion held. All Committee members voting 'Aye'. Motion carried.

**2019 EMPLOYEE BENEFITS BUDGET**

- **REIMBURSEMENT FROM GROUP HEALTH TRUST:** Cushing notes that this topic has already been discussed, and a motion was made in the previous agenda topic.
- **CHANGES TO BENEFIT MAXIMUMS:** Brief discussion held, with Committee agreeing to bring this topic back to a future meeting for discussion on possible revisions to the Health Enhancement program reimbursements.

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

- **FINAL APPEALS:** Charbarneau discussed the results of the reclassification request final appeals that were submitted to Carlson Dettmann for review. Charbarneau provided a brief summary of guidelines used to approve or deny a reclassification request, noting that reclassifications shouldn't be used to reward good performance but instead are used to move up a position that has had higher level duties added to the position. In summary, all eleven added appeals were denied.
  
- **UPDATE ON STATUS OF IMPLEMENTATION AND FUNDING:** Charbarneau reports that in 2015, the Administrative Coordinator position was brought to County Board, requesting to move the position up a grade level but was denied based on concerns at the time over the handling of the Veteran Service Officer personnel issues. Charbarneau says Carlson Dettmann has reviewed the position and is still proposing moving the position up a grade level. Desmond notes that per the Attorney General, an elected official can not fill the Administrative Coordinator position, therefore the county needs to decide if the Administrative Coordinator position should remain combined with the Human Resources Director position, and if the combined position should move up a grade level due to additional duties being added. Holewinski supports keeping the Administrative Coordinator combined with the Human Resources Director position and moving the combined position up a grade level. Smith discussed additional costs of the approved reclassifications in the Carlson Dettmann study, citing approximately \$8,000 per position being reclassified. Charbarneau clarified that the costs discussed by Smith were over the course of 5-10 years. Further discussion held on the duties of the Administrative Coordinator position. Fried feels this Committee should slow down on the reclassification requests while the county works to understand the market study findings and if implementation can be afforded. Discussion held on what other counties do with Administrative Coordinator duties and the difference between an Administrator and Administrative Coordinator. Holewinski supports the reclassification, citing the need to pay competitively in order to keep good performing employees. Motion by Cushing to approve the reclassification for the Human Resources Director/Administrative Coordinator from Grade Level S to Grade Level T, and to be reviewed by the funding committee to determine if affordable. Second by Paszak. Discussion led by Fried on funding and the need for any wage study or reclassification implementation to be sustainable. Cushing feels that if the county doesn't work to implement the market study and reclassifications now, the county risks still being in this situation down the road where wages are not competitive, recruiting/retaining employees is difficult, and the county ends up having to pay to do the market study all over again. Vote taken on motion. Holewinski, Hintz, Paszak and Cushing vote 'Aye'. Fried votes 'Nay'. Motion carried.

### **CLOSED SESSION**

Motion by Holewinski, second by Hintz to go 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. (Topic: Cleaning Technician position)

Roll call vote taken with all voting in the affirmative. Motion carried. Committees went into closed session at 9:38 a.m. Staff present in closed session: Charbarneau, Lueneburg, Smith, Brunette

### **RETURN TO OPEN SESSION**

Motion by Holewinski, second by Fried to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 10:03 a.m.

Based on closed session discussion, motion by Hintz to instruct the LRES Director to prepare a resolution to add an additional Cleaning Technician position for consideration of the Administration and LRES Committees. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

**TRAVEL REQUEST – ECONOMIC DEVELOPMENT ANNUAL MEETING**

Charbarneau asks if any of the Committee members would be interested in attending the Economic Development annual meeting being held at Holiday Acres in Rhinelander on April 26, 2019. Brief discussion held; Hintz tentatively plans to attend. No motion needed since meeting doesn't require out-of-county travel.

**FUTURE MEETING DATES**

April 10, 2019 at 1:00 p.m.  
April 23, 2019 at 9:00 a.m. (moved from April 24<sup>th</sup>)  
May 8, 2019 at 9:00 a.m.  
May 22, 2019 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

Carlson Dettmann market study  
Employee Handbook update

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Fried announced the adjournment of the LRES Committee meeting at 10:06 a.m.

/s/Ted Cushing  
Ted Cushing, Chairman

04/10/2019  
Date

/s/Jennifer Lueneburg  
Jennifer Lueneburg, Committee Secretary

04/10/2019  
Date