

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1<sup>st</sup> Floor Conference Room, Oneida County Courthouse**  
**June 13, 2019 • 10:30 a.m.**

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

**ALSO PRESENT:** Lisa Charbarneau, Lindsey Kennedy (Labor Relations/Employee Services); Darcy Smith (Finance); Scott Tromp

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

Chairman Cushing called the LRES Committee to order at 10:30 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 Holewinski. All Committee members voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Holewinski to approve the minutes of May 8, 2019 committee meeting. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau summarized the bills and vouchers totaling \$3,739.93. Brief discussion held. Motion by Hintz to approve the vouchers and bills. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

**EMPLOYEE BENEFITS – CHANGE FITNESS REIMBURSEMENT**

Charbarneau stated that last year the fitness incentive reimbursement amounts were increased to \$15/month for single and \$25/month for family. It was recently discovered that there is a limit on the amount of Health Enhancement Funds that will be reimbursed by GHT. Due to this limit there is a need to reduce the fitness incentive reimbursement amount back to the original \$12.50/month. Charbarneau offered another option of putting the 2019 health insurance premium savings toward the fitness incentive reimbursement rates. Holewinski stated if GHT only reimburses a certain amount that the County should try to stay within that amount. Brief discussion held.

Motion was made by Cushing to reduce the fitness reimbursement to \$12.50/month starting the first pay period in July 2019. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

**CULTURE SURVEY AND EXIT INTERVIEW**

Charbarneau stated she was asked to go back to the department heads and discuss culture surveys and exit interviews. The majority of department heads stated they didn't want to do culture studies as a large group. Holewinski asked that Charbarneau explained what a culture survey is; Charbarneau gave examples of questions that are asked in a culture survey.

Consensus of the committee is that larger departments will be done alone and smaller departments will be grouped together to protect the identity of the survey participant. It was also recommended that the committee of jurisdiction decide if their department would like to participate in the culture surveys. Charbarneau stated she received similar responses from department heads regarding exit interviews. Most department heads agreed they would like to do their own exit interviews.

Hintz stated he feels exit interviews are important and during a recently attended Economic Development meeting a valuable session regarding the importance of exit interviews was presented; Hintz is going to share the information with the committee. Charbarneau is going to put together a template for departments to use. The committee agreed that the committee of jurisdiction should determine when to do culture surveys and exit interviews. Once the templates are complete Charbarneau was instructed to send the information to committee of jurisdiction chairs and department heads for review.

Informational only, no motion needed.

### **UW EXTENSION – ADMINISTRATIVE STAFF REVIEW**

Charbarneau stated the committee received a memo regarding the information she gathered from the work/time study and additional information regarding the administrative staff needs at the UW Extension. Charbarneau stated based on the information obtained it is her recommendation that the administrative staffing numbers stay at 1.33 FTE (Full Time Equivalent) and not be increased. The following information was evaluated during the review:

- Staffing History
  - County Staff
  - UW Agents
- Job Descriptions
- Carlsen Dettmann Wage Study
- Time-study: Feb 28 – May 30, 2019
- Phone calls
- Emails-County email only
- Budget
- Resolutions
- UW-Ex historical organization/staffing data

Charbarneau indicated the UW-Extension is requesting an extension of the work/time study for an additional two months. The UW-Extension stated they are entering their busy season and that the extension would give a better representation of the administrative staff work load. Brief discussion held.

Motion by Fried to deny the extension of the work study and review the departmental needs during the 2020 budget season. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.

### **FUNDING OPPORTUNITIES COMMITTEE UPDATE**

A copy of the Funding Opportunities Committee Conceptual Ideas Summary spreadsheet was provided to all committee members present. Hintz reviewed the options on the list and emphasized the concepts that are significant to the LRES committee. Hintz added the spreadsheet is a working document which is continually being updated as additional information is acquired. Charbarneau explained the concept of reorganization of departments and the potential sustainable cost savings involved with this option. Brief discussion held. Holewinski asked what the time frame for implementation of the concepts are; Hintz stated that after a concept is finalized by the Funding Committee it will then be forwarded to the Administration Committee for consideration.

Informational only, no motion needed.

**2020 STAFFING REQUESTS**

Charbarneau stated she sent the 2020 staffing memo request to the department heads. Requests are being received and Charbarneau stated last year the committee only reviewed special or new requests. Committee agreed to continue with this process.

Informational only, no motion needed.

**FUTURE MEETING DATES**

June 26, 2019 at 9:00 a.m.

July 10, 2019 at 9:00 a.m.

July 24, 2019 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

Funding Committee Update

Employee Handbook update

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Cushing announced the adjournment of the LRES Committee meeting at 11:29 a.m.

/s/ Ted Cushing  
Ted Cushing, Chairman

07/10/19  
Date

/s/ Lindsey Kennedy  
Lindsey Kennedy, Committee Secretary

07/10/19  
Date