

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
October 24th, 2018

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

LRES COMMITTEE MEMBERS ABSENT: Dave Hintz (excused)

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Kathy Belliveau (Branch I); Brenda Behrle (Clerk of Courts); Grady Hartman, Dan Hess (Sheriff's Office); Mary Rideout (Social Services); Dianne Jacobson, Joel Gottsacker (Department on Aging)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

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

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 of October 10th. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau provided the vouchers and bills for Committee review. Brief discussion held. Motion by Fried to approve the vouchers and bills presented. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.

CIRCUIT COURT BRANCH I – PROGRAM ASSISTANT VACANCY REVIEW APPEAL AND OVERLAP TRAINING

Charbarneau reports that the Branch I Program Assistant Kathy Belliveau plans to retire in February 2019. Judge O'Melia is requesting to refill the position and allow for two weeks of overlap training due to this position being the only clerical position for Branch I. Charbarneau reports that two weeks of overlap training would cost \$1,594 to \$1,821, depending on the starting wage of the new hire. Cushing agrees to the request but recommends that Branch I find the funding for the overlap training in their own budget. Smith notes that due to the small Branch I budget and the unexpected costs the department faces, this may be difficult. Fried asked if two weeks overlap training would be sufficient; Belliveau would prefer more time but feels the two weeks will be sufficient. Smith states that policies and procedures in a small office should be properly documented, and is crucial in this type of transition. Motion by Holewinski to waive the six-month vacancy review period, and approve the overlap training and filling of the position as presented, with funds to come from the existing budget. Second by Cushing. All Committee members present voting 'Aye'. Motion carried. Further discussion held on funding and the process if Branch I goes overbudget.

2019 HEALTH, DENTAL AND VISION OPTIONS

Charbarneau led an in-depth discussion on the proposed options for the 2019 health insurance plan design and premiums. Charbarneau notes that the Traditional Plan experienced a 2% premium increase for the Broad and Aspirus Networks but 0% increase for the Ascension Network. The new High Deductible plan would offer reduced premiums over the Traditional Plan, but not as reduced as Charbarneau had hoped. Charbarneau discussed a handout on the proposed 2019 premiums and plan designs. Charbarneau discussed the High Deductible plan providing a cost savings to both the employees and the county, and feels that many of the employees will switch to this option. In-depth discussion held on HRA funds and plan structure. Charbarneau would also like to offer a cash-in-lieu payment of \$250 per month to employees not enrolled on the health plan and notes that currently there are 39 employees that are not enrolled on the plan. Discussion held on the risks and potential cost savings of implementing the cash-in-lieu payment. Cushing suggests implementing the Traditional and High Deductible Plans for 2019 but holding off on the cash-in-lieu payment until wage/market study results are received. Holewinski agrees with the incentive payment and discussed the cost savings at the township level by implementing this type of incentive payment. Charbarneau notes that Oneida County's health plan is no longer the "Cadillac" plan that it used to be and feels the incentive payment will move many employees to their spouses plan if available. Cushing asked the employees present at the meeting how they felt about the cash-in-lieu payment and employees agree that this would be a benefit to the employees and the county. Motion by Holewinski that we move forward with the seven health plan options for 2019 and the revised dental and vision plans. Second by Cushing. Charbarneau discussed the idea of implementing an HSA account in future years but feels other options should be looked at first. Discussion held on the difference between HRA and HSA accounts, and ACA (Affordable Care Act) fees and requirements. Fried feels there may still be an option that hasn't been looked at yet that could provide more of a cost savings to both employees and the county, and feels the Committee should hold off until more options can be reviewed. Charbarneau and Smith voiced concerns about waiting any longer to implement the 2019 plan. Fried suggested changing the employee contribution on the Traditional Plan (lowest cost plan) from 10% to 12%. Charbarneau notes that the budget is already balanced for 2019 and she would recommend saving that option for a future year in the event premiums go up and the county needs to balance the budget to cover the increased premiums. Cushing took a vote on the motion. All Committee members present voting 'Aye'. Motion carried. Fried asked about the option of offering no insurance. Smith notes that the ACA fees could run in excess of \$40,000 per person and Charbarneau notes that this would have a negative impact on retaining employees.

ECONOMIC SUPPORT SPECIALIST POSITIONS INCREASE TO 40 HOURS PER WEEK

Rideout discussed the four-county consortium Oneida County participates in as part of the restructuring of county Economic Support units seven years ago. Rideout notes the benefits of the consortium include relying on the other three counties when staff shortages occur. The consortium has state performance measurement requirements that need to be met which the consortium has done well. However, the call center wait times have been an issue the past couple years due to increased call volumes. Rather than adding another employee, Rideout requests to change the current Economic Support staff from 37.5 to 40 hours per week to help deal with the increased workloads. Rideout says this would be the equivalent of adding a 60% part-time employee, except not adding the additional benefit costs. Rideout says her staff would be happy with this change, since it would increase pay and allow more time to complete heavy workloads. Rideout states she will use state and federal consortium money to cover the proposed increase. Rideout notes that there is for sure enough funding to support this change for five years and in the event the additional funding ends, she will reduce Economic Support staff back to 37.5 hours per week. Holewinski inquired and Rideout confirms that this change wouldn't increase PTO benefits.

ECONOMIC SUPPORT SPEC. POSITIONS INCREASE TO 40 HOURS PER WEEK (continued)

Motion to approve the request and forward to the County Board for consideration. Second by Holewinski. Rideout would like to implement this immediately and has funds to cover the remainder of 2018. All Committee members present voting 'Aye'. Motion carried. Rideout notes that she will soon have a vacancy in her Child Support unit and may look into moving the Child Support workers to 40 hours per week as well, rather than fill that vacancy.

RESOLUTIONS

Charbarneau notes that the following resolutions were previously approved by the LRES Committee and she is just presenting the resolutions for their signature before they are presented at the November County Board meeting. Discussion held and Committee agrees that none of the resolutions are consent items.

- **Create Children Services Support position:** Committee reviewed and signed the resolution to add a Children Services Support position in Social Services. Motion by Cushing to approve the resolution creating the Children Services Support position and forwarding the resolution to the County Board. Second by Holewinski. All Committee members present voting 'Aye'. Motion carried.
- **Create Disability Benefit Specialist position:** Charbarneau notes that this will be a new position being added due to Oneida County taking over ADRC responsibilities and increased workloads. Smith and Jacobson discussed funding. A motion will need to be made to add these positions to the 2019 budget. Motion by Cushing to approve the resolution to create the Disability Benefit Specialist position and forward the resolution onto the County Board. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.
- **Create Full-Time Clerical Support position at Department on Aging:** Jacobson discussed not filling the previous Transportation Coordinator position. Jacobson also reports that her department has received grant funding in which she will use for this clerical position, and will use the tax levy money saved from ending the LTE clerical position to help fund the new full-time front desk position. Discussion held on additional ADRC funding. Smith notes that if they don't create this position, they will not get the grant funding and the tax levy funding will then remain covering the LTE clerical position. Motion by Cushing to approve the resolution creating a full-time Clerical Support position at the Department on Aging and forward the resolution onto the County Board for their consideration. Second by Paszak. Further discussion held. All committee members present voting 'Aye'. Motion carried.
- **Create 60% ADRC Specialist position:** Jacobson discussed using increased ADRC funding to help cover a 60% ADRC Specialist, which she would locate in northern Oneida County. Discussion held. Motion by Cushing to approve the 60% ADRC Specialist position and forward onto the County Board for approval. Second by Holewinski. All Committee members present voting 'Aye'. Motion carried.
- **Increase Account Technician position from 50% to 60% at Department on Aging:** Brief discussion held. Motion by Fried to approve the increase to the Account Technician position from 50% to 60% at the Department on Aging. Second by Cushing. All Committee members present voting 'Aye'. Motion carried.

RESOLUTIONS (continued)

- **Community Policing Grant:** Charbarneau notes that this would continue the additional deputy position that was created in 2006, and would approve Oneida County continuing to cover a portion of the position (costing about \$34,000 per year). This position is assigned to the Minocqua and Hazelhurst areas during the school year and offers additional patrol during the summer months. Motion by Paszak to approve the Community Policing Grant resolution. Second by Fried. All Committee members present voting ‘Aye’. Motion carried.

- **2019 General Wage Increase:** Charbarneau presented the resolution for a 2.25% wage increase for non-union employees. Charbarneau’s understanding was this was an across-the-board increase. Smith says it was her understanding that it was an adjustment to the wage schedule, not across-the-board and this was how it was put into the proposed 2019 budget. Further discussion held and Committee agrees that the 2.25% increase would not be for employees still red-circled after the increase is applied to the wage schedule. Fried inquired on where the number came from; Smith notes this is based on the CPI. Smith requests that the increase get applied to the wage schedules currently being review in the market study so the increased wages are taken into consideration. Motion by Cushing to approve the resolution for the 2019 General Wage Increase of 2.25% and forward the resolution onto the County Board for approval. All committee members present voting ‘Aye’. Motion carried.

- **2019 Red Circled Wage Increase:** Charbarneau reports that the Administration Committee made a motion to earmark funds for increases to red-circled wages. Charbarneau notes that the market study results are not needed before giving any further increases to red-circled positions. Further discussion held and the Committee agrees to remove this resolution until the Carlson Dettmann market study results are received and reviewed. Hartman asked about any bonuses being approved on the County Board floor so he can plan accordingly. Discussion held and Committee agrees that no bonuses will be discussed and recommends that Hartman go to his Committee first if this is something he is requesting.

- **Award additional PTO to new hire:** Hartman has hired a new Corrections Officer and requests to offer them additional PTO by starting them with 27 days of PTO and considering them (at hire) to be at year five for PTO accumulation purposes. Brief discussion held. Motion by Cushing to approve the resolution and forward it to County Board for the additional PTO to be granted to the new hire. Second by Paszak. All Committee members present voting ‘Aye’. Motion carried.

CARLSON DETTMANN MARKET STUDY UPDATE

Charbarneau updated the Committee on the status of the market study in progress for the Exempt and Non-Exempt wage schedules. Discussion held on different ways to implement the study results. Charbarneau notes that the next step will be for Patrick Glynn/Carlson Dettman to meet with various Department Heads regarding reclassification requests. Charbarneau notes that the study results should be available in late November and the LRES Committee will then hold a meeting to discuss those results and how to proceed. Hartman discussed his concerns regarding the study results and actions that may need to be taken in order to be able to afford implementation of the study results. Holewinski notes that he does not want to see funds taken from jail revenues or the general fund in order to implement the new wage plan.

OUT-OF-COUNTY TRAVEL REQUEST FOR COMMITTEE MEMBERS AND STAFF – WORKERS COMPENSATION CHECK-UP

Charbarneau requests approval for herself, Lindsey Kennedy (Employee Services Assistant) and any Committee members interested in attending the upcoming County Mutual meeting in Stevens Point regarding Workers Compensation on November 14, 2018. Charbarneau states there are only travel costs. Motion by Holewinski to approve the out-of-county travel for Charbarneau, Kennedy and County Board members. Second by Paszak. All Committee members present voting ‘Aye’. Motion carried.

FUTURE MEETING DATES

November 8, 2018 at 8:00 a.m. – joint with Highway Committee
November 28, 2018 at 9:00 a.m.
December 11, 2018 at 1:00 p.m.
December 26, 2018 at 9:00 a.m.
(November 7, 2018 and November 21, 2018 meetings have been canceled)

FUTURE AGENDA TOPICS

Carlson Dettmann Wage study
Vacancy Review Process – County Code Update

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Holewinski to adjourn meeting. Second by Cushing. All members present voting ‘Aye’. Motion carried. Meeting adjourned at 10:38 a.m.

Ted Cushing, Chairman

Date

Jennifer Lueneburg, Committee Secretary

Date