

**JOINT LABOR RELATIONS & EMPLOYEE SERVICES AND
PUBLIC WORKS COMMITTEE MINUTES**
County Board Room, Oneida County Courthouse
December 6, 2018

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

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Robb Jensen/Chairman, Ted Cushing, Mike Timmons, Scott Holewinski, Sonny Paszak

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg, Lindsey Kennedy (Labor Relations/Employee Services); Darcy Smith (Finance); Jacob Syndergaard, Patrick Glynn (Cottingham & Butler); Bruce Stefonek (Highway); Steve Schreier, Russ Fisher, Bill Liebert, Robb Jensen (County Board); Dianne Jacobson, Joel Gottsacker (Department on Aging); Brian Desmond (Corporation Counsel); Lisa Jolin (Solid Waste); Tara Ostermann (Treasurer's Office); Tammy Javenkoski (Veteran's Service); Grady Hartman, Dan Hess (Sheriff's Office); John Bilogan (Forestry); Denise Hoppe, Pete Wegner (Planning & Zoning); Kyle Franson (Register of Deeds); Amy Franzen (Probate); Brenda Behrle (Clerk of Courts); Jason Rhodes (ITS); Mike Romportl, Art Hilgendorf (Land Information); Tracy Hartman (County Clerk); Linda Conlon (Public Health); Richard Moore (Lakeland Times)

LRES COMMITTEE 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.

LRES COMMITTEE APPROVAL OF AMENDED AGENDA

Motion by Fried to approve today's agenda and allowing the Chairman the ability to move around on agenda topics. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

PUBLIC WORKS COMMITTEE CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Vice Chairman Holewinski called the Public Works Committee to order at 9:01 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.

PUBLIC WORKS COMMITTEE APPROVAL OF AMENDED AGENDA

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

Brief discussion held and clarified that Holewinski will serve as Chair of the Public Works Committee in Jensen's absence, and Holewinski, Timmons and Paszak will be serving as a quorum and voting on behalf of the Public Works Committee. Cushing, Fried and Hintz will be serving as a quorum and voting on behalf of the LRES Committee.

CLOSED SESSION

Motion by Timmons, second by Paszak for the Public Works Committee 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: Mechanic compensation)

Motion by Hintz, second by Fried for the LRES Committee 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: Disability Benefit Specialist compensation, Social Work Supervisor compensation, Deputy compensation, Mechanic compensation)

Roll call vote taken by both committees with all voting in the affirmative. Motion carried. Committees went into closed session at 9:04 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Kennedy, Smith, Stefonek

RETURN TO OPEN SESSION

Motion by Paszak, second by Timmons for the Public Works Committee to return to open session. Motion by Cushing, second by Hintz for the LRES Committee to return to open session. Roll call vote taken by both committees with all members voting in the affirmative. Motions carried. Both committees returned to open session at 9:18 a.m.

Public Works Committee: Based on closed session discussion, motion by Paszak to hire the new Mechanic at Step 6, with ten additional days of PTO. Second by Timmons. Roll call vote taken with all voting in the affirmative. Motion carried.

ADJOURNMENT OF PUBLIC WORKS COMMITTEE

Motion by Timmons to adjourn the Public Works Committee. Second by Holewinski. All Committee members present voting 'Aye'. Motion carried. Committee adjourned at 9:20 a.m.

RETURN TO OPEN SESSION (continued)

Based on closed session discussion, the LRES Committee made the following motions:

- Motion by Cushing to hire the Disability Benefit Specialist at Grade I, Step 4. Second by Hintz. All Committee members voting 'Aye'. Motion carried.
- Motion by Cushing to start the Social Work Supervisor at Grade M, Step 5. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.
- Motion by Fried to hire the Mechanic at the Highway Department at Grade I, Step 6 with ten additional days of PTO. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

2019 UW-EXTENSION AGENTS CONTRACT

Charbarneau presented the UW-Extension Agent contract for Committee review and notes that if approved, this will cover the agents through December 31, 2019. Charbarneau states Corporation Counsel Brian Desmond has reviewed the contract and agrees with the contract wording. Brief discussion held with Fried clarifying contract details. Motion by Cushing to approve the 2019 UW-Extension Agent contract as presented. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Hintz to approve the minutes of November 8, 2018. Second by Fried. All Committee members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau presented the vouchers and bills to the Committee for review, noting that the majority of the vouchers are for the Fitness Incentive Fund, which is reimbursed by a Group Health Trust grant. Brief discussion held. Motion by Holewinski to approve the bills and vouchers as presented. Second by Cushing. All Committee members present voting ‘Aye’. Motion carried.

CARLSON DETTMANN WAGE AND BENEFIT STUDY

Charbarneau introduced Patrick Glynn and Jacob Syndergaard from Cottingham and Butler. Glynn discussed the 2014 comprehensive wage study, which evaluated all the positions in the county, clarified comparables and created a tiered wage schedule with steps. Glynn says Oneida County has now asked his firm to complete a market update, which focuses on a position’s pay in comparison to other similar positions, based on chosen comparables. Glynn notes that a market update does not look at the individual in the position and assumes there have been no changes to the position’s duties. Glynn discussed his firm’s expertise in benefit analysis and noted that Cottingham & Butler is providing a benefit analysis to Oneida County at no cost as part of the market update, which was conducted by Syndergaard.

Syndergaard introduced himself and discussed his experience in public sector employee benefits. Syndergaard discussed the four health insurance options for public sector employees including coverage through ETF (Employee Trust Funds), fully insured plans, the trusts or self-funded. Currently, Oneida County utilizes the trust option through Group Health Trust. Syndergaard notes that the ETF and self-funded options tend to be richer plans. Syndergaard clarified that the term “rich” used throughout his presentation to describe different health plans tends to mean lower deductibles and copays, and/or higher employer premium contributions. Charbarneau notes that Oneida County’s health plan was self-funded until 2004 when providers were lost on the self-funded plan and Oneida County moved to the Group Health Trust (which included a provider network). Syndergaard discussed coverage, consumption and cost sharing as key areas to look at when evaluating the performance of a benefit plan. Syndergaard also discussed the areas of participation rate, dependent ration and demographics, and provided Oneida County data along with state averages for comparison. Fried inquired if Oneida County is in a higher medical cost area; Syndergaard stated yes and notes that more populated areas usually tend to have lower medical costs due to higher competition among providers. Discussion held on the possibility of considering employee tenure when deciding the amount of a cash-in-lieu payment in the future. Fried asked how Oneida County’s benefit package compares to neighboring counties; Syndergaard agrees to gather more information to provide to the Committee at a later date. Charbarneau notes that Life Insurance, Income Continuation and other benefits are generally the same for most Wisconsin public sector employers so really the Committee would be looking at health insurance and PTO (Paid Time Off) as the variables when comparing benefits with other public sector employers. Cushing asked what cost savings could be found by reducing the employer contribution to health coverage. Syndergaard notes that reducing the employer contribution rate from 90% to 85% could save the county up to \$295,000. Glynn confirmed that his observation is Northern WI Counties definitely see lower access to health providers.

Glynn started his wage presentation by noting that the numbers he presents today are draft numbers at this time, and the primary focus of his presentation today is the market study, not the 15-20 reclassification requests. Glynn discussed his process used, review of internal equity, external competitiveness, consistent methodology use and transparency of the study. Glynn provided a graph showing data for mid-western United States discharges/layoffs versus voluntary quits, noting that discharges and layoffs have been consistent since 2012 but the amount of voluntary quits has increased significantly. Glynn discussed his market study process of not looking at the individual in the position but rather looking at the position challenges, thinking, problem solving, decision making, impact,

CARLSON DETTMANN WAGE AND BENEFIT STUDY (continued)

interactions, communications, work environment, formal preparation and experience needed. Glynn discussed the options for comparables using either the old comparables, the full data set of comparables or a modified data set (which eliminated smaller counties from the full set). Glynn then provided a chart, showing that based on which comparables are used; Oneida County wages have gotten below market wages, approximately 5.4% - 8%, depending on which comparable set is used. Glynn notes that one of the factors causing this is since the 2013 Oneida County wage study, many of the comparables Oneida County used have completed some type of compensation study and modified their plans. Discussion held on the determination of exempt/salary pay based on an hourly wage. Glynn notes that most private sector and a good portion of public sector employers have 40-hour workweeks, so Oneida County paying based on 37.5 hours week is another contributing factor to Oneida County's wages being so behind market value. Holewinski asked which steps from the Oneida County wage schedules were used when doing the study; Glynn says he used Step 6 (control point) and discussed the inaccurate results if he had used the top step amounts of the wage schedule.

Jensen entered the meeting at 10:44 a.m.

Glynn further discussed his process used in the study and feels the Committee will need to look at the workweek hours to see about adjusting to market standards in order to be competitive in recruiting and retaining employees. Glynn provided options to the Committee, and what steps still need to be done before he can complete the study and make recommendations to the Committee. Glynn summarized that if previous, full data set or modified comparables are used, Oneida County is 5.4%, 6.7% or 8% behind the market respectively. Charbarneau noted that the Committee would also need to decide if they want to remain at the previously used 50% market rate or change moving forward. Jensen discussed the benefit package analysis and inquired how to use the information moving forward. Glynn discussed the benefit of allowing more decision-making powers to the lowest level of administration possible in order to speed up recruitment processes such as job offers. Jensen inquired about why some positions are exempt/hourly; Glynn noted that this allows for unique positions such as Social Workers to be classified as exempt but due to the competitive nature of recruitment and work demands, it makes more sense to pay them hourly. Discussion held on what steps to take next, with the Committee agreeing to allow time to "digest" the information provided and to schedule a follow-up meeting. Fried notes that he wants Oneida County to be a place that people want to work at but many of these decisions are still confined by a tight budget.

2019 HEALTH INSURANCE RENEWAL – IN-LIEU PAYMENTS

Lueneburg discussed the 2019 health insurance open enrollment. Based on implementation of some new options to the plan, there was a cost savings to both employees and the county. Implementation of the cash-in-lieu payment saved the county \$49,456.80 and implementation of the High Deductible plan saved the county \$56,137.20. Lueneburg provided further statistics on employee enrollment of the various benefits. Brief discussion held.

HOURS OF WORK AND OVERTIME LANGUAGE

Charbarneau reviewed previous Committee discussions regarding compensatory time for Exempt employees, and building updated language for the Employee Handbook to clarify the new rules put into place. Charbarneau provided a draft language change for the Committee to review that allows flexibility and consistency for Exempt time off, not requiring PTO usage when less than five hours of time are taken off in a day, and Department Head discretion for variations from the wording. Charbarneau feels this language will help accomplish the Committee's goals for Exempt compensatory time, yet encourage the

HOURS OF WORK AND OVERTIME LANGUAGE (continued)

new culture they wanted to achieve for salaried employees to get the job done. Charbarneau notes that this language was discussed and agreed upon by Department Heads. Hintz feels that how Department Heads implement and monitor this new language should be part of their annual performance evaluation. Smith feels the language should say four, not five for the hour limit. Discussion held and Committee agrees to keep the language submitted by Charbarneau. Motion by Cushing to approve the hours of work overtime and overtime language as submitted. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

INCREASE ENVIRONMENTAL TECH POSITION TO 79% AND RESOLUTION

Conlon requests to move her current 66% Environmental Tech position to 79%. Conlon notes that program fees fund this position completely so no tax levy money is needed for this request. Cushing inquired and Conlon confirmed that in the event program fee revenue decreases, so would this position. Discussion held on job duties of the position. Motion by Cushing to approve increasing the Environmental Tech position to 79% and forward onto the County Board for review. Second by Paszak. Further discussion held. All Committee members voting 'Aye'. Motion carried.

FUTURE LRES MEETING DATES

December 10, 2018 at 11:00 a.m.

December 19, 2018 at 9:00 a.m.

FUTURE AGENDA TOPICS

Wage Market Study

PUBLIC COMMENTS

None

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 11:49 a.m.

Ted Cushing, Chairman

Date

Jennifer Lueneburg, Committee Secretary

Date