

**JOINT ADMINISTRATION COMMITTEE AND  
LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES  
1st Floor Conference Room, Oneida County Courthouse  
August 24, 2016**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Dave Hintz, Billy Fried, Sonny Paszak, Carol Pederson

**ADMINISTRATION COMMITTEE MEMBERS PRESENT:** Dave Hintz/Chairman, Robb Jensen, Bob Mott

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Bruce Stefonek (Highway/Solid Waste); Margie Sorenson (Finance); Dianne Jacobson (Department on Aging); Daleth Mountjoy (Lakeland Times); Freeman Bennett (Highway – retired)

**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. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Fried to approve today's agenda for the LRES Committee. Second by Paszak. All members present voting 'Aye'. Motion carried.

Motion by Mott to approve the agenda for the Administration Committee. Second by Jensen. All members present voting 'Aye'. Motion carried.

**2017 BUDGET OVERVIEW: WAGES AND HEALTH INSURANCE**

Sorenson discussed handout provided to Committee. Sorenson states step increases and approved Sheriff's union increase will run approximately \$112,000. Due to the Wisconsin Retirement system contribution going up by .2% for 2017, the increase will cost about \$50,000 for the county's required portion. Increases in workman's compensation premiums (due to increased claims) will cost approximately \$90,000. At this time, Sorenson estimates that health insurance premiums will increase, with the county's portion to increase by about \$93,000; Sorenson discussed further how she budgets for health insurance. Sorenson says the newly created ITS Systems Administrator I position will add approximately \$64,000 to the 2017 budget in wages and fringe benefits. Sorenson estimates revenue increases of about \$112,000 in sales tax and \$75,000 from the Health and Welfare Trust which is money left over from when the county was self-insured which needs to be used for health insurance. Sorenson says she has used money from the trust in the past to pay the HRA payouts to retirees and to pay retiree health plans. Sorenson estimates \$50,000 reduction in revenue at Solid Waste due to indirect cost charges. Sorenson says there are still many variables missing in her 2017 budget but at this time, she estimates about \$191,000 increase needed for 2017 budget. Sorenson says there will be state prisoner revenue for 2017 but would prefer the net revenues be applied to capital improvements since applying these revenues to operating costs could be dangerous for future year budgets in the event the state prisoner revenue goes away. In-depth discussion on the 2017 budget and possible revenue sources that aren't being utilized at this time.

Discussion held regarding the pros and cons of doing a lump sum versus a percentage cost of living adjustment (COLA) on wages. Hintz notes that a lump sum payment throws off the wage schedule; Sorenson states a lump sum is also difficult and confusing for payroll. Hintz notes that the lump sum

hurts the wage schedule. For a 1% percent COLA for non-protected and non-redlined employees, the cost would run about \$100,000. A 1% COLA for redlined/non-protected employees would add another \$15,000. Sorenson is also projecting a \$48,000 increase in premiums for the retiree coverage plans.

Cushing lead a discussion regarding last year's .73% COLA and what is appropriate for a 2017 COLA. Charbarneau discussed information gathered from other counties regarding COLA increases, which ranged from 1%-4%. Charbarneau further discussed her wage study of Oneida County's wage schedule and states that she found the hourly wages to be set fairly accurately with the market but several salary positions are under set based on similar market comparisons. Charbarneau states this could be due to the county deciding to go with average market values during the last wage study.

Motion by Cushing to use, for budgeting purposes, a 1% (COLA) pay increase (for 2017). Second by Hintz. In-depth discussion held on trying to find the balance between competitive wages versus keeping the budget balanced. Fried and Charbarneau discussed alternative options in order to keep health insurance costs down for the county. No further decision made on health insurance at this time.

Roll call vote taken by the LRES Committee with all members present voting 'Aye'. Motion carried.

Roll call vote taken by the Administration Committee with all members present voting 'Aye'. Motion carried.

#### **ADJOURNMENT OF ADMINISTRATION COMMITTEE**

Motion by Jensen to adjourn the Administration Committee portion of the meeting. Second by Mott. All members present voting 'Aye'. Motion carried. Adjourned at 9:58 a.m.

#### **APPROVE MINUTES**

Motion by Paszak to approve the minutes of August 10, 2016. Second by Fried. All members present voting 'Aye'. Motion carried.

Fried inquired about looking at other health insurance plan options; Charbarneau states she will be releasing an RFP (Request for Proposal) in order to gather that information.

#### **VOUCHERS, REPORTS AND BILLS**

Committee reviewed the vouchers and bills presented. Motion by Hintz to approve the vouchers and bills presented by LRES. Second by Pederson. All members present voting 'Aye'. Motion carried.

#### **LTE BUS DRIVER WAGES**

Jacobson states the Northwood's Transit Commission and Department on Aging (DOA) both employ bus drivers, however the Transit Commission pays a higher hourly wage for their drivers. Any DOA bus driver increase would be paid by the Transit Commission funding so increasing the county bus driver wages wouldn't need to come from tax levy monies. In-depth discussion held. Jacobson noted that eventually all the bus drivers will work for the Transit Commission but this cannot be done until issues with the bus barn are cleared up. Charbarneau suggests moving the county driver wages to the Level one Transit Commission wages for the remainder of the year until the county drivers can be hired on with the Transit Commission. Motion by Cushing to move the LTE bus drivers to (Transit Commission) Level one. Second by Paszak. Brief discussion. Cushing amended his motion to make the change temporarily effective until January 1, 2017. All members present voting 'Aye' on amended motion. Motion carried.

**FORESTRY MAINTENANCE TECHNICIAN VACANCY REVIEW APPEAL**

Bilogan states due to an upcoming retirement in December 2016, he is requesting early approval to fill the future vacancy now. Bilogan provided a description of the job duties and notes this request was already approved by the Forestry Committee. Discussion held on possible options for filling the position. Motion by Cushing to approve the Forestry Maintenance Technician vacancy review appeal, contingent on the current employee submitting his papers to retire. Second by Pederson. All members present voting 'Aye'. Motion carried.

**FORESTRY MAINTENANCE TECHNICIAN RECLASSIFICATION REQUEST**

Bilogan notes that the current employee is leaving partially due to the wage set for this position during the wage study in 2013. Charbarneau noted that this position's wage was previously discussed by this committee and took no further action due to the wage being set appropriately based on education and experience requirements of the job. In-depth discussion on request and options. The Committee agrees that the wage should remain the same at this time and in the event the position is difficult to fill, the Committee can revisit the request. Motion by Cushing to deny the Forestry Maintenance Technician Reclassification request at this time and in the future, when and if the position gets posted, review the wage as needed at that time. Second by Fried. All members present voting 'Aye'. Motion carried.

**EQUIPMENT OPERATOR VACANCY REVIEW APPEAL**

Stefonek reports that this position is vacant due to the retirement of a 20 year employee of the Highway Department. Stefonek has already brought this request to the Public Works Committee and gained approval. Brief discussion on request. Motion by Fried to approve the vacancy review appeal for the Equipment Operator position. Second by Paszak. All members present voting 'Aye'. Motion carried.

**CLOSED SESSION**

Motion by Fried, second by Hintz to adjourn 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 over which this body has jurisdiction or responsibility. (Topic: Equipment Operator compensation and employees eligible for 2016 PTO payout prior to end of year).

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:42 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Stefonek, Sorenson, Bennett

**RETURN TO OPEN SESSION**

Motion by Hintz to return to open session. Second by Pederson. Roll call vote taken with all voting in the affirmative. Motion carried. Return to open session at 11:06 a.m.

In closed session, the following motions were made and approved:

Approval of the request to start the new Equipment Operator at \$17.58 (Grade G, Step 3) contingent on approval by the Highway Committee.

Approval of the PTO payout request, due to the previous Highway Commissioner's prior commitment to train the new Highway Commissioner.

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**2017 STAFFING REQUESTS**

Charbarneau discussed 2017 LTE staffing requests for scanning and special projects. Charbarneau also discussed the possibility of creating a floater position; committee discussed the needs and design of a floater position if approved.

**WELLNESS/HEALTH UPDATES**

None

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE MEETING DATES**

September 12, 2016 at 1:00 p.m. (changed after meeting)  
September 28, 2016 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

Health insurance updates

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Cushing to adjourn. Second by Fried. All members present voting 'Aye'. Motion carried.  
Meeting adjourned at 11:12 a.m.

  
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Ted Cushing, Chairman/LRES Committee

\_\_\_\_\_ 9/12/16  
Date

  
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Jennifer Lueneburg, Committee Secretary

\_\_\_\_\_ 9/12/16  
Date