

LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
February 2, 2022 9:00 a.m.

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

LRES COMMITTEE MEMBERS ABSENT: Billy Fried/Vice-Chairman (excused)

ALSO PRESENT IN PERSON: Lisa Charbarneau, Jenni Lueneburg (LRES); Grady Hartman (Sheriff); Mike Fugle, Andy Kaftan (Corporation Counsel); Tina Smigielski (Finance); Mike Romportl (Land Information); Linda Conlon (Public Health); Steven Schreier (County Board); Joe Steinhege (Public)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #2 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 present voting 'Aye'. Motion carried.

APPROVAL OF MINUTES

Motion by Holewinski to approve the minutes of January 20, 2022. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.

APPROVE BILLS AND VOUCHERS

Charbarneau presented the bills and vouchers, noting they are all within budget. Motion by Holewinski to approve the bills and vouchers. Second by Hintz. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENTS

No public present in the meeting room; no comments from participants present on Zoom.

CLOSED SESSION

Motion by Holewinski, second by Paszak 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 and section 19.85(1)(e) for purposes of deliberating the County's position in a matter relating to collective bargaining under subch. I, IV, or V of ch. 111, stats. when bargaining reasons require a closed session. Pursuant to section 19.82(1) stats., the Committee is not considered a governmental body whenever it is meeting for the purposes of collective bargaining under subch. I, IV, or V of ch. 111, stats; and section 19.85(1)(f) for purposes of considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data; and section 19.85(1)(g) for purposes of conferring with legal counsel concerning strategy to be adopted by the government body with the respect to litigation in which it is or is likely to become involved. (Topics: Exempt Salary Compensation; Deputy Association; Land Information Director; Employee Grievance; investigation of public employee/complaint; Closed Session minutes January 5 and 20, 2022).

CLOSED SESSION (continued)

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:06 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Hartman, Fugle, Kaftan and Schreier

RETURN TO OPEN SESSION

Motion by Holewinski, second by Hintz to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 10:07 a.m.

Cushing reports in closed session, a motion was made and approved by roll call vote to approve the closed session minutes of January 5, 2022 and January 20, 2022.

PUBLIC HEALTH NON-TAX LEVY STAFFING REQUESTS

Conlon is requesting to add a full-time Community Health Specialist position to help do a community needs assessment, which is required by statute once every five years, and to follow-up on the results. Conlon says the pandemic has caused a lot of alcohol, drug and mental health issues so the assessment will be important in determining the focus areas moving forward. Conlon says this position would also participate in some of the coalition groups and would also retrieve, organize and disburse data to the community. Conlon says this position would be fully grant funded. Committee agreed to request.

Conlon says her department has been successful in receiving more grants over the years and with this increase in funds comes the need for more reporting and administrative tasks needing to be completed. Conlon is requesting to add a 64% Account Technician position, which would work in partnership with the current full-time Account Technician. Conlon confirms that this position would be funded in full by grant and revenue funding. Committee agreed to request.

Conlon also discussed the request to add an additional Sanitarian position due to the current staff having difficulties getting the continually increasing amount of duties done. Conlon explained that her department is under contract to inspect all institutions in Oneida County each year. With the increase in institutions over the years to inspect in the county, it is becoming increasingly difficult to stay in compliance with the contract. Conlon tried to increase her part-time Sanitarian to four days per week but this was still not enough. Conlon confirms that this position will not be funded by any tax levy dollars. Discussion held with Committee agreeing to request.

RESOLUTIONS: COMMUNITY HEALTH SPECIALIST, ACCOUNT TECH, SANITARIAN

Motion by Holewinski to approve the non-tax levy staffing requests for the Community Health Specialist, Sanitarian and 64% Account Technician, approve the three resolutions, and forward onto the County Board for further consideration. Second by Hintz. Brief discussion held on exempt and non-exempt status of the positions. All Committee members present voting 'Aye'. Motion carried.

2021 WORKER'S COMPENSATION REPORT

Charbarneau reviewed the Workers Compensation claims report, noting open claims and current reserve amounts. Brief discussion held on how workers compensation premiums are determined based on previous three years' claim costs. No actions taken.

PROJECT/PRIORITY LIST REVIEW

Charbarneau presented the LRES project list, sorted by priority. Charbarneau is looking to add an Employee Assistance Program in the coming year. Charbarneau discussed the top priority items, including a full review/update of the Employee Handbook, maintaining the COVID-19 policy and the FLSA audit.

EMPLOYEE HANDBOOK REVIEW

Previously, discussion was held regarding the need for a mass review and update of the Employee Handbook. Charbarneau states based on the current FLSA audit taking place, the consultant on the audit feels about 30 pages of the Employee Handbook may need to be updated once the audit is complete. Based on this information, Charbarneau feels the best approach would be to bring sections of the Employee Handbook before the Department Heads for review. Once the Department Heads and Charbarneau have completed their review and the FLSA audit is complete, the Employee Handbook would then be brought to this Committee for final review and approval. Charbarneau feels this approach will make the review less daunting and provide Department input prior to the Committees final review. Brief discussion held with Committee agreeing to this approach.

PUBLIC COMMENTS

No public participants present in the meeting room; no comments by participants present on Zoom.

FUTURE MEETING DATES

February 16, 2022 at 9:00 a.m.
March 2, 2022 at 9:00 a.m.
March 16, 2022 at 9:00 a.m.

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 10:34 a.m.

/s/Ted Cushing
Ted Cushing, LRES Committee Chairman

February 16, 2022
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Committee Secretary

February 16, 2022
Date