

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
February 13, 2019

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

LRES COMMITTEE MEMBERS ABSENT: Scott Holewinski (excused)

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (LRES); Darcy Smith (Finance); Brenda Behrle (Clerk of Courts); Mary Rideout (Social Services); Bruce Stefonek (Highway Dept.); Kyle Franson (Register of Deeds); Dianne Jacobson, Joel Gottsacker (ADRC); Jason Rhodes (ITS); Michael Romportl (Land Information); Denise Hoppe (Planning & Zoning); Tracy Hartman (County Clerk); Tammy Javenkoski (Veteran Services); Grady Hartman, Dan Hess (Sheriff's Office); Brian Desmond (Corporation Counsel); Amy Franzen (Probate); John Bilogan (Forestry); Robb Jensen, Steven Schreier (County Board)

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.

APPROVAL OF AMENDED AGENDA

Motion by Hintz to approve the 2nd amended agenda. Second by Cushing. All Committee members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Charbarneau notes three changes to the draft minutes. Motion by Paszak to approve the January 23rd meeting minutes with the suggested changes. Second by Hintz. All Committee members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau presented vouchers and bills, and provided a brief summary. Motion by Hintz to approve the vouchers, reports and bills as presented. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.

CARLSON DETTMANN WAGE AND BENEFIT STUDY

▪ **COSTING PROPOSALS, HOW TO PROCEED AND RELEVANT INFORMATION:** Charbarneau provided a summary of previous meeting discussions regarding this topic. Smith provided annual costs to implement the new wage study at 30%, 40% and 50%, noting costs of \$260,471, \$325,001 and \$391,536 respectively. Smith discussed her concerns about using Rideout's strategy to implement the new wage plan, noting that the strategy will prolong bringing the wage schedule up to the full market level and will not help Oneida County competitively recruit new employees for a while. Cushing reminded the Committee that there is about \$200,000 available from health plan savings that could be used to help implement the new wage schedule. Discussion held on how to implement the new wage schedule without creating compression issues. Hintz feels that the 1950 versus 2080 annual hours issue is a component to be considered when implementing the new plan. Charbarneau discussed moving all staff to 2080 annual work hours, which would reduce overtime budgets, but feels if this is done without reorganizing staff, some departments would be overstaffed. Cushing feels that in order for Oneida County to be competitive in recruitment and retention of employees, one of the key components is increased flexibility. Further discussion held. Charbarneau asked for input from Department Heads regarding wage study implementation and the possibility of sharing staff. Rideout feels bringing up the schedule even partially will be beneficial in retaining employees. Rideout also notes that many of her Social Worker applicants

CARLSON DETTMANN WAGE AND BENEFIT STUDY (continued)

▪ **COSTING PROPOSALS, HOW TO PROCEED AND RELEVANT INFORMATION (continued):**

have just finished college and she wouldn't start them past Step 1 on the new wage scale. Rideout requests to keep current employees at their same step on the new wage schedule and discussed implementation problems in the last wage study when this was not done. Rideout says she has found several personnel cost savings in her department and will continue to look for more. Charbarneau elaborated on compression issues that Social Services and the Sheriff's Office have experienced on the current wage schedule. Schreier feels the county should start by figuring out what they can afford before determining an implementation option, and agrees that Oneida County has let itself get too far behind on wages. Cushing agrees that the county has allowed itself to get behind on wages and since levy limits can't be changed, the County Board will need to look at the three P's (programs, people and projects) and start finding cost savings in order to help get wages back up to market level. Jensen agreed with Schreier's previous statements. Grady Hartman provided further comments on internal equity. Hartman challenged the County Board to put personnel costs first during budget season and then work off the rest of the programs, projects and costs from there, noting that some tough decisions may need to be made. Jensen feels that employees are important but the services provided by the county are the most important, and the County Board will need to look at which services are needed and not needed during budget time. Fried feels the LRES Committee's duty is to forward possible options to the Administration Committee, which would serve as a starting point to determine what can be afforded. Hintz agrees, noting that several options presented to the Administration Committee will allow them flexibility when figuring out how to afford the final implementation. Cushing says he has heard from Department Heads that implementation needs to start soon, and therefore recommends implementing 50% of the new wage schedule increases effective July 1, 2019, implementing the remaining 50% on January 1, 2020, and moving this option onto the next Administration Committee meeting. Charbarneau notes that they already have enough money from health insurance cost savings to implement the July 1st portion but the option would require finding \$600,000 in additional funds for the 2020 budget. While Administration Committee is reviewing this option, Cushing suggests Department Heads begin thinking about what they can do to help find these additional funds needed, in the form of cost savings and efficiencies in their own departments. Discussion held. Charbarneau recommends the Efficiency Team work together with Department Heads to find additional efficiencies and costs savings, rather than the County Board simply asking every department to reduce their budget by a standard percentage. Charbarneau notes that small departments will tend to have a much harder time finding efficiencies than bigger departments, plus departments that have already found efficiencies will have a more difficult time trying to find anything additional to cut without eliminating vital services. Desmond suggests looking at other revenue producing options such as a wheel tax, which would have the potential to generate up to \$700,000 in revenues. Jensen provided further input and agrees with Charbarneau about needing to prioritize services rather than doing an across the board cut. Jensen notes that ultimately, it will be the County Board members that will need to make some very tough decisions, but need to do so in order to move forward. Hintz feels rather than raising taxes or fees, the government's first job is to find efficiencies and agrees that the burden will fall on the County Board to make some difficult but important decisions moving forward. Hartman suggested bringing a referendum forward, with a plan on what areas to cut in the event the referendum fails. Fried provided further input. Paszak discussed the need for deadlines to be set in this process. Motion by Cushing to go with 50% of the Carlson Dettmann market study schedule beginning the next payroll after July 1, 2019 and the other 50% Carlson Dettmann market study schedule January 1, 2020, and forward these numbers to Administration Committee to review the feasibility and sustainability of this option. Second by Paszak. Discussion held. All Committee members present voting 'Aye'. Motion carried.

CARLSON DETTMANN WAGE AND BENEFIT STUDY (continued)

- **WILL APPEALS BE ALLOWED:** Charbarneau discussed appeals being allowed in the 2014 wage study. Charbarneau says she has already been asked if appeals will be allowed for the reclassification results of this study, and if additional reclassification requests will be accepted. Fried feels it would be beneficial to review requests before the start of budget season rather than during budget season. Discussion held. Cushing agrees that additional requests received up to this point, along with reclassification appeals should be allowed. Charbarneau clarified that the fee charged by Carlson Dettmann for any new reclassification requests would come out of the requesting department’s budget and the Committee agreed.

- **INTERNAL EQUITY QUESTIONS AND ANNUAL WORK HOURS PER YEAR:** Charbarneau discussed internal equity issues caused due to some positions have 1,950 annual hours and some positions working 2,080 annual hours. Charbarneau provided an example on the current wage schedule handout, noting that a position at a grade level higher but working 1,950 actually makes less than a grade level lower that works 2,080 annual hours. Charbarneau suggests the Committee consider moving all positions to the 2,080 annual work hours as part of the wage study implementation in order to clear up these internal inequities. Discussion held. Fried feels the matter should be looked at only as internal equity issues come up in individual departments. Charbarneau feels this should be one of the goals of this Committee as part of the wage study. Committee agrees to discuss further at a future meeting.

- **CLARIFICATION OF ADMINISTRATIVE COORDINATOR PLACEMENT:** Charbarneau discussed the reclassification request for the Administrative Coordinator position that was listed as “TBD (To Be Determined)” on the results. Previously, the position title was given to Charbarneau with no salary increase since the County Board felt no additional duties were being assigned. In 2015, a resolution was presented to move the Administrative Coordinator and Corporation Counsel positions to Grade T. This resolution was denied but did acknowledge that additional duties have been added to the Administrative Coordinator position. Charbarneau provided further details on the position. Cushing feels a motion should be made. Hintz feels no action should be taken at this time on the topic. Charbarneau clarified that the Corporation Counsel position was moved to Grade T with approval of the recent Carlson Dettmann reclassifications. Paszak feels that Charbarneau should remain the County Coordinator and supports moving the position to Grade T. Further discussion held with the Committee agreeing to take no action at this time and to discuss the matter further, prior to finalizing the current market wage study.

ITS DEPARTMENT RESTRUCTURE – RESOLUTION

Charbarneau discussed Rhodes moving from the Network Analyst to ITS Director position back in May 2018, and keeping the Network Analyst position vacant in order to assess current staffing and department needs. Rhodes is now proposing to move his Systems Administrator to the Network Analyst position, eliminate the Systems Administrator position, move all but two of his positions to 40 hours per week, and reduce one of the remaining two positions to 80%. Rhodes discussed the gradual elimination of the AS400 system, which will reduce programming needs. Rhodes also notes that ITS has taken on Social Services’ IT duties which eliminated a 50% IT position in Social Services. Smith voiced concerns on moving some positions to 40 hours per week while leaving other positions at 37.5 hours per week, noting that this has already caused issues in other departments. Rhodes reports that the proposed changes to his staffing would have a net annual cost savings of \$36,771. Smith voiced concerns on reducing a programmer position to 80%, based on the large amount of program and software conversion projects scheduled in the future. Rhodes feels that reducing the programmer position to 80% will meet the needs of the department and will help retain the highly trained employee currently in the position. Cushing reports that he supported Rhodes and the

ITS DEPARTMENT RESTRUCTURE – RESOLUTION (continued)

proposed ITS restructuring in the Administration Committee meeting, and if there is any department that needs flexibility, it would be ITS due to constant changes. Hintz inquired about Rhodes allowing any of his employees to work from home to provide flexibility. Rhodes says he has already offered the work-at-home option and none of his employees have used the option but may use it down the road. Motion by Cushing supporting the ITS proposed changes. Second by Fried. Fried notes that he would like to hear back in the future how the conversion to 40 hours per week is going with ITS; Charbarneau says she will make a note to do so in a future meeting. Jensen voiced concerns on moving the ITS staff to 40 hours per week. Jensen notes that when the Highway Dept. moved to 40 hours per week, not enough consideration was given to the effects on budget and what would really be gained in productivity. Fried reiterates that Rhodes has taken some time to look at the ITS structure and has found efficiencies that will benefit his department and still save money. Jensen reiterates his concerns on the long-term impact of these types of department restructurings. All Committee members present vote ‘Aye’ on motion. Motion carried. Resolution reviewed and signed by LRES Committee members present.

ORDINANCE AMENDMENTS TO COUNTY CODE – CHAPTER 1, 2 AND 4

Charbarneau summarized the previously approved amendments to the County Code and presented the ordinance amendment being moved forward to County Board. Brief discussion held. Motion by Fried to approve the Ordinance Amendments to County Code Chapters 1, 2 and 4. Second by Cushing. All Committee members present voting ‘Aye’. Motion carried.

CLOSED SESSION

Motion by Hintz, second by Paszak 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: Branch I Program Assistant Compensation and Highway Department Closure Day Compensation)

Roll call vote taken with all voting in the affirmative. Motion carried. Committees went into closed session at 10:46 a.m.

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

RETURN TO OPEN SESSION

Motion by Cushing, 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 11:05 a.m.

Based on closed session discussion, the following motion were made:

Motion by Cushing to accept Stefonek’s offer to donate 15 hours of PTO. Second by Paszak. All Committee members present voting ‘Aye’. Motion carried.

Motion by Cushing to start the Branch I Program Assistant at Step 3. Second by Fried. All Committee members present voting ‘Aye’. Motion carried.

FUTURE LRES MEETING DATES

February 27, 2019 at 9:00 a.m.
March 13, 2019 at 9:00 a.m.
March 27, 2019 at 9:00 a.m.

LRES Committee meeting
February 13, 2019

FUTURE AGENDA TOPICS

Exit interview and culture survey process
Carlson-Dettmann market study
Employee Handbook updates

PUBLIC COMMENTS

None

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 11:09 a.m.

/s/Ted Cushing
Ted Cushing, Chairman

February 27, 2019
Date

/s/Jennifer Lueneburg
Jennifer Lueneburg, Committee Secretary

February 27, 2019
Date