LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Committee, Oneida County Courthouse
May 8, 2019

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

LRES COMMITTEE MEMBERS ABSENT: Scott Holewinski (excused)

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Mary Rideout (Social Services); Jennifer Allen (Branch II Circuit Court)

CALL TO ORDER AND CHAIRMAN’S ANNOUNCEMENTS
Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st 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.

APPROVAL OF AGENDA
Motion by Hintz to approve the amended agenda. Second by Paszak. All Committee members present voting ‘Aye’. Motion carried.

APPROVE MINUTES
Motion by Paszak to approve the minutes of April 10, 2019. Second by Fried. All Committee members present voting ‘Aye’. Motion carried.

VOUCHERS, REPORTS, BILLS AND LINE ITEM TRANSFERS
Charbarneau reports that the county was billed an additional $2,000 for a pricing project completed by Carlson-Dettmann as part of the market study. Charbarneau thought that the cost of the pricing project was included in the original market study price but it was not. In the market study contract, the pricing project was initially removed and when the county decided to add the pricing project back in to the study, the county misunderstood that the $2,000 additional cost would be added back to the contract. Discussion held on the large amount of work that went into the pricing project, and the time saved by the county not having to complete the work. Charbarneau feels having Carlson-Dettmann complete the project was the correct decision but had she been aware of the $2,000 extra charge, she would have brought the matter to Administration Committee before moving forward. Smith provided details on the pricing project, noting that different cost options were provided, and Smith then populates the data in with her own calculations. Smith notes that had she needed to do the pricing project herself, it would have taken months to complete. Carlson Dettmann has an established template they use which speeds up the process, making the project well worth the cost. Brief discussion held. Charbarneau provided line item transfers in the amount of $10,633.79 to cover the pricing project, travel/lodging expenses for Carlson-Dettmann and reclassification requests that couldn’t be covered by the requesting department’s budget at this time. Charbarneau notes that if departments find the amounts in their budget later in the year, the amounts would then be returned to contingency. Discussion held regarding concerns about taking contingency money earlier versus later in the year. Motion by Paszak to approve the line item transfers for 2019. Second by Hintz. All Committee members present voting ‘Aye’. Motion carried.

Charbarneau discussed the bills and vouchers presented to the Committee for review in the amount of $13,032.24. Brief discussion held. Motion by Hintz to approve the vouchers and bills. Second by Cushing. All Committee members present voting ‘Aye’. Motion carried.
Charbarneau reports that an Account Technician position in Social Services has been vacant since November 2018. Rideout was hoping to eliminate the position but is finding that she still needs the position at least two days a week. Rideout discussed the position duties and notes that many of the duties of the full-time position were delegated to other accounting and child support staff. Rideout notes that she still needs this position part-time to cover some remaining duties and to cover staff when absent from the office. Rideout voiced concerns with keeping someone in this position if it reduces to two days per week, and is open to combining this position with another part-time position in the county. Rideout notes that this position is primarily funded by state and federal child support funds, and reducing the position will save $11,000 in tax levy funds. Rideout has received approval from her Committee of Jurisdiction on this request. Continued discussion held on the difficulties of retaining an employee in this limited hour position. Cushing feels Social Services should try this request and in the event it doesn’t work out, this committee can look at the position further in the future. Charbarneau notes that the resolution for this request specifies that the cost savings for the position be kept in Social Services to help in other areas of need within the department. Rideout foresees going over in out-of-home care and plans to use the cost savings to cover that overage. Rideout will continue to look for other efficiencies in Social Services. Motion by Cushing to approve the Social Services Account Technician going to part-time and forwarding the resolution onto the County Board. Second by Paszak. All Committee members present voting ‘Aye’. Motion carried.

RESOLUTION: EXTEND LAW CLERK CONTRACT
Charbarneau reports that the Circuit Court Branches are requesting to extend the employment of the current employee in the LTE (Limited Term Employee) Law Clerk position. The Law Clerk position has been in place for about 12 years and is shared with Vilas County courts. The LTE position is normally a one-year contract, which makes it not eligible for the Wisconsin Retirement System. If the position were extended past one year, retirement, life and income continuation insurance costs in the amount of $1,491 would be added to the position and would need to come out of the contingency fund. Fried suggests taking the costs out of the Circuit Court’s current budget and in the event they are over at the end of the year, take the overage out of contingency then. Smith feels that taking the amount out of contingency right away rather than hoping there is funds in contingency to help in the end of the year to cover any overages is the best option. Discussion held on the qualifications of the current Law Clerk. Motion by Cushing to approve the extension of the Law Clerk contract with $1,491 additional costs to come from the contingency fund, and approval contingent on the request being approved by the Public Safety and Administration Committees. Second by Paszak. All committee members present voting ‘Aye’. Motion carried. Committee reviewed and signed the resolution.

CULTURE SURVEY AND EXIT INTERVIEW
Charbarneau summarized previous Committee discussions on conducting a possible countywide culture survey. Charbarneau has gathered information on culture surveys completed within Social Services and Public Health, and has put together a draft culture survey for the Committees review. Charbarneau feels the survey should be done by paper and/or Survey Monkey, and results should remain anonymous. Discussion held on keeping results anonymous, which would make it difficult to narrow where problem areas are occurring and finding solutions. Smith suggests having the survey ask what building the employee works in, and years of service. Discussion held on survey process. Fried feels that the Funding Opportunities survey should take priority over a culture survey. Charbarneau notes that once a culture survey is completed, she plans to compile the results and provide information to Department Heads and the LRES Committee to determine what further actions are needed. Charbarneau feels that the data collected from a culture survey is valuable in determining what is and isn’t important to employees, and other concerns. In-depth discussion held on how to gather accurate information yet still keep the results private. Charbarneau stresses the importance of doing something with the information gathered from the culture survey but agrees that not
CULTURE SURVEY AND EXIT INTERVIEW (continued)
knowing where concerns specifically come from will make that difficult. Further discussion held on how to conduct the survey anonymously yet still being able to proceed on results. Committee agrees for Charbarneau to discuss the draft culture survey with Department Heads and then bringing the topic back to this committee.

Discussion held on implementing an exit interview process and when the interview should be done. Fried discussed exit interview practices in the Minocqua School District. Charbarneau notes that based on information gathered from other counties, not many do culture surveys but many have an exit interview process. Most counties conduct their exit interview by paper survey via mail after employment has ended but return rates tend to be low. Cushing feels an exit interview process should be implemented and in the event it isn’t effective, the process can be adjusted down the road. Committee agrees for Charbarneau to discuss the process with Department Heads for input and then bring the process back to the LRES Committee before proceeding further.

EMPLOYEE HANDBOOK: INCLEMENT WEATHER, LIMITED SERVICE EVENT AND EMERGENCY CLOSURE EVENT:
Charbarneau provided the updated Employee Handbook language previously discussed by the Committee, noting that language was added allowing department heads to use alternate work schedule when appropriate for Inclement Weather, Limited Service Events and Emergency Closure events. Charbarneau has also updated the word “Law Enforcement” with “Sheriff”. Hintz provided background on the recent weather closure day and feels the current county policy didn’t address how to handle the situation. Hintz feels this gives employees, management and the county more options based on the different situations, and this policy better spells out how to handle these situations. Motion by Hintz to make the proposed changes to the Employee Handbook. Second by Paszak. All Committee members present voting ‘Aye’. Motion carried.

FUNDING OPPORTUNITIES COMMITTEE UPDATE
Hintz provided a summary of the meetings held so far for the Funding Opportunities Committee. Hintz states that a list of about 40 different cost saving ideas have been created, ranging from small to rather big areas of the county. Ideas include combining and reorganizing departments and going out for bids on various insurance policies held by the county. Hintz states at future meetings, the Committee will determine the top 15 items they wish to proceed on and determine if additional committees need to be established to handle the bigger ideas. Hintz notes that some of the ideas may result in difficult decisions and may not save much money, but the county needs to continually look at efficiencies, even if funds weren’t needed for the market study. Hintz notes that the Administration Committee will also review the list and provide input. Paszak feels that Charbarneau and Smith should be involved in any reorganizations since they know more about these departments then County Board members and could provide valuable input. Discussion held on concerns with the state budgeting process and its possible effect on the county. Cushing urges the Committee to move on this process soon, noting that the longer the county waits on the market study implementation, the further behind wages get. Hintz feels the Funding Opportunities Committee is making progress.

FUTURE MEETING DATES
May 22, 2019 at 9:00 a.m.
June 13, 2019 at 10:30 a.m.
June 26, 2019 at 9:00 a.m.
FUTURE AGENDA TOPICS
Employee Handbook update
Culture survey
Exit interview process

PUBLIC COMMENTS
None

ADJOURNMENT
Cushing announced the adjournment of the LRES Committee meeting at 10:20 a.m.

/s/Ted Cushing 6/13/2019
Ted Cushing, Chairman Date

/s/Jennifer Lueneburg 06/13/2019
Jennifer Lueneburg, Committee Secretary Date