

LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
July 8, 2020, 9:00 a.m.

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

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (LRES); Darcy Smith (Finance); Lisa Jolin (Solid Waste); Marie Thompson (ITS); Tara Ostermann (Treasurer); Judge Patrick O'Melia, Jennifer Allen (Circuit Courts); Jason Dailey (Veteran Services); Mary Rideout (Social Services); Grady Hartman, Bob Hebein, Anton Keelin (Sheriff's Office); Miles Alexander, Art Lersch (UW-Extension); Steven Schreier (County Board); Bill Freudenberg (public)

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 AGENDA

Motion by Fried to approve the second amended agenda. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

APPROVAL OF MINUTES

Motion by Paszak to approve the minutes. Second by Fried. All Committee members voting 'Aye'. Motion carried.

PUBLIC COMMENTS

Cushing asks for any public comments; none made.

VOUCHERS, REPORTS AND BILLS

Charbarneau notes all bills are standard and within budget. Brief discussion on WCA Conference. Motion by Fried to pay vouchers and bills. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

2021 STAFFING REQUESTS

- **SOLID WASTE:** Jolin is requesting additional LTE yard staff due to the McNaughton Correctional LTE's not being able to go outside the prison to work due to the COVID-19 pandemic. Jolin was originally only asking for 2021 but now realizes that the LTE staff is also needed for the remainder of 2020. Jolin discussed the backup of work at Solid Waste due to not having staff for the recycling sort line, to pick up around the yard and to prepare refrigerators and other appliances for removal. Jolin also notes an increase in the public dropping off items, most likely due to the public using the closures to clean and clear items from their home. Fried says he was concerned about Jolin asking for new LTE staff but now realizes this is to replace the current LTE McNaughton staff not being used. Jolin says she is requesting one additional yard LTE to deal with large amounts of customers and workloads, and to help keep things running smoother. Discussion held. Cushing discussed the inmates saving the county a lot of money, but now the county will need to make due until the inmates can return. Hintz feels it's best to approve the 2021 request now and review at budget based on the bigger picture of what can and can't be afforded. Holewinski provided comments supporting the request. Motion by Cushing to approve the staffing request for Solid Waste. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

2021 STAFFING REQUESTS (continued)

- **CIRCUIT COURT – LAW CLERK:** Judge O’Melia discussed the Law Clerk position duties and benefits it provides to the Circuit Courts. O’Melia notes that normally the position is hired in June in order to attract new law school graduates. Fried feels that the position was used to give new graduates experience and wasn’t meant to be more than a one year position. Charbarneau notes that the position has been around since the 1990’s and is shared with Vilas County. Smith reports that Oneida County’s portion of the cost is currently \$42,000 per year. Fried asked if any state funding is available to fund the position; O’Melia says the state has never helped with the position in the past. O’Melia notes that with the courts being backlogged due to the COVID-19 closures, this position has been essential to helping with mediations. O’Melia discussed the lack of applicants for this position in the past and the wage not being increased in a long time. Smith discussed the additional retirement costs the county is paying due to the current Law Clerk exceeding a year in the position. Fried asked if this position could help in Corporation Counsel; O’Melia says that would be a conflict of interest. Further discussion held. Motion by Holewinski to approve the 2021 LTE request for the Law Clerk position. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.
- **VETERAN’S SERVICE – ADMINISTRATIVE SUPPORT:** Charbarneau reports that two LTE positions are being requested for Veteran’s Services for 2021. One will be for 60 hours in order to cover the office while staff are at the Spring and Fall Conference, which are used to update required credentials. The second LTE position is for 100 hours to help complete scanning for the office. Charbarneau notes that these positions were approved for the 2020 budget but due to COVID-19 closures, the office has been unable to use all the hours and are backlogged on scanning. Fried discussed the possibility of using current staff for scanning or one LTE for various department scanning projects. Charbarneau says the scanning processes vary from department to department, and she is unsure that any efficiencies would be found by using one LTE for different scanning projects, rather than the current process of having several LTE’s with less hours to cover individual departments. Fried asked Dailey if any efficiencies were found in the Veteran Services Office during the COVID-19 closures. Dailey says the department remained available during the closures, even though employees worked from home. Charbarneau applauded the department for furloughing employees when possible to help save county funds yet still continuing to cover services. Motion by Holewinski to approve the 2021 LTE request for the Veteran Services Administrative Support. Second by Hintz. All Committee members voting ‘Aye’. Motion carried.
- **TREASURER – ANNUAL REQUEST:** Ostermann discussed the Treasurer’s request for 200 LTE hours for Administrative Support. Ostermann notes that LTE’s never touch money going in or out of the office but are helpful in covering the tax collection clerical duties. Charbarneau notes that the Treasurer’s Office was reduced from 2.75 to 2.55 positions a while back and they are using lower cost LTE help to supplement the reduction in staff. Ostermann notes that the flexibility of LTE’s allows for use during busier times. Fried asked Ostermann if any efficiencies were found during the COVID-19 closures. Ostermann discussed the difficulties the office faced during closures since duties such as dealing with inaccurate checks and tax collections in a timely manner didn’t stop with the closures. Motion by Cushing to approve the Treasurer’s LTE request for 2021. Second by Fried. All Committee members voting ‘Aye’. Motion carried.
- **PUBLIC HEALTH – ANNUAL WITH NO TAX LEVY:** Charbarneau discussed the annual LTE requests for Public Health, which requires no tax levy. Discussion held. Motion by Cushing to approve the Public health annual requests as long as not funded by tax levy. Second by Fried. All Committee members voting ‘Aye’. Motion carried.
- **HIGHWAY – SUMMER LABORERS – ANNUAL:** Charbarneau presented the Highway request for Seasonal LTE Laborers and one CDL LTE Laborer, noting this is the same request as 2020. Discussion held on the cost savings and efficiencies created by hiring LTE’s to do flagging and basic tasks to free up regular employees to do higher skill work. Motion by Hintz so approve the Highway LTE request as presented. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.

2021 STAFFING REQUESTS (continued)

- **UW EXTENSION – ANNUAL REQUEST:** Charbarneau introduced Lersch, Interim UW-Extension Director for the District, along with Miles available via Zoom. Charbarneau states the 2021 LTE request is for a 53% Administrative Support position, plus a Fair Secretary and Fair Treasurer positions. Smith clarified that Oneida County gives the fair \$16,000 per year to cover these positions. Fried discussed his feeling that UW-Extension is in a gray area for funding and now that Vilas County has voted to not support UW-Extension for 2021, Fried feels even more hesitant to approve these positions for Oneida County. Hintz notes that there will be a “virtual fair” this year in place of the usual Oneida County Fair. Hintz says based on his conversations with County Board member Bob Mott, UW-Extension still plans to move to Nicolet College and there may still be negotiations in place with Vilas County to reinstate the UW-Extension funding but nothing for sure at this time. Hintz feels that UW-Extension should be reviewed in the budget process when looking at the county as a whole. Cushing agrees and voiced concerns on the funding needs of UW-Extension now that Vilas County has removed their funding. Cushing also feels that as we get closer to the budget season in October, they will have a better idea of what is available and needed. Holewinski agrees with reviewing the request at budget time. Motion by Fried to deny the request for the 53% LTE Administrative Support, LTE Fair Treasurer and LTE Fair Secretary. Second by Paszak. Holewinski clarifies that if the motion passed, UW-Extension would still be in the budget process; Hintz confirmed yes. Lersch clarified that getting rid of the 53% LTE Administrative Support position would also get rid of the support for 4-H and Teen Court. Holewinski reiterated that they should approve these positions and pass them onto the 2021 budget process. Fried discussed the need to review and trim requests prior to them hitting the budget process, and not just “rubber stamping” items and leave them for Administration Committee to deal with at budget. Roll call vote taken; Holewinski, Paszak, Hintz and Cushing vote ‘Nay’; Fried voted ‘Aye’. Motion denied. Discussion held with Committee agreeing to discuss the move further at the upcoming meeting.
- **SOLID WASTE – ANNUAL WITH NO TAX LEVY:** Jolin says based on earlier discussion, she is requesting one additional Yard LTE for the remainder of 2020 to cover duties not being completed by the absent inmate workers. Jolin was going to also ask for an additional Scale Attendant LTE but there isn’t enough time to train so only requesting the additional Yard LTE for the remainder of 2020. Jolin says normally their department is very seasonal but due to COVID-19 closures, there has been an increase of the public bringing in items for disposal. Brief discussion held. Motion by Holewinski to approve the second yard attendant LTE for the remainder of 2020. Second by Paszak. Discussion held on 2020 versus 2021 figures provided on the fiscal impact statement. All Committee members voting ‘Aye’. Motion carried.

DEPARTMENT OF SOCIAL SERVICES – ADRC ALLIANCE

Charbarneau discussed the retirement of the ADRC Director and this Committee’s previous discussions about building an alliance with ADRC and Social Service Departments for purpose of finding Administrative and Clerical efficiencies for the departments. The LRES and Social Services Committees approved the proposed merger but the merger was recently voted down by the ADRC Board. Charbarneau felt it was important to bring that information back to this Committee for further review. Rideout provided a presentation of the merger, highlighting the benefits of combining important resources for the public so they do not need to visit multiple locations for assistance. Rideout says ultimately, the goal of this merger/alliance is to provide better services to the citizens of Oneida County. Rideout says finding cost savings wasn’t the initial goal and still feels unless improved services can result from this merger, then the merger shouldn’t proceed forward. Rideout says many of the reports and funding sources are similar between the two departments and efficiencies can be found in administration. Rideout also notes that this merger can aid in recruitment issues for Social Workers since the ADRC has two certified Social Workers on staff. The two departments could help each other with vacation coverage and Social Worker needs, allowing Rideout to eliminate a Social Worker position from her department. Rideout is also looking at reducing a clerical position by attrition due to other efficiencies found.

DEPARTMENT OF SOCIAL SERVICES – ADRC ALLIANCE (continued)

Rideout also notes that her supervisory staff could also share vacation coverage, and the ADRC and Social Services supervisors could join in on weekly meetings (already being held by Social Services supervisors) to share ideas and problem solve. Rideout discussed the challenges of the merger, including the public and employee’s fears of change, and the perception of Social Services as not always positive. Rideout also notes that initially the merger will be more work but in the long run will create time-saving efficiencies. Rideout notes that a public hearing would need to be held to review the three-year plan. Based on the cost savings to eliminate a Social Worker position minus the loss of a .15 ADRC Specialist’s time to Social Services, the cost savings would be \$66,121.36. Then eliminating an LTE ADRC Specialist position, moving three ADRC Specialists to 40 hour work weeks, moving one ADRC Specialist to a Social Worker pay grade, and the gain of state/federal funds for the ADRC Specialist working on Social Worker duties, would be a net cost savings of \$23,002.84. The estimated cost savings of combining management will be \$72,229.64, for a total cost savings of \$138,351. Rideout notes that the \$23,002.84 savings was not included in the total savings due to it not saving the county any money but it frees up those funds to be used on other ADRC related needs. Charbarneau reiterates that the important aspect of considering this merger is making sure that there is no cut to public services in any areas. Charbarneau says that when reviewed by the ADRC Board, it was felt that the \$138,351 cost savings was not enough savings to compensate the initial extra efforts needed to implement this merger. Charbarneau says if these changes are implemented, the public should not notice any big changes since the changes will be behind the scenes and mostly in management and clerical. Charbarneau feels we have a large elderly population in Oneida County and finding these cost savings and efficiencies will ensure that taxes are not increased and that programs and services remain the same or better. Cushing provided input regarding his support for this change. Charbarneau asks for direction from the Committee on how to proceed, noting if the Committee wants to continue moving forward, they will then begin with public hearings. Cushing feels that the Committee should direct the ADRC and Social Services to move forward with the public hearings, and to have them completed by September 21, 2020. Gottsacker voiced the need to still have two separate budgets for Social Services and ADRC for 2021 in order to allow for a slow transition of the merger. Charbarneau feels this is not necessary and the merger could be worked into the 2021 budget. Rideout notes there are a lot of duties that can’t be completed until the merger is done due to combining staff and confidentiality. Rideout discussed the proposed timeline. Fried feels the process should be aggressively done, rather than sitting in limbo. Motion by Holewinski to direct ADRC and Social Services to move forward with the plan and to proceed to public hearings, make changes to policies and proceed to budget hearings. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.

RSVP (RETIRED AND SENIOR VOLUNTEER PROGRAM) RESOLUTION

Charbarneau says this position was previously approved by the Committee but feels some additional information wasn’t shared and wanted to bring this back to the Committee for further discussion. Charbarneau says due to COVID-19 closures, the position hasn’t been filled yet and therefore, Gottsacker has been completing some of the tasks. The position hasn’t been approved by the County Board but once it is approved at the August meeting, the position can then be filled full-time. Charbarneau is requesting Committee approval for Gottsacker to move forward with the part-time completion of tasks covered by grant funding, until the position is approved by the County Board. Discussion held on background checks needing to be completed and the delay due to response by the state Department of Justice. Gottsacker provided details on the position duties to recruit, screen, and assign volunteers to different non-profit organizations in the area. Discussion held with Committee agreeing to move forward with the part-time work. No motion needed.

CREATE CORRECTIONS/TELECOMMUNICATOR POSITION

Hartman is looking to create a Corrections Officer/Telecommunicator hybrid position. This is due to the difficulty of recruiting Telecommunicators. Hartman discussed the employee in the position needing to keep both Corrections Officer and Telecommunicator certifications along with both sets of uniforms. Hartman discussed having all his Corrections Officers take the Telecommunicator testing and only three passed. One of the employees that passed has agreed to move to Telecommunicator position for now, and accept this hybrid position if approved. Hartman says currently, both Telecommunicators and Corrections Officers are at Grade Level G and Sergeants are at Grade Level I, so he proposes a Grade Level H for this hybrid position to compensate for the flexibility and upkeep of certifications of uniforms for the dual-role position. Charbarneau discussed adding differential pay instead of changing the Grade Level for the position. Charbarneau says if the hybrid position is sent to Carlsen Dettmann for review, it will return as the same grade level due to no addition of higher level duties. Charbarneau says differential pay would be more appropriate for this type of situation. Hartman feels that an increased uniform allowance is also needed due to the need to maintain two sets of uniforms. Discussion held. Motion by Cushing to add \$1.50 per hour to the wage for the new Corrections Officer/Telecommunicator position, in addition to increased uniform allowance. All Committee members voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Holewinski, second by Hintz to go into closed session pursuant to Wisconsin Statutes Sec. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session (Topic: Deputy Association Bargaining) and Wisconsin Statutes Sec. 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. (Topic: Americans With Disabilities Act requests)

Roll call vote taken; all voting in the affirmative. Motion carried. Committee went into closed session at 10:49 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Hartman, 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 11:32 a.m.

No actions or decision made in closed session or upon the Committee returning to open session.

FUTURE MEETING DATES

July 23, 2020 at 10:00 a.m.

August 5, 2020 at 9:00 a.m.

August 20, 2020 at 9:00 a.m.

FUTURE AGENDA TOPICS

UW-Extension move

Social Services/ADRC Alliance

PUBLIC COMMENTS

None

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 11:40 a.m.

/s/Ted Cushing
Ted Cushing, Chairman

07-23-2020
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Committee Secretary

07-23-2020
Date