

**LRES (LABOR RELATIONS & EMPLOYEE SERVICES)
COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
July 20, 2022 9:00 a.m.**

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Scott Holewinski, Bob Thome, Diana Harris and Jim Winkler (via Zoom)

ALSO PRESENT IN COMMITTEE ROOM: Lisa Charbarneau, Jenni Lueneburg (LRES); Troy Huber, Lindsey Kennedy (Buildings & Grounds); Terri Hook (Sheriff's Office); Tracy Hartman (County Clerk); Sara Chiamulera, Art Hilgendorf (Land Information); Patti Finlan (Branch II); Rebecca Meier, Heidi Ihn (District Attorney); Mary Rideout (Social Services); Karl Jennrich (Planning & Zoning); Amber Rehberg (UW-Extension); Kelly Holm (Lakeland Times).

ALSO PRESENT VIA ZOOM: Steven Schreier (County Board); Linda Conlon (Public Health); Tina Smigielski (Finance)

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 Thome to approve the agenda for today's meeting. Second by Winkler. All Committee members voting 'Aye'. Motion carried.

APPROVAL OF MINUTES

Motion by Holewinski to approve the minutes of June 22nd and July 6th as presented. Second by Harris. All Committee members voting 'Aye'. Motion carried.

APPROVE BILLS AND VOUCHERS

Brief discussion. Motion by Holewinski to approve the bills and vouchers as presented. Second by Thome. All Committee members voting 'Aye'. Motion carried.

PUBLIC COMMENTS

No comments made by the public on Zoom or in the Committee Room.

2022 LTE CLEANING TECHNICIAN POSITION

Kennedy requests to create an LTE Cleaning Technician position, noting that current staff are working overtime almost daily to keep up with duties. Winkler recommends moving the inventory tracking duties of the Cleaning Technician positions in lieu of adding the LTE position. Kennedy says inventory tracking is only 5% of the job duties. Kennedy states adding this position would reduce overtime use and therefore, the department would be able to pay for the added LTE hours through the remaining overtime budget. Kennedy says the current hours are burning staff out and limiting time off. Therefore adding this position will allow more flexibility to meet demands and still allow staff regular work schedules and time off. Kennedy says they have looked into alternatives but were unable to find a cheaper option. Huber says the requested position will primarily focus on cleaning the ADRC Department but would also cover for other duties as needed. Motion by Harris to approve the request to add an LTE Cleaning Technician position. Second by Holewinski. Vote take with Holewinski, Harris, Thome, and Cushing voting 'Aye' and Winkler voting 'Nay'. Motion carried.

EXIT INTERVIEW TEMPLATE

Charbarneau presented a draft exit interview template for the Committee's review. For question #28 "Which of the following describes your reason for leaving Oneida County employment" with check box answers listed below, Thome recommended an additional line be added asking for a further explanation of their answer. Thome also recommends adding the question "What could we have done to keep you here?". Cushing cautioned adding lines for more details in the event the employee checks the "family problems/poor health" option since you would then be asking for private health information. Discussion held, clarifying that the exit interview would be voluntary for any employee. Charbarneau notes that exit interviews have been done in the past but primarily for management. Rideout notes the importance of not just collecting the exit interview information but also doing something with the information in order for the county to grow and improve as an employer. Conlon notes that Public Health does exit interviews for all employees leaving the department, and even though they are usually aware of why the employee is leaving, there is still other valuable information that can be gathered and used. Motion by Holewinski that we adopt the exit interview template with the two additions suggested by Thome. Second by Thome. All Committee members voting 'Aye'. Motion carried.

FAIR LABOR STANDARDS ACT (FLSA) STAUS OF REGISTERED DIETICIAN POSITION

Charbarneau says during the recent FLSA study, the Dietician position was determined to remain exempt by Morgan HR. However, the Nurse positions were all moved from Exempt to Non-Exempt status. Conlon feels there are many similarities to the Nurse and Dietician positions in regards to running programs, not supervising other staff and licensure requirements. Conlon feels in order to maintain internal equity, she would like to move the Dietician position to Non-Exempt. Per Morgan HR, making this change is acceptable. Brief discussion held. Motion by Holewinski to move the Dietician position from Exempt to Non-Exempt and for it to be grandfathered for wage schedule and benefit purposes. All Committee members voting 'Aye'. Motion carried.

2023 STAFFING REQUESTS

- **BUILDINGS AND GROUNDS:** Kennedy presented a request to continue the LTE Cleaning Technician position into 2023 for 1200 hours. Discussion held. Motion by Cushing to approve. Second by Thome. All Committee members voting 'Aye'. Motion approved.
- **DISTRICT ATTORNEY:** Meier presented a request on behalf of the District Attorney to increase the Victim Witness Coordinator position. Currently the office has one full-time staff that does 40% Victim Witness Coordinator work, along with Meier's part-time position that works 62% doing only Victim Witness Coordinator duties. Meier says the office is requesting to move her position from 62% to full-time for 2023. Meier provided further details on what her duties are based on the mandate put in place by Marcy's Law, requiring a certain level of services be provided to victims of crime, including help navigating the legal process, emotional support and resources. Erin Walsh/State of Wisconsin provided further details on the importance of the programming and the state funding available to subsidize the county's expenses for the position. Holewinski feels we are already meeting the standards set by the state and there isn't a need to add more hours to this position. Meier notes that caseloads are large and due to her being part-time, victims are often dealing with multiple people in the office, which makes it even more difficult for them. Further discussion held. No motion was made on the request. Cushing notes that the request could still be considered by the Administration Committee if the department wants to continue pursuing the request.

2023 STAFFING REQUESTS (continued)

- **BRANCH I AND II:** Finlan requests to move the LTE Law Clerk from 1950 annual hours to 2080 annual hours for 2023. For 2022, Oneida County paid two-thirds of the position and Vilas County paid one-third of the position. Due to Vilas County adding a second judge, Vilas County and Oneida County will now split the LTE Law Clerk equally in 2023. Finlan points out that even though there is an increased overall cost of \$7,913 for the additional hours, Oneida County's cost for the position will go from \$51,321 in 2022 to \$42,447 for 2023 due to the position now being shared equally, at a cost savings to Oneida County of approximately \$8,874. Motion by Holewinski to approve the staffing request for the LTE Law Clerk as presented. Second by Harris. All Committee members voting 'Aye'. Motion carried.
- **COUNTY CLERK:** Hartman requests to move her Board of Canvas members from the current per diem of \$55/day to \$18/hour for 2023. For each election, this position verifies results are accurate and that all paperwork and process are followed correctly. Most Board of Canvas members can work 8 hours in a day, therefore barely making \$6.88 per hour on the current per diem. Due to the importance of the duties, Hartman feels the pay change is crucial in getting qualified individuals for the position. Hartman plans to cover the additional cost in her current budget by shifting money from her training budget. Motion by Thome to accept the Board of Canvas request with additional funds to be covered by the department budget, and be forwarded to the Administration Committee for further review. Second by Cushing. Motion carried.
- **FINANCE:** Smigielski requests to eliminate her vacant Finance Technician position and to add an Accountant position in her office. This would allow Finance to better meet the needs of the county and to hopefully become more proactive than reactive. Smigielski will continue to find additional efficiencies and notes that the software upgrade will shift some of her department's work onto other departments, however there are still a lot of duties that need to be done and without this position, it will be hard to complete these duties. Smigielski says if an Accountant position were added, she would then be able to do single audits in-house rather than paying a vendor. Smigielski requests that in the event her Accountant position is denied, she then wishes to keep the Account Technician position in place. Motion by Cushing to approve the request as presented and forward onto Administration Committee. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.
- **LAND INFORMATION:** Chiamulera requests to change the 50% Land Info Aide/50% Register of Deeds Deputy position to a 100% Land Info Aide position, with the Register of Deeds then having their 50% portion of the position separate. Chiamulera discussed several retirements of key positions in the department and the need for training time. Hilgendorf notes that due to budget cuts and COVID closures, the Land Info Aide was moved to 50% but now that workloads are back to normal and the staffing changes, the position needs to be full-time to maintain the same level of service to the public. Discussion held on the staffing needs to complete projects, training and basic duties of the department. No motion was made on the request. Cushing notes that the request can be considered by the Administration Committee if the department wants to continue pursuing the request.
- **SOCIAL SERVICES/SOCIAL WORKER POSITION:** Rideout requests to add an additional Social Worker for 2023. Rideout discussed the study done by the Department of Children and Families regarding what is an appropriate Social Worker caseload, with the results being released earlier this year. Based on the results, Oneida County is short four FTE (full time equivalent) Social Workers. Rideout says she is only requesting to add one additional worker, despite the study results.

2023 STAFFING REQUESTS (continued)

- **SOCIAL SERVICES/SOCIAL WORKER POSITION (continued):** Rideout says this added Social Worker position would fluctuate between the various Social Worker units in order to meet ever-changing demands. Rideout plans to use ARPA (American Rescue Plan Act) funds to cover the position, which will be available for three years. Rideout's hopes are that within the three years of having the additional Social Worker, she will be able to lower caseloads, especially in the area of substance abuse, which they've seen a significant rise in. Discussion held. Motion by Thome to approve the additional Social Worker funded by the ARPA funds as presented. Second by Winkler. Holewinski voiced concerns about the short-term nature of ARPA funds and feels the position should come out of operating expenses. Discussion held with Rideout noting that if the position needed to be ended at a later date, given the difficulty of finding Social Workers, a Social Worker position could be eliminated through attrition. Amended motion by Thome to approve the additional Social Worker position using tax levy as presented and forwarded onto the Administration Committee. Second by Winkler. All Committee members voting 'Aye'. Motion carried. Rideout clarified that she doesn't have additional tax levy funds in her budget to cover this additional cost.
- **SOCIAL SERVICES/LEAD SOCIAL WORKER POSITIONS:** Rideout says the state's study on Social Worker staffing (see previous topic) also found that her department was 1.5 Social Work Supervisor positions short. Instead of adding another Supervisor position, Rideout would like to make two of her current Social Work positions into Lead positions which could help supervise staff, review court documents and provide training, which would help take some of the burden off the current Supervisors. Rideout is proposing a \$1 per hour increase for a Social Worker to take on a Lead Social Worker position. Rideout notes the additional funds needed for this request would have to come from tax levy. Discussion held. Motion by Cushing to approve the Lead Social Worker positions as presented and forwarded onto the Administration Committee. Second by Harris. All Committee members voting 'Aye'. Motion carried.
- **UW EXTENSION:** Rehberg requests her 80% Office Manager position be moved to full-time and is willing to eliminate her LTE position to help cover the additional cost. Rehberg discussed the difficulty of keeping LTE positions filled and feels making the Office Manager position full-time will create more consistency for the public visiting the office, and will make it easier to recruit for the position in the future. Charbarneau notes that this change will be a cost savings. Motion by Harris to approve the UW-Extension request as presented and forward onto the Administration Committee for further consideration. Second by Thome. All Committee members voting 'Aye'. Motion carried.
- **ANNUAL OR GRANT FUNDED STAFFING REQUESTS FOR 2023:** Charbarneau presented the remaining LTE staffing requests for 2023, noting that all positions presented are either grant funded or reoccurring LTE positions. Motion by Cushing to approve the annual and grant funded 2023 staffing request as presented. Second by Thome. All Committee members voting 'Aye'. Motion carried.

2023 HOURS OF WORK FOR NON-EXEMPT POSITIONS

Charbarneau says all Department Heads have been notified that Non-Exempt staff will be moved from 1950 to 2080 annual hours beginning in 2023, with additional funds needed for this change to come from current department budgets. Charbarneau has received a variety of responses on this matter including concerns about Public Health grant funded positions that would need to reduce their current

2023 HOURS OF WORK FOR NON-EXEMPT POSITIONS (continued)

full-time positions to 94% to comply with this new procedure. Conlon discussed her concerns further, noting that her staff is divided on their preference of moving to the new 2080 annual hours versus staying at the current 1950 annual hours. The biggest concern is if a position is reduced to 94% in order to stay at the 1950 annual hours, the employees would then need to pay a larger portion of their health insurance since the county would then only pay the full county portion of the health insurance when an employee is full-time which will be considered 2080 annual hours beginning in 2023. Holewinski suggests putting a special rule in place for grant funded positions that allow for 1950 annual hours to still be considered for full-time for benefit purposes. Smigielski notes that this could cause a problem with Wisconsin Retirement System and PTO calculations and equity. Further discussion held. Cushing directs Charbarneau, Conlon and Smigielski to work through some of the issues with the annual hour changes and bring some ideas back to the Committee at a future meeting.

HIGHWAY DEPARTMENT STAFF COMPENSATION

Topic moved to a future meeting.

EFFICIENCY REPORT UPDATE

Topic moved to a future meeting.

PUBLIC COMMENTS

No comments made by attendees on Zoom. In the Committee Room, Jim Javenkoski made a public comment regarding his Highway Department application he previously submitted to Jenni Lueneburg. Javenkoski says in previous Committee meetings, it's been discussed that it is hard to find applicants with a CDL (Commercial Driver's License) for Highway Department positions yet he has a CDL and was not interviewed or hired for the previous job posting. Javenkoski also notes that he was interviewed years back by the Highway Department and was not hired then either. Javenkoski provided further details on his qualifications. Holewinski noted that no response could be given at this time due to the item not be noticed on the agenda but the Highway Department would get back to him on his concerns.

FUTURE MEETING DATES

August 3, 2022 at 9:00 a.m. *August 10, 2022 at 9:00 a.m.*
August 17, 2022 at 9:00 a.m. *August 24, 2022 at 10:30 a.m.*
August 31, 2022 at 9:00 a.m. *CANCELED*

Note: After this meeting, the dates of all three meetings scheduled while in open session were changed and/or canceled, as listed above.

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 11:14 a.m.

Ted Cushing, LRES Committee Chairman

Date

Jenni Lueneburg, Committee Secretary

Date