

**LRES (LABOR RELATIONS & EMPLOYEE SERVICES)
COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
July 20, 2023 9:00 a.m.**

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chair, Robb Jensen and Jim Winkler

LRES COMMITTEE MEMBERS ABSENT: Scott Holewinski and Diana Harris (both excused)

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (LRES), Michael Fugle (Corporation Counsel); Kyle Franson (Register of Deeds); Brenda Behrle (Clerk of Courts); Tina Smigielski (Finance); Alex Hegeman (Highway); Terri Hook, Dan Hess (Sheriff's Office); Sara Chiamulera (Land Information); Mary Rideout (Social Services); Linnaea Newman, 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 County Board 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 Winkler to approve today's agenda, giving the Chairman the ability to take agenda items out of order as needed. Second by Jensen. All Committee members present voting 'Aye'. Motion carried. Discussion held with Committee agreeing to not hear the compensation topics in closed session until more Committee members are present.

APPROVAL OF MINUTES

Motion by Winkler to accept the minutes of June 21st as presented. Second by Cushing. All Committee members present voting 'Aye'. Motion carried.

INVOICES PAID REPORT

Charbarneau provided the Invoices Paid report for Committee review. Brief discussion held. Motion by Jensen to accept the Invoices Paid report as presented. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

BUDGET/ACTUAL REPORT

Charbarneau discussed the LRES budget report, noting that the pre-employment testing line will be over budget. This line is used for pre-employment drug tests, physical and psychological testing. Due to the high amount of hiring being done at the Sheriff's Office, expenses are higher than previous years. Brief discussion. Motion by Jensen to accept the budget report as presented. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENTS

No comments from the public on Zoom or in the County Board Room.

2024 STAFFING REQUESTS

- **ANNUAL AND NON-TAX LEVY FUNDED:** Charbarneau presented the recurring LTE Staffing requests for 2024, noting all positions listed on the group listing are either positions currently approved in 2023 or are new requests on the listing that are non-tax levy funded. Brief discussion held. Motion by Cushing to accept the annual staffing requests as presented. Second by Jensen. All Committee members present voting 'Aye'. Motion carried.

2024 STAFFING REQUESTS (continued)

- **SHERIFF – TECHNICAL SUPPORT POSITION:** Hook states that the Sheriff’s Office is requesting an additional Technical Support position for 2024 due to increased workloads and mandates. Hook discussed the new requirement for Juvenile Firearm checks in which they are getting about 60-100 per year and the department is required to respond to the FBI within three days of receipt of the request. Hook also discussed the increase in requests for open records, video records and increased typing needs. The Sheriff’s Office is currently trying to keep up with workloads with three people but often overtime is needed to keep up with demands and deadlines. Winkler inquired if the federal government is providing funding for the new juvenile checks; Hook stated no. Cushing asked if adding this position would eliminate overtime; Hook says it will greatly reduce the need for overtime but overtime still will be occasionally needed when big events occur such as Hodag Fest or the Tomahawk Fall Ride. Jensen recommends the Sheriff’s Office bring back a report in the future showing if the added position helped reduce overtime. Motion by Jensen to approve the requested Sheriff’s Office Technical Support full-time position at a rate of \$20.91 per hour as presented. Second by Winkler. All Committee members present voting ‘Aye’. Motion carried.

- **GIS INTERN POSITION JOINT HIGHWAY AND LAND INFORMATION:** Hegeman and Chiamulera are requesting to add an LTE GIS Intern position for 2024. Hegeman discussed the GIS sign inventory project completed back in 2019 but due to COVID and funding issues, no further work or updates have been made to the project since 2019. Hegeman feels a culvert inventory in the GIS system is also needed. Hegeman notes that having these inventories creates significant efficiencies within the Highway Department. Hegeman feels the county isn’t utilizing the GIS software in place to its full potential and having a summer intern will help bring the project up to speed, along with providing a college student with a valuable learning and resume building experience. Chiamulera says the position would be located in the Land Information Office where there is office space and staff knowledgeable on the GIS software that could assist the position. Cushing says this request was unanimously approved by the Highway Committee and notes the importance of efficient culvert maintenance since culverts are not covered under grant funding. Hegeman stated his budget can cover the cost for 2024, and prior to 2025 they will then access the success of the position and continued need. Chiamulera notes the position is aimed at a college junior or senior who will already have some GIS knowledge. Motion by Cushing to approve the GIS Joint Highway/Land Information Intern position as presented. Second by Winkler. All Committee members present voting ‘Aye’. Motion carried.

OVERLAP TRAINING – ADMIN. SUPPORT SPECIALIST (DUE TO GORNEY RETIREMENT)

Fugle reports the Corporation Counsel Office Coordinator Shari Gorney is planning to retire after almost 40 years of service to Oneida County. Gorney plans to give proper notice in order to train the Administrative Support Specialist, Ann Marie Zuiker, who will be taking over her position and hire a new employee for Zuiker’s vacated position. Therefore, Fugle requests approval for two weeks of overlap training of the new employee and estimates the cost to be about \$3,500 with wages and fringe benefits. Fugle discussed the importance of the overlap training in order to ensure continuity in the Corporation Counsels Office. Fugle is unsure if he can find this extra money in his budget but will try and notes that due to the efficiencies of the office, he was able to cut one of the attorney positions from 100% to 60% several years back which has saved the county a lot of money. Discussion held. Motion by Jensen to approve the overlap training for the Administrative Support Specialist position to be funded through the Corporation Counsel’s current budget up to 80 hours. Second by Cushing. All Committee members present voting ‘Aye’. Motion carried.

OVERLAP TRAINING – RSVP (RETIRED SENIOR AND VOLUNTEER PROGRAM) COORDINATOR

Rideout is requesting overlap training for the new employee filling the ADRC’s RSVP Coordinator position due to the current employee retiring. Rideout says this position is unique and the only one in the county so training prior to the new employee leaving is essential. Rideout discussed the importance of volunteers for various programs in the county and says this position has played a vital role in recruiting, retaining and recognizing volunteers. Rideout is requesting 4 weeks of overlap training and notes that funds are available in the grant to cover the request. Rideout states they just started the hiring process for the position so they may not use all 4 weeks of overlap requested and they have typically underspent the grant in the past. Rideout further discussed the program, noting that this position works with hundreds of volunteers for all types of programs such as the food pantries, social services, dining sites, volunteer drivers and many others, plus the position deals with grant reporting, paperwork, backgrounds and many other tasks. Further discussion held. Motion by Jensen to approve the overlap training for the RSVP Coordinator position using grant funding as presented. Second by Winkler. All Committee members present voting ‘Aye’. Motion carried.

DISCUSSION ON PTO (PAID TIME OFF) WITH NEW SOFTWARE IMPLEMENTATION

With the new finance software being implemented, Smigielski discussed options for implementing PTO moving forward. Smigielski says they are currently in the first phase of the implementation which deals with financials, purchasing and accounts payable, then the second phase will add cash receipting and receivables. The third phase of the software implementation will deal with human resources and payroll functions and is set to move forward this coming winter. Smigielski says the review of the current system has found that many of the current processes (such as PTO) require a lot of manual intervention and she is hoping to streamline this in the new software system in order to reduce the amount of work for Finance. Smigielski is proposing three different possible approaches for PTO moving forward: Option 1, give employees PTO as they earn it or Option 2, give employees PTO on their anniversary dates or Option 3, continue with the current PTO process and ask the software programmer to add special programming to match the current system. Smigielski says the software is already equipped to handle Options 1 and 2 but Option 3 would have an additional cost for the county. Smigielski notes that the option picked wouldn’t start most likely until 2025 in order to give employees time to prepare for the new PTO process. Smigielski says she is just bringing this to the Committee’s attention at this time and no decision needs to be made right now. Smigielski says she will bring the topic to a Department Heads for further discussion. Smigielski notes if the Committee picks Option 3, in addition to the extra cost, having special programming could also cause issues with availability of helpdesk, patches and updates to the system. Discussion held. Smigielski says most employees generally have Option 2. More discussion to follow at a future meeting.

2024 BUDGET UPDATES – HEALTH INSURANCE AND WAGE INCREASES

Charbarneau discussed the upcoming health insurance renewal for 2024 and at this time, based on claims the benefit consultant is estimating a 9% increase on the health insurance premiums for 2024 if no changes are made to the plan designs. Charbarneau says she’ll be meeting with the benefits consultant further on the matter and will also bring the topic to a Department Head meeting. Charbarneau also notes that the CPI-U (Consumer Price Index – Urban) is projected at 6.25% for 2024 wage increases at this time.

CLOSED SESSION

Motion by Cushing, second by Winkler 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 (Topic: Register of Deeds Staff Compensation; Clerk of Courts Staff Compensation; Office Manager Compensation, Chief Deputy Compensation) and Section 19.85(1)(f) for purposes of 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 an adverse effect on the reputation of the person referred to in such data (Topic: Leave of Absence Request).

Roll call vote taken with all members voting in the affirmative. Motion carried. Committee went into closed session at 9:59 a.m.

Staff present in closed session: Charbarneau and Lueneburg

RETURN TO OPEN SESSION

Motion by Cushing, second by Winkler to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 10:02 a.m.

Cushing reports no decisions or motions were made in closed session. Upon return to open session, a motion was made by Jensen and seconded by Winkler to approve the Leave of Absence request as presented. Roll call vote taken with all voting in the affirmative. Motion carried.

TRAVEL REQUEST

Charbarneau requests approval for Lueneburg to attend the Wisconsin Association of Personnel Director's Conference in LaCrosse on September 7-8. Motion by Jensen to approve the travel request as presented. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

PUBLIC COMMENTS

No public present on Zoom or in the meeting room.

FUTURE AGENDA TOPICS

Any agenda items should be forwarded to Cushing or Charbarneau.

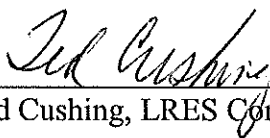
FUTURE MEETING DATES

August 2, 2023 at 9:00 a.m.

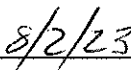
August 17, 2023 at 9:00 a.m.

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 10:04 a.m.

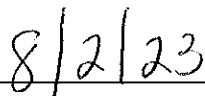


Ted Cushing, LRES Committee Chairman


Date



Jenn Lueneburg, Committee Secretary


Date