

LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
August 18, 2021 9:00 a.m.

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

LRES COMMITTEE MEMBERS ON ZOOM: Ted Cushing/Chairman

ALSO PRESENT IN PERSON: Lisa Charbarneau, Jenni Lueneburg (LRES); Tina Smigielski (Finance); Grady Hartman (Sheriff's Office); Mary Rideout (Social Services); Jason Rhodes (ITS); Tracy Hartman (County Clerk); Mike Romportl (Land Information)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Vice-Chairman Fried 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 Paszak to approve today's agenda. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

APPROVAL OF MINUTES

Motion by Holewinski to approve the minutes of July 22nd and August 11th. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

APPROVE BILLS AND VOUCHERS

Motion by Fried to approve the bills and vouchers as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

PUBLIC COMMENTS

No comments by participants in the County Board Room or on Zoom.

2021 LTE (LIMITED TERM EMPLOYEE) REQUEST – SOCIAL SERVICES

Rideout requests approval for another LTE to assist with supervised visitations in Social Services for the remainder of 2021. Rideout reports that previously this was a partially contracted service but due to the contractor having difficulties finding staff, their services have been limited and Social Services is needing to provide more of this service on their own. Rideout notes that the contractor was more expensive than what the LTE costs will be so she is requesting no additional funds to add this position since she will have the contractor funds budgeted to cover the cost. Motion by Holewinski to approve the 2021 LTE Supervised Visitation request as presented. Second by Paszak. Brief discussion held on the funding and wage for the position. All Committee members voting 'Aye'. Motion carried.

2022 STAFFING REQUESTS

ITS – NETWORK ANALYST/OFFICE MANAGER: Rhodes discussed the increased workloads over the last couple years based on handling remote work set-ups, power outages, computer viruses and upgrades, along with staffing shortages reducing the ability to handle workloads. Based on these issues, the department has had to use contractors at times to deal with items that couldn't be handled internally. Rhodes says using contractors is expensive and he is proposing adding an Office Manager position to the department to cover additional work, therefore reducing the need for contractors. Rhodes hopes the reduced costs of contractors will cover most of the additional cost but also plans to use continuing appropriation funds to cover any

2022 STAFFING REQUESTS (continued)

ITS – NETWORK ANALYST/OFFICE MANAGER (continued): overages. Rhodes discussed projects coming up for various mandatory upgrades and the need to have extra staff to help things run smoothly and reduce the high levels of stress his staff have been facing. Fried agrees that he has seen Rhodes talk before on how stretched thin the ITS department is and with all the added technology, programs and needs over the years, a change is due. Rhodes feels he will be able to promote within for an Office Manager position and then recruit for the vacancy created from that promotion. Rhodes notes that the request is for the 2022 budget. Discussion held. Motion by Holewinski to approve creating the ITS Office Manager position as presented and forward onto the budget process for further review. Second by Paszak. All Committee members voting ‘Aye’. Motion carried.

FINANCE – INTERN: Smigielski is requesting to add an Intern position (520 hours per year) to the Finance Department, to work during college winter and summer breaks to document processes, flowcharting, assisting in issuing tax documents and other duties as needed. Smigielski is requesting to add this to the 2022 budget with the hopes that she can hire someone for the January 2022 winter break in time. Smigielski says applicants that have completed their sophomore year of college or more would be ideal for this position and feels in order to get a good candidate, the pay would need to range from \$15-\$20 per hour. Brief discussion held. Motion by Hintz to approve the request. Second by Paszak. Fried notes that he is unsure if this is the right time to add such a position but the request could go to budget and be looked at in the larger scope with the other 2022 new requests. All Committee members present voting ‘Aye’. Motion carried.

LRES – ESS (EMPLOYEE SERVICES ASSISTANT): Charbarneau says previously, the Committee reduced the ESS position from full-time to 50%, with the Committee noting that if more time was needed, Charbarneau should bring a request back to the Committee. Charbarneau says the Employee Services Manager and her have taken on extra duties but some things are still not getting done. Charbarneau also notes that with the ESS not being present daily, some duties (such as Workers Compensation) were removed from the position since daily attention is required. Charbarneau is requesting to move the position from 50% to 60%. Charbarneau notes that the position was already budgeted for full-time so no additional funds would be needed to cover the cost in the LRES budget. Brief discussion held. Motion by Holewinski to approve moving the ESS position to 60%. Second by Cushing. All Committee members voting ‘Aye’. Motion carried.

EMPLOYEE HANDBOOK: COMPENSATORY TIME/NON-EXEMPT SHERIFF EMPLOYEE

Hartman discussed the ongoing recruitment difficulties for hiring Deputies and is now looking at promoting some of the Corrections Officers to Deputy. However, Corrections Officers need to complete a 12-week full-time recruit school (on their own time) for the promotion yet still maintain full-time employment with the county. To help aid in this process, Hartman is requesting additional Employee Handbook wording that allows Sheriff’s Office Non-Exempt staff that will be attending recruit school within two years, to be able to bank up to 160 hours of compensatory time to cover time missed while in recruit school. Hartman discussed the large demands on students attending recruit school and feels having this time available will take some of the strain off these staff members. Hartman clarified that staff will only be allowed to do this based on his approval and feels it will benefit the county in the long run in providing a strong group of Deputies to the department. Smigielski says she has no issues with the request as long as the Sheriff’s Office keeps adequate records of the time earned and used. Motion by Paszak to approve the policy presented and to allow the Sheriff’s Office to handle the time keeping. Second by Holewinski. All Committee members voting ‘Aye’. Motion carried.

AFFORDABLE EMPLOYEE HEALTH CARE COMMITTEE: NEARSITE CLINIC, SELF-FUNDED HSA EMPLOYER CONTRIBUTIONS AND WELLNESS FUNDING

Charbarneau says after the last AEHC (Affordable Employee Healthcare Committee) meeting last fall, the Committee had noted that the Nearsite Clinic should be discussed again prior to the 2022 renewal. Charbarneau says for the 2021 budget, \$90,000 in funds were set aside for the county to fund the Nearsite Clinic and Health Enhancement Programs since the county health plan was no longer subsidizing these efforts due to a change in vendors. Charbarneau notes that the 2022 renewal numbers will be available in the next two weeks and in the event the numbers are good, the county may want to look at self-funding as an option for 2022. Charbarneau notes that usage of the Nearsite Clinic has been less than expected this year but usage of the clinic has been found to increase in the fall due to getting annual exams done before the end of the year. Hartman notes the county saved a lot of money by switching many employees over to the new HSA plan. Hartman would like to see the county put some of those savings into providing additional HSA funding to employees to both keep currently enrolled employees in the HSA plan (rather than switching back to a more expensive plan) and encouraging other county employees to move to the HSA plan as well.

Fried feels some meetings should be scheduled for the AEHC prior to making any decisions for the 2022 health plan. Hintz feels the issues are under control and once the 2022 renewal numbers come in, the LRES Committee could discuss the matter further before deciding if the AEHC should reconvene.

WORKERS COMPENSATION REPORT

Charbarneau provided the County Mutual Workers Compensation report for Committee review. Holewinski requests that Department Heads be reminded that when a bigger injury occurs, the Committee of Jurisdiction Chairman should be notified in order to stay informed; Charbarneau agrees to discuss at the next Department Head meeting. Smigielski discussed the audit previously done before she started and notes that several codes were reclassified at a higher rate, thus increasing the workers compensation premium costs. Discussion held with Committee agreeing for Smigielski to research if the codes were reclassified correctly and if an appeal process exists for workers compensation code reclassifications during audits. Charbarneau says the report is for review only and no action is needed.

CLOSED SESSION

Motion by Holewinski, second by Paszak to go into closed session pursuant to section 19.85 (1)(c) for purposes considering employment, promotion, compensation or performance evaluation data of any public employee. (LIO staff compensation; July 22, 2021 closed session minutes)

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:54 a.m. Staff/others present in closed session: Charbarneau, Lueneburg, Smigielski and Romportl

RETURN TO OPEN SESSION

Motion by Holewinski, second by Paszak 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.

No motions were made in closed session. Upon return to open session, the following motion was made:

Motion by Holewinski to move the Real Property Lister from Step 1 to Step 3 based on a good performance evaluation by the Department Head. Second by Hintz. Roll call vote taken with all Committee members present voting in the affirmative. Motion carried.

PUBLIC COMMENTS

No participants in the County Board Room or on Zoom.

FUTURE AGENDA TOPICS

PTO Payouts
2022 Health Plan renewal
Workers Compensation rates

FUTURE MEETING DATES

September 8, 2021 at 10:30 a.m.
September 23, 2021 at 10:00 a.m.

ADJOURNMENT

Fried announced the adjournment of the LRES Committee meeting at 11:08 a.m.

/s/Ted Cushing
Ted Cushing, LRES Committee Chairman

September 15, 2021
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Committee Secretary

September 15, 2021
Date