

**LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES**  
**Committee Room #2, Oneida County Courthouse**  
**August 24, 2022 10:30 a.m.**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Scott Holewinski/Vice-Chairman, Bob Thome and Jim Winkler

**LRES COMMITTEE MEMBERS ABSENT:** Diana Harris (excused)

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (LRES); Tina Smigielski (Finance); Tyler Young (Sheriff's Office); Jason Rhodes (I.T.S.); Kyle Franson via Zoom (Register of Deeds), Lisa Jolin via Zoom (Solid Waste)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 10:30 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 Winkler to approve today's agenda. Second by Thome, granting the Chairman the discretion to move around on the agenda to Winkler's motion. All Committee members present voting 'Aye'. Motion carried.

**APPROVAL OF MINUTES**

Motion by Holewinski to approve the minutes of July 20<sup>th</sup> and August 10<sup>th</sup>. Second by Winkler. Thome notes that no second is listed for the motion to approve the LRES Budget on the August 10<sup>th</sup> minutes. Lueneburg confirms a second occurred by Thome on that motion and the correction would be made. All Committee members present voting 'Aye'. Motion carried.

**APPROVE BILLS AND VOUCHERS**

Motion by Cushing to approve the bills and vouchers as presented. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

**PUBLIC COMMENTS**

No public present on Zoom or in the Conference Room.

**2023 ITS STAFFING - STRUCTURE**

Rhodes discussed the upcoming retirement of a Programmer Analyst position. With the changes to the AS400 system and increased needs elsewhere in the department, Rhodes is recommending the elimination of one Programmer position and the creation of a Network Analyst/Helpdesk Supervisor position, which will create a cost savings of \$33,703. Rhodes says this request has already been approved by the Administration Committee. Motion by Holewinski to approve agenda item #6 (2023 ITS Staffing Structure) as presented and forward to the County Board. Second by Thome. All Committee members present voting 'Aye'. Motion carried.

### **EMPLOYEE HANDBOOK UPDATES**

Charbarneau says she has now updated the first couple sections of the Employee Handbook, and Department Heads have reviewed and provided input on the changes. Charbarneau requests approval of these changes. Winkler inquired about adding exit interviews to the Employee Handbook; Charbarneau says exit interviews are in a later section of the Handbook and those changes will be presented at a future Committee meeting. Thome inquired about the Handbook wording still referencing 37.5 hour per week for certain positions; Charbarneau says annual hours have not been changed to 40 hours per week for all positions and in the event this happens, the Employee Handbook can be updated at that time. Thome recommended combining wording in the PTO (Paid Time Off) section in order to eliminate redundancy. Committee suggested no further changes. Motion by Cushing to approve the Employee Handbook changes. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

### **CLOSED SESSION**

Motion by Holewinski, second by Thome for the LRES Committee to go into closed session pursuant to section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Topic: Equal Rights Division Complaint) and section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee. (Topics: HR Director Performance Evaluation) and for purposes of considering financial, medical, social, or personal histories or disciplinary data or specific persons, 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; all members voting in the affirmative. Motion carried. Committee went into closed session at 10:44 a.m.

Staff present in closed session: Charbarneau, Lueneburg and Chiamulera

### **RETURN TO OPEN SESSION AND ANNOUNCEMENTS FROM CLOSED SESSION**

Motion by Holewinski, second by Thome to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 11:01 a.m.

Cushing reports for closed session and upon return to open session, no motions were made or approved.

### **TRAVEL REQUEST: WCA ANNUAL CONFERENCE**

Charbarneau discussed the WCA Annual Conference, taking place September 18-20 in Wisconsin Dells. At this time, Holewinski and Cushing are planning to attend, along with several other County Board members. Charbarneau asked the Committee if they would like her to attend. Cushing felt it would be beneficial for Charbarneau to attend given the information and networking opportunities the Conference provides. Motion by Holewinski to approve the Human Resources Director attending the WCA Annual Conference. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

### **TRAVEL REQUEST: WACPD FALL CONFERENCE**

Charbarneau is waiting for the conference topics to be released and will bring this travel request to the next Committee meeting.

**PUBLIC COMMENTS**

No public present on Zoom or in the Conference Room.

**FUTURE AGENDA TOPICS**

Highway Department Staff Compensation  
Efficiency Report Update

**FUTURE MEETING DATES**

September 8, 2022 at 9:30 a.m.  
September 21, 2022 at 9:00 a.m.

**ADJOURNMENT**

Cushing announced the adjournment of the LRES Committee meeting at 11:07 a.m.

/s/ Ted Cushing  
Ted Cushing, Committee Chairman

September 8, 2022  
Date

/s/ Jenni Lueneburg  
Jenni Lueneburg, Committee Secretary

September 8, 2022  
Date