

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
October 2, 2019, 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 (Labor Relations/Employee Services); Darcy Smith (Finance); Luann Brunette, Paul Jensen (Buildings & Grounds) Tracy Hartman (County Clerk); Grady Hartman, Tyler Yong, Terri Hook, Dan Hess (Sheriff's Office); Mike Romportl, Art Hilgendorf (Land Information); Russ Fisher, Steven Schreier (County Board); Tim Thorsen, Dorinda Jensen, Tom Jerow (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 Hintz to approve today's agenda. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fried to approve the minutes of September 18th. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau presented department vouchers and bills for Committee review, noting all amounts listed are usual and within budget. Motion by Holewinski to approve the vouchers and bills as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

FUNCTIONAL HEALTH VALUE AND SAVINGS

Charbarneau introduced Tim Thorsen/Health in Motion, and reports that Thorsen is present to discuss providing musculoskeletal assessments for county staff. Thorsen states that his goal is to help the county save money on their health plan. Thorsen works with Solveglobal to diagnose and treat MSD (Musculoskeletal Disorders) and summarized MSD. Thorsen notes that MSD is the top medical cost to US health plans due to providers using traditional medicine (scans and pain medicine) to treat MSD rather than treating the underlying issues. Thorsen provided statistical information regarding healthcare costs and usage, as well as steps the county could take to start utilizing Health In Motion for MSD assessments and services. Charbarneau further discussed possible directions the county could take. Fried recommends collecting quotes from several vendors in the area in order to make an educated guess; Thorsen notes that no other vendors in the area are taking these kinds of cost saving directions. Thorsen would like the county to set up a membership model with his business. Thorsen notes that a direct pay model could be implemented but this would revert to a more traditional medical care model if implemented. Cushing directs Charbarneau to collect data from Group Health Trust first before any further decisions are made.

ANNUAL MEMBERSHIP DUES/COSTS

Charbarneau reports that previously, department heads were asked to collect information on which professional memberships their departments pay for, and work on reducing unneeded memberships currently held. Charbarneau notes that LRES only has two professional paid memberships. The first membership is with WACPD (Wisconsin Association of County Personnel Directors) and costs \$25 per year plus the costs of conferences. The second membership is WPELRA (Wisconsin Public Employer Labor Relations Association) which costs \$210 per year plus conference costs. Charbarneau notes that conference costs include travel, conference fees and hotel, but hotel and travel fees are combined when multiple staff attend when possible. Charbarneau notes that these two memberships provide many learning opportunities, which help improve both the LRES Department and the county

ANNUAL MEMBERSHIP DUES/COSTS (continued)

as a whole, in addition to the valuable networking that takes place. Fried asked if there are learning and networking opportunities that can be utilized without leaving the office; Charbarneau says the learning opportunities and conferences held by these two organizations are not provided online. Charbarneau notes that public sector Human Resources has many unique aspects and being able to draw on the knowledge of members in these two memberships has been very valuable in collecting information for the Committee and Oneida County. Brief discussion held with Committee agreeing for LRES to keep both memberships moving forward due to the value they provide.

PUBLIC COMMENTS

Cushing wants to move to public comments in order to allow some of the attendees of the meeting to speak before moving to the next topics. The following people spoke in Public Comment:

Tom Jerow/Rhinelanders discussed the proposed elimination of the Assistant Maintenance Technician position at the Health and Aging Building. Jerow notes that his Master Gardner meetings are held at the Health and Aging Building in the evenings, with 50+ members attending sometimes. In the event the Assistant Maintenance Technician position is eliminated, he worries they may no longer be able to use the building in evenings when it is normally closed. Jerow feels there are no other free places in Rhinelanders to hold these meetings and also notes that the ATV/Snowmobile Club, Women's League and Community Band utilize the facility as well. Jerow also notes that the employee, Paul Jensen, in the Assistant Maintenance Technician position has been very helpful and accommodating to their group, and takes great care of the facility and county equipment. Jerow realizes that budgets are tight and tough decisions need to be made but hopes the Committee will consider continuing the position.

Steven Schreier/Rhinelanders reiterated the concerns voiced by Jerow. Schreier hopes that adequate research was done on Buildings and Grounds staffing needs, prior to eliminating this position from the Department. Schreier feels in the event the position is eliminated, the county should consider keeping the employee in a PTO status, in order to ensure the proposed staffing changes will still meet needs before the county completely ends Jensen's employment. Schreier also proposes a wage and health insurance severance package for Jensen.

Dori Jensen/Rhinelanders introduces herself as the spouse of the incumbent employee in the Assistant Maintenance Technician that the Committee is proposing to eliminate. Jensen discussed the difficulties of having her position eliminated years back by her previous employer. Jensen discussed the stress it causes on not only the employee but also the family and remaining staff, when a position is eliminated. Jensen inquired how the study of the department resulted in coming to this decision, and why her spouse was not considered for the other positions that were recently filled in the Buildings & Grounds department, due to retirement. Jensen also inquired about why the position was being eliminated in order to bring the remaining staff up to market wage rate, when previously, the Committee had discussed moving employees to market rate by attrition. Jensen further inquired why current employees were not looked at for vacancies rather than considering eliminating a position. Finally, Jensen felt that seniority should have been considered when filling vacant positions. Jensen requests that the Committee consider her questions and not eliminating the Assistant Maintenance Technician position.

BUILDINGS AND GROUNDS RESTRUCTURE: OPTIONS AND RESOLUTION

Charbarneau provided information and fiscal impact statements to Committee members. Charbarneau notes that her recommendation for the restructure of Buildings & Grounds is different than what the COJ (Committee of Jurisdiction) recommended. Charbarneau feels that the COJ is looking at the restructure based on one department whereas it is her job to look county wide for efficiencies. Charbarneau recommends moving the entire Buildings & Grounds and LRES staff to 2080 annual hours, eliminating the Assistant Maintenance Tech position, and for the Employee Services Assistant to provide clerical support for the Facilities Director. Charbarneau notes the Assistant Facilities Director is already at 2080 annual hours, based on a change made several years ago, due to increased oversight of the Human Services Building. Charbarneau clarified that the Buildings & Grounds Committee is the same as the Facilities Committee. The Facilities Committee's recommendation was just to move all Buildings & Grounds staff, except the Facilities Director to 2080 annual hours. Brunette discussed taking a deep look into efficiencies for the department. Back in 2010, Buildings & Grounds staff were reduced from 2080 to 1950 annual

BUILDINGS AND GROUNDS RESTRUCTURE: OPTIONS AND RESOLUTION (continued)

hours, added an Assistant Maintenance Technician position and the department also took on maintenance of the new Health and Aging Building. Brunette provided square footage of each building being maintained by the department, noting that the Health and Aging Building is much smaller, with less sophisticated systems to maintain, thus why an Assistant Maintenance Technician position was created to care for the Health and Aging Building, rather than a Maintenance Technician position. In early 2019, Brunette says each department was required to look for efficiencies and cost savings and bring suggestions back to their COJ, thus why these suggestions were recommended. Brunette notes that since 2010, Buildings & Grounds has implemented many new systems and procedures that has saved time, thus allowing for the ability to now eliminate the Asst. Maintenance Tech position, with other positions in the department being able to combine the Asst. Maintenance Tech duties with their current duties. Brunette further discussed how she would proceed if the request is implemented. Based on public comments, Brunette discussed moving her staff around to ensure that staff are available at the Health and Aging building when needed in order to continue evening meetings. Fried notes that the Resolution presented to move all Buildings & Ground staff except Brunette to 2080 at a cost savings of \$33,000 was the initial approved resolution by the Facilities Committee. Fried discussed the difficulty of coming to the decision to eliminate a position, but the need to reduce costs due to minimal increases in tax revenues over the years to help offset cost increases. In response to the question about if this decision has been researched, Fried says he holds Brunette accountable and if she says the department can operate under the proposed new structure, he feels Brunette has the knowledge to make that decision. Smith reports that six of the eight Buildings and Grounds staff are currently working 2080 annual hours, in addition to an average of 1.5 hours per week overtime. Smith also voiced concerns on the need for additional staff in the future, if the Committee moves forward with the proposed staffing changes. Brunette discussed various extra projects being done by the Cleaning Technicians along with the department trying to cover previous vacancies and medical leaves. Brunette says the vacancies and extra projects are short term, and overtime will be reduced or ended in the future now that staffing levels are back to normal. Discussion held. Brunette discussed the overtime limit set by her Committee, and the requirement that she get Committee approval before exceeding the overtime limit in the future. Charbarneau discussed the need to find efficiencies and feels the plan she has proposed will do this, while saving the county money. Charbarneau discussed the history of the Facilities Director position, in which clerical duties were added to the position when Brunette was moved into the roll, and the clerical support position was eliminated. Charbarneau estimates that Brunette's job consists of 25% clerical duties and feels it is an inefficient use of county funds to pay a department head to do clerical work. Charbarneau notes that the Employee Services Assistant already does minutes for the Facilities Committee and this change would further that support by LRES to the Facilities Director, therefore giving Brunette more time to manage and improve the department. Cushing provided input on the difficulty of the decision but for the need for the Committee to stay focused on what is best for Oneida County. Charbarneau notes that her recommendation would also give the Facilities Director more time to find additional cost savings for the county. Charbarneau requests that if the position is eliminated that the Committee extend the incumbent employee's health insurance to the end of 2020. Motion by Fried to move forward with the resolution pertaining to the estimated cost savings of \$33,220, amending it to include the county extending the health insurance for the employee that's position would be lost through the end of the year, and forwarding the resolution for review to the October 16th County Board meeting. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

FUNDING OPPORTUNITIES COMMITTEE UPDATE

Updated spreadsheet provided to Committee regarding the updated status of the Funding Committee. Hintz notes that budget hearings start next week and many difficult decisions need to be made, given that they will be starting with proposed budgets of over \$500,000 behind where they need to be. Hintz provided details of the spreadsheet color-coding, based on ideas that are currently being looked at versus the suggestions that would be long-term potential cost saving solutions. Hintz notes that after the 2020 budget is completed, the Funding Committee will go away but the spreadsheet, ideas and goal to find efficiencies and cost savings will continue. Hintz notes that each department turned in a list of cost saving ideas. Fried reminds the LRES Committee that this Committee was

FUNDING OPPORTUNITIES COMMITTEE UPDATE (continued)

tasked with reducing PTO ceilings in order to create additional cost savings; Cushing says that topic will be addressed at future meetings.

CARLSEN DETTMANN IMPLEMENTATION

Charbarneau referenced the previous discussion led by Holewinski on the Carlson Dettmann market study and Holewinski's suggestion to shift the entire schedule, moving Step 6 to Step 9, which is essentially, what the Carlson Dettmann study also determined. Charbarneau discussed the Committee's previous recommendation to forward the full implementation (costing around \$800,000) onto the Administration Committee, which was determined to not be afforded. The current recommendation is to implement the full new wage schedule, moving employees to the next step that affords a \$0.15 increase and moving employees with at least two years' service to a minimum of Step 3, costing the county approximately \$337,816. Holewinski summarized previous raises and cost of living increases, and suggests moving the current scales up three steps, reducing the Exempt schedule to Step 11 and provide redlined employees with cost of living increases. Hartman notes that Holewinski's suggestion may help with recruiting efforts but will not help in retaining current employees that already have the training and knowledge of their positions. Motion by Cushing to implement the \$337,816 wage study implementation proposal. Second by Paszak. Charbarneau provided examples of the wage implementation and what it would look like. Roll call vote taken. Holewinski and Fried voting 'Nay'. Paszak, Cushing and Hintz voting 'Aye'. Motion carried.

2020 HEALTH INSURANCE

After previous discussions on the 2020 health plan increases and proposed changes to the health plan design, Charbarneau had conversations with department heads about alternative options. Discussion held on the current plan not being eligible for an HSA (Health Savings Account), and the need to remove copays and create a true high deductible plan in order to be eligible for an HSA. Charbarneau says she will be getting quotes for an HSA plan and will bring information to the next meeting to discuss adding an additional option to the 2020 health plan.

CLOSED SESSION

Motion by Cushing, second by Hintz to go into closed session pursuant to Sec. 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topics: ADRC Director Compensation; Employee Services Assistant Compensation)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 11:10 a.m. Staff present in closed session: Charbarneau, Lueneburg, Smith, Schreier

RETURN TO OPEN SESSION

Motion by Paszak, second by Cushing to return to open session. Roll call vote taken with all members voting in the affirmative. Motion carried. Committee returned to open session at 11:22 a.m.

No actions or motions were made in closed session. Based on closed session discussion, the following motions were made after returning to open session:

Motion by Cushing to accept the Letter of Agreement for 20 months of additional health coverage for the ADRC Director. Second by Paszak. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Cushing to increase the Employee Services Assistant from Step 4 to Step 5, with the additional funds for 2019 to come from the current year department budget. Second by Paszak. Roll call vote with all Committee members voting in the affirmative. Motion carried.

LRES Committee meeting
October 2, 2019

FUTURE MEETING DATES

October 16, 2019 at 9:00 a.m.

November 6, 2019 9:00 a.m.

November 20, 2019 9:00 a.m.

FUTURE AGENDA TOPICS

2020 Group Health plan

PTO Balances

Functional Health Screenings

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 11:25 a.m.

/s/Ted Cushing
Ted Cushing, Chairman

10/16/2019
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Committee Secretary

10/16/2019
Date