

**JOINT LRES (LABOR RELATIONS & EMPLOYEE SERVICES),
ADMINISTRATION, PUBLIC WORKS, PLANNING & DEVELOPMENT AND
COUNTY FACILITIES COMMITTEE MINUTES
County Board Room, Oneida County Courthouse
December 14, 2020 8:30 a.m.**

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

COUNTY FACILITIES COMMITTEE MEMBERS PRESENT: Billy Fried/Chairman, Russ Fisher/Vice Chairman, Lance Krolczyk, Bob Almekinder; Greg Oettinger via Zoom

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (LRES); Darcy Smith (Finance); Grady Hartman (Sheriff); Richard Moore (media)

CALL TO ORDER AND CHAIRMAN’S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 8:30 a.m. in the County Board Room of the Oneida County Courthouse.

Chairman Fried called the Facilities Committee to order at 8:30 a.m. in the County Board Room of the Oneida County Courthouse.

The joint 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 Holewinski to approve today’s agenda for the LRES Committee. Second by Hintz. All Committee members voting ‘Aye’. Motion carried.

Motion by Fisher to approve today’s agenda for the County Facilities Committee. Second by Almekinder. All Committee members voting ‘Aye’. Motion carried.

Cushing clarified that each Committee has a quorum present and would be represented as follows:

County Facilities Committee: Fried, Almekinder, Fisher, Krolczyk and Oettinger (via Zoom)

LRES Committee: Cushing, Hintz, Paszak and Holewinski

PUBLIC COMMENTS

No public present in the County Board Room for comments; no public comments offered by participants on Zoom.

BUILDINGS & GROUNDS REORGANIZATION

Fried reviewed previous discussions held by the LRES Committee regarding the restructuring of the Buildings and Grounds department, including concerns about the restructure voiced by Holewinski. The current restructure proposal moves around the duties between the Facilities Director and Facilities Assistant Director positions, changes the Director position to 2080 annual hours, moves the Assistant Director, Troy Huber to the Director position and moves Lindsey Kennedy/LRES Employee Services Assistant to the Assistant Director position. Both Huber and Kennedy were designated Interim Director and Interim

BUILDINGS & GROUNDS REORGANIZATION (continued)

Assistant Director consecutively at the last LRES Committee meeting, however both Huber and Kennedy have been performing the tasks of these positions for quite a while. Fried states that the Facilities Committee is in support of using Huber and Kennedy to fill the vacancies and notes that their previous knowledge of the department has helped them to run the department efficiently the last few months. Fried discussed Holewinski's suggestions to conduct an external recruitment for both positions. Fried feels recruiting externally when qualified staff are available internally would cost money, delay filling the positions further and possibly bring in a new person that would take much longer to get trained. Overall, Fried says the Facilities Committee feels promoting from within and realigning duties based on employee strengths will bring the most benefit to the county. Charbarneau discussed the realignment of the job descriptions and addition of contract management duties to both job descriptions. Fisher further discussed the benefits of using existing staff with departmental knowledge to fill the positions. Holewinski voiced his concerns about changing job descriptions to fit employees moving into the positions and feels it's a bad practice to move existing employees into vacancies rather than recruiting externally first. Fried says Holewinski had commented in the past about the County Facilities department running smoothly, with Fried noting that this was partially due to Huber and Kennedy's past knowledge and training on the department's operations. Holewinski says he feels some duties are not getting done but this is largely due to the vacancies in the department and agrees that overall, things have been running well. Holewinski feels the job descriptions provided are confusing. Fried notes that many years ago, the department wasn't running smoothly with the current Director and the Committee reorganized the job description in order to promote existing Buildings & Grounds employee Luann Brunette to the Director position. Brunette's knowledge and previous experience in the department helped to get the department organized and running more efficiently much quicker. Fried agrees that promoting from within isn't always the best path to take but when qualified candidates are available internally, moving up existing employees is good for the organization and for employee morale. Fried also notes that using existing staff gives the Committee the ability to know the existing employees strengths and weaknesses and to move forward more efficiently with proper training to strengthen the employees much quicker. Holewinski clarified that he isn't saying that Huber and Kennedy aren't qualified for the positions proposed in the new job descriptions, he just disagrees with changing the job descriptions to fit the employees. Charbarneau provided further input on the time and money spent by the county each year to recruit and train new staff and promoting employees from within when available saves on these costs and time. Charbarneau also notes that before Brunette was the Director, the proposed job duties structure was in place for many years. Cushing provided additional comments in support of promoting well qualified employees into higher positions, noting that the private sector does internal promoting of highly qualified employees all the time. Almekinder and Paszak concurred and reiterated the importance of internal promotion on employee morale. Hintz feels if there is training needed, this should be a priority. Motion by Cushing that the Committee accept the Buildings & Grounds reorganization proposal as presented by the County Facilities Committee and forward to the County Board for review. Second by Paszak. Charbarneau says the Committee of Jurisdiction would review the updated job descriptions and approve if appropriate. Discussion held regarding moving the Director position to 2080 annual hours and placement of Huber in his new grade level. Holewinski proposed moving Huber to the start of the new grade level; Charbarneau says this would create compression issues within the department. Further discussion with Charbarneau clarifying that determining the wage would be at the discretion of the LRES Committee. In-depth discussion held on the benefits and drawbacks of the 1950 versus 2080 annual hours calculations used for positions.

Paszak was excused from the meeting at 9:32 a.m.

BUILDINGS & GROUNDS REORGANIZATION (continued)

Roll call vote on motion; Holewinski voting ‘Nay’ and Cushing and Hintz voting ‘Aye’. Motion carried. Motion by Holewinski to keep the Director position at 1950 annual hours and move the Assistant Director position to 1950 annual hours. Fried provided comments about his understanding that it was the goal of the LRES Committee to move employees to 2080 annual hours when the opportunity arises at a cost neutral or cost savings. Charbarneau agrees that the LRES Committee should continue this goal, and notes that even if the Director and Assistant Director were at 2080 annual hours, a cost savings would still be found. Further discussion held. Second by Hintz on motion. All Committee members voting ‘Aye’. Motion carried.

Motion by Holewinski to move the Facilities Director to Grade N, Step 4. Second by Cushing. All LRES Committee members voting ‘Aye’. Motion carried.

Motion by Holewinski to set the Assistant Facilities Director to Grade K, Step 1. Second by Hintz. All Committee members voting ‘Aye’. Motion carried.

CLOSED SESSION

No closed session was held by the Committees.

At 9:45 a.m., the Joint Committees adjourned, took a 5-minute break, and then moved to separate meetings.

NEXT MEETING DATE/ADJOURNMENT

Due to issues with Zoom connectivity, Cushing announced the adjournment of the LRES Committee meeting at 9:50 a.m. with the next LRES Committee meeting to be held on December 22nd at 9:00 a.m.

/s/Ted Cushing
Ted Cushing, LRES Committee Chairman

January 6, 2021
Date

/s/Billy Fried
Billy Fried, Facilities Committee Chairman

January 6, 2021
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Secretary for Joint Meeting

January 6, 2021
Date