

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Committee, Oneida County Courthouse
December 19, 2018

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Dave Hintz (via phone), Billy Fried, Scott Holewinski, and Sonny Paszak

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Brenda Behrle (Clerk of Court); Ken Kortenhof, Dan Hess (Sheriff's Office); Joel Gottsacker (Department on Aging); Brian Desmond (Corp. Counsel); 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 the 1st Floor Conference 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. Cushing verified with Desmond if Hintz is able to participate and vote at this meeting while appearing by phone. Desmond confirms that this is allowed by County Code.

APPROVE AGENDA

Motion by Holewinski to approve the agenda as presented. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Fried to approve the December 6th and December 10th minutes as presented. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau presented a summary of the vouchers and bills presented. Motion by Holewinski to approve the bills as presented. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

VACANCY REVIEW APPEAL – CLERK OF COURT DEPUTY CLERK (CRIMINAL)

Charbarneau discussed a future vacancy in the Deputy Clerk/Criminal position in Clerk of Courts due to the employee accepting a position as the Branch I Project Assistant. Behrle is requesting to waive the waiting period and fill the position as soon as possible so she can have a seamless transition between employees. Behrle summarized the position's duties, and added responsibilities over the last couple of years due to state e-filing requirements. Behrle feels that the Deputy Criminal Clerk position has one of the heaviest caseloads and discussed compensatory time often needed in the position. Behrle notes that the extra work created by e-filing has been due to user errors, not the process, with the users being the public and attorney offices. Behrle states that her Committee of Jurisdiction will review this request at tomorrow's meeting. Motion by Paszak to approve the vacancy review appeal for the Clerk of Court Deputy Criminal Clerk, contingent on Committee of Jurisdiction's approval. Second by Holewinski. All Committee members present voting 'Aye'. Motion carried.

VACANCY REVIEW APPEAL – DEPUTY MEDICAL EXAMINER

Charbarneau discussed Crystal Schaub's County Board appointment to the full-time Medical Examiner's position, which will leave her current part-time position vacant. Schaub will be filling this position with one of her LTE employees. Schaub requests to waive the vacancy waiting period and bring the new part-time employee in effective January 1, 2019. Discussion held regarding the Vilas County contract that will soon be in place. Motion by Holewinski to approve the Deputy Medical Examiner vacancy review appeal as presented. Second by Cushing. All members voting 'Aye'. Motion carried.

CARLSON DETTMANN WAGE & BENEFIT STUDY

Charbarneau reports that more numbers and proposed options were received regarding the Carlson Dettmann wage study yesterday, which didn't give enough time for a thorough review. Smith's preliminary calculations are showing implementation could cost \$300,000 to \$1,000,000 depending on the method used to implement. Fried suggests using individual position data for implementation; Charbarneau reiterated reasons from the last meeting on why this would be very time consuming and not be beneficial for employee morale and retention. Committee held in-depth discussion regarding the proposed implementation options, and the pros and cons of each option. Charbarneau discussed hiring trends and the current shortage of qualified employees needed for county positions. Cushing feels that the LRES Committee should come up with a recommendation on how to implement the study and timeline for implementation, and then refer the matter onto the Administration Committee for determination of funding. Cushing feels that Department Head input in this process is important, and notes that the implementation may fall over several years. Hintz feels that the LRES and Administration Committees need to work together on determining an implementation strategy and funding. Lueneburg provided information on Oneida County turnover from 2010-2018. Lueneburg noted the consistent increases in voluntary terminations during the 2010-2018 time period, and reports that the average years of service for the employees that voluntarily terminated their employment during that time period was 6 years; discussion held. Cushing suggests a target implementation date of July 1, 2019. Hintz discussed the process further and the need to bring the final recommendations from LRES and Administration Committees to the County Board for formal approval. When presenting the final recommendations to the County Board, Desmond recommends an informal information session, before a formal County Board meeting is held. Fried feels that the LRES Committee should bring several implementation options and costs to the Administration Committee so they can have options based on what they determine the county can afford. Smith discussed the different implementation options and possible costs associated with each option. Hintz suggests Smith calculate the number based on keeping employees at the same step they are currently at; Charbarneau discussed the difficulties of looking at that number. Desmond asked the Committee to consider implementing the Grade T wage that was discussed but not implemented at the 2013 wage study; Charbarneau says that will be in the discussions. Smith will calculate costs of various implementation options and the Committee will discuss this topic further at the next LRES Committee meeting on January 9, 2019. Discussion held on how the current compensation matrix is constructed. Charbarneau discussed the difficulties of recruiting salaried positions due to salaries being under market, partially due to numbers being based on 37.5 hours per week; discussion held. Committee agrees that the ultimate goal of this market study is to help the county be more competitive when recruiting and retaining employees. Holewinski and Fried further voiced concerns on needing to focus on specific underpaid positions. Cushing recommends first looking at the reclassification requests and then deciding on what can be afforded after reclassifications are funded. Committee agrees that calculations are not needed for the implementation option of moving underpaid grade levels to the lowest step on the new plan with a one-cent minimum increase. Smith and Charbarneau will meet to put together further information for the next meeting.

2019 LRES LONG RANGE PLAN

Charbarneau presented the 2019 LRES Long Range Plan to the committee. Discussion held on various goals listed. Motion by Hintz to approve the LRES Long Range plan as presented. Second by Fried. All members voting 'Aye'. Motion carried.

TRAVEL REQUESTS

Charbarneau discussed the Legislative Exchange being held February 5-6, 2019 in Madison. Motion by Cushing to approve the WCA travel for the Legislative Exchange. Second by Fried. All Committee members voting 'Aye'. Motion carried.

Charbarneau also discussed the County Ambassador program and asked if any County Board members would be interested in attending. Motion by Cushing to approve attendance by Hintz, Charbarneau, Schreier and himself. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

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CLERICAL SUPPORT/DEPARTMENT ON AGING COMPENSATION

Topic was noticed for closed session but Committee agrees to hear topic in open session.

Charbarneau reports that they have now filled the Clerical Support position with the Department on Aging with an internal candidate and would like to start them at Step 6. Fiscal impact statement provided to Committee for review, with Charbarneau noting that the Department will have to cover the additional \$4,591 for this request out of their own budget. Motion by Paszak to approve the request. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

FUTURE MEETING DATES

January 9, 2019 at 9:00 a.m.
January 23, 2019 at 9:00 a.m.

FUTURE AGENDA TOPICS

Wage market study
Exit interview process

Brief discussion held on a request at the Public Works meeting to improve the exit interview process for employees voluntarily terminating or retiring from county employment.

PUBLIC COMMENTS

Schreier provided comments on possible options to improve the exit interview process. Matter to be discussed further at the January 9th LRES Committee meeting.

ADJOURNMENT

Cushing adjourned the meeting at 10:13 a.m.

/s/ Ted Cushing
Ted Cushing, Chairman

01-11-2019
Date

/s/ Jennifer Lueneburg
Jennifer Lueneburg, Committee Secretary

01-11-2019
Date