

LRES (LABOR RELATIONS & EMPLOYEE SERVICES) COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
December 22, 2020 9:00 a.m.

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

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (LRES); Darcy Smith (Finance); Grady Hartman (Sheriff); Troy Huber (Buildings & Grounds); Russ Fisher (County Board); Brian Jopek (Media)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Vice-Chairman Fried called the LRES Committee to order at 9:00 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 AMENDED AGENDA

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

PUBLIC COMMENTS

No public comments made in the Committee Room or via Zoom.

APPROVAL OF MINUTES

Motion by Hintz to approve the minutes of November 16th, November 24th and December 1st as presented. Second by Fried. All Committee members present voting 'Aye'. Motion carried.

APPROVE BILLS AND VOUCHERS

Charbarneau presented bills and vouchers for review by Committee members, noting most items listed are for the Health Enhancement program which are currently reimbursed through Group Health Trust. Motion by Paszak to approve the bills and vouchers as presented. Second by Holewinski. All Committee members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Fried, second by Paszak to go into closed session pursuant to section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Social Worker Compensation and Court Clerk Compensation) and section 19.85(1)(f) for purposes of considering financial, medical, social or personal histories or disciplinary data of 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: Employee Medical Issue).

Roll call vote taken; all members voting in the affirmative. Motion carried. Committee went into closed session at 9:11 a.m. Staff and others present in closed session: Charbarneau, Lueneburg, Fisher, Hartman, Rideout and Smith

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 9:24 a.m. No motions were made in closed session.

RETURN TO OPEN SESSION (continued)

Upon return to open session, the following motions were made:

Motion by Fried to approve the compensation package for the Social Worker as presented. Second by Cushing. Roll call vote taken with all voting in the affirmative. Motion carried.

Motion by Fried to approve the PTO (Paid Time Off) advance as requested for the employee of the Clerk of Courts office. Second Cushing. Roll call vote taken with all voting in the affirmative. Motion carried.

RESOLUTION: SOCIAL WORKER COMPENSATION

Charbarneau presented a resolution for approval based on the motion made after closed session to grant additional PTO for a rehired Social Worker. Motion by Hintz to approve the resolution as presented and forward onto the County Board. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

REORGANIZATION AND COMPENSATION OF BUILDINGS & GROUNDS DEPARTMENT

Charbarneau reviewed the previous conversations held at the last LRES Committee meeting regarding moving Facilities Assistant Director Troy Huber into the soon to be vacated Facilities Director position and moving Employee Services Assistant Lindsey Kennedy into the Assistant Director's position, along with moving some duties between the two positions. Charbarneau says the Committee had discussed moving Huber to 1950 annual hours and placing him on Grade N, Step 4. Charbarneau discussed the design of the county wage schedules, noting that Step 6 (control point) on the 2080 wage schedule is the starting wage for the market and feels putting both the Assistant Director and Assistant Director positions at 2080 annual hours is a way to put these positions in line with the market. Charbarneau further discussed the changes during Act 10 and the fiscal presented for the proposed changes. Charbarneau notes that the Assistant Director position is currently at 2080 annual hours and the Director position is at 1950 annual hours so moving both positions to 1950 annual hours would be a reduction. Holewinski disagreed with moving Huber to 2080 annual hours. Further discussion held.

RESOLUTION: APPOINT FACILITIES DIRECTOR

Charbarneau provided the resolution to appoint Huber as Facilities Director. Motion by Cushing to approve. Second by Hintz. All Committee members voting 'Aye'. Motion carried.

2021 LRES LONG RANGE PLAN

Charbarneau presented the 2021 LRES Long Range Plan (previously presented), noting priorities for the items listed. Charbarneau says once the Committee approves the plan, it will get posted for other departments to view. Cushing suggests adding the 1950 versus 2080 annual hours issue to the plan. Brief discussion held. Motion by Fried to approve the 2021 LRES Long Range Plan with adding the annual hours issue to the list of items. All Committee members voting 'Aye' on the motion. Motion carried.

COTTINGHAM BUTLER CONTRACT

Charbarneau says Assistant Corporation Counsel Tom Wiensch has reviewed the contract with benefits consultant firm Cottingham & Butler. Wiensch requests that Cottingham & Butler add the county to their certificate of liability insurance coverage, but Cottingham & Butler legal counsel has declined to do so. Holewinski says other county contracts requires this provision and discussed whether the Committee should be consistent in requirements. Discussion held on the ability to waive the requirement and what other Committees do in regards to contract requirements. Motion by Holewinski to approve the Cottingham & Butler contract without requiring the additional insurance suggested by Corporation Counsel. Second by Paszak. All Committee members voting 'Aye'. Motion carried.

2021 HEALTH INSURANCE ENROLLMENT UPDATE

Lueneburg reviewed a handout that summarized the results of the 2021 open enrollment and the cost savings found by the plan design changes, totaling \$140,069.36. Lueneburg confirmed that the cost savings did take into consideration the HRA, MERP and HSA costs for the plan. Sheriff Hartman feels the Affordable Healthcare Committee was a huge success as shown in the cost savings. Charbarneau is asking the Committee to consider what to do with the cost savings moving forward. Discussion held. Hartman wants to recognize the members of the Affordable Healthcare Committee including Billy Fried, Dave Hintz, Lisa Charbarneau, Darcy Smith, Erin Bjorkman and Tracy Hartman. Hartman feels that the cost savings should be set aside for future health plan expenses; discussion held. Smith feels that after the additional costs of the Erdmann Nearsite Clinic and Cottingham & Butler commission, the cost savings have been basically used up. Continued discussion on where to put the cost savings moving forward with no decisions made at this time.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) COSTS

Charbarneau discussed COBRA insurance coverage that is required to be offered to employees terminating employment. Charbarneau says for 2020, the health plan administrator, Group Health Trust, took care of COBRA administration. For 2021, the county's new health plan administrator, Aspirus Health Plan, doesn't include this service with their plan. Charbarneau has contacted Diversified Benefit Services to get a quote on COBRA services and received a cost of \$0.70 per month per eligible employee plus annual fees, which calculates to around \$2,300 per year (not including annual fees). Committee agrees to have Charbarneau gather more information and come back to the Committee with final numbers.

2021 WELLNESS INCENTIVES

Charbarneau discussed the county losing health enhancement funding for 2021 due to no longer using Group Health Trust for the county group health plan. The 2021 budget didn't include any county funding for health enhancement and this Committee had previously agreed to see what cost savings were found from the 2021 plan design changes before determining what county funding could be used. Charbarneau discussed the current items covered under health enhancement including reimbursement for exercise, smoking cessation, weight loss, employee in-service and fitness challenges. Charbarneau says based on the 2021 employee elections of the newly designed 2021 health plan, there was a cost savings of \$140,069.36 over options picked in 2020. Charbarneau would like to see some of these cost savings applied to the 2021 health enhancement funds since the cost savings were based on lower cost options chosen by employees. Also, health enhancement programs have the potential to benefit health plan claims in the future so using the cost savings for health enhancement could be considered an investment in future year plans. Smith feels the consultant commission and costs of the Erdmann Nearsite Clinic will use up all the cost savings. Fried says the costs for the Erdmann Nearsite Clinic and consultant commission were already figured into the 2021 budget and these cost savings are above and beyond what was budgeted. Discussion held. Cushing and Fried are in favor of the county continuing the health enhancement programs into 2021 with the cost savings funding the programs. Motion by Fried to request \$12,500 from contingency to be budgeted to the LRES Health Enhancement Programs to be managed by the LRES Office. Second by Cushing. All Committee members present voting 'Aye'. Motion carried.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Charbarneau discussed the FFCRA, implemented by the federal government due to the COVID-19 pandemic, which included parameters for employees to take leave for daycare closures, quarantine or isolation orders due to COVID-19. Charbarneau says the FFCRA expires after December 31, 2020. Charbarneau says the FFCRA includes up to two weeks of paid leave for employees on quarantine or isolation orders and up to twelve weeks of leave at 2/3 pay for lack of daycare due to COVID reasons.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) (continued)

Charbarneau notes that many employees were able to avoid using some or all of the pay they would have qualified for due to trying to work from home when possible. Charbarneau says the federal government hasn't put anything into effect for 2021 at this time and Charbarneau is looking for guidance from the Committee. Charbarneau says there are three options the Committee should consider as follows: 1. Take no action, let the FFCRA expire and have previous leave policies resume 2. Continue with the FFCRA sick and dependent care policies at county cost 3. Continue with the leave policies but require employees to use their own PTO or take leave without pay. Discussion held on the federal funding received for a portion of the leave taken in 2020, with about \$30,000 federal funding received for the \$60,000 in leave time incurred by county employees. Charbarneau says the federal government is working on a new bill for 2021 but until approved, the Committee needs to make decisions on how to handle any COVID-19 leaves beginning January 1st. Holewinski feels option 1 should be used and feels that is why employees are granted PTO. Discussion held on the impact if the Committee elects to do nothing at this time, and the additional work it will add on the Finance Department for payroll. Discussion held on Option 3 regarding employees being able to use unpaid time without it effecting their benefits, as long as the leave is COVID-19 related. Fried feels Option 3 is a good compromise. Motion by Cushing to go with Option 3. Second by Fried. Charbarneau clarified that the motion electing Option 3 allows for employees to take up to two weeks unpaid for COVID-19 isolation or quarantine orders and up to twelve weeks for lack of daycare due to COVID-19, while allowing employees to keep their benefits intact. Smith clarifies that PTO would not be accrued on unpaid time used. All Committee members voting 'Aye' on motion. Motion carried.

PUBLIC COMMENTS

No public comments made in the Committee Room or via Zoom.

FUTURE AGENDA TOPICS

- LRES Department Reorganization
- LRES Project/Priorities List
- Telework Policy
- COBRA Costs
- Workers Compensation Report

FUTURE MEETING DATES

- January 6, 2021 at 9:00 a.m.
- January 20, 2021 at 9:00 a.m.

ADJOURNMENT

Fried announced the adjournment of the LRES Committee meeting at 10:29 a.m.

/s/Ted Cushing
Ted Cushing, LRES Committee Chairman

January 21, 2021
Date

/s/Jenni Lueneburg
Jenni Lueneburg, Committee Secretary

January 21, 2021
Date