

MINUTES
MONDAY, MARCH 18, 2019 – 9:00 A.M.
PERSONNEL & WAGES COMMITTEE OF
OCONTO COUNTY BOARD OF SUPERVISORS
CONFERENCE ROOM #1003 – 1st FLOOR COURTHOUSE BLDG. A
301 WASHINGTON STREET, OCONTO, WI 54153-1699

(Draft minutes, not yet approved)

COMMITTEE PRESENT: Gary Frank, Diane Nichols, Elmer Ragen, Rose Stellmacher, Melissa Wellens

COMMITTEE ABSENT: None

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Paul Bednarik, County Board Chair; Judy Rank, HR Coordinator; Mike Reimer, Health & Human Services Director

TIME MEETING BEGAN: 9:00 a.m.

1. Approval of Agenda
 - A. Change of Sequence – None.
 - B. Removal of Items – None.
 Motion by Ragen, second by Stellmacher to approve the agenda. Motion carried unanimously.
2. Approval of Minutes of Previous Meeting held February 18, 2019.
 Motion by Nichols, second by Wellens to approve minutes of previous meeting held on February 18, 2019. Motion carried unanimously.
3. Communications
 None.
4. Monthly Employee Update Report – February 2019
 Reviewed report.
5. Position Changes
 - A. Extension – Program Assistant
 Discussed various proposals that may be recommended by the Extension Committee tomorrow.
 - B. HHS – Convert Contracted Case Manager to a County Position
 Request by HHS Board to convert contracted position to a County position. Estimated additional cost is \$6,135.
 Motion by Nichols, second by Wellens to recommend request. Motion carried 4 – 1 (Stellmacher).
6. Proposed Employee Manual Changes
 - A. Resolution – Revised Employee Handbook for Highway Safety Items
 Reviewed resolution to implement change previously discussed to allow prescription safety glasses to be purchased out of safety and to increase amount from \$150 to \$200.
 Motion by Ragen, second by Stellmacher to approve resolution. Motion carried unanimously.
 - B. Sick Leave Accrual Changes
 Reviewed various comments received to date from employees and County Board members on the proposal.
 - C. Sick Leave Payout Process
 Reviewed various comments received to date from employees and County Board members on the proposal.
 - D. General Employees Compensation Plan
 Reviewed various comments received to date from employees and County Board members on the proposal.
7. 2018-2019 Carryover Report
 Reviewed list of carryovers. Total carryover hours is 5,450.33 with an additional 761.75 above the 1-week allowed.
8. Discuss Dept. Head Participation at Board Committee Meetings
 Reviewed survey of other counties as to how they handle this situation. Committee will handle this matter on a case-by-case basis at each meeting.
9. Review Monthly CPI-U Percentage Chart:
 Reviewed.

| | <u>Dec.</u> | <u>Jan.</u> | <u>Feb.</u> | <u>3-yr. average</u> |
|---------------|-------------|-------------|-------------|----------------------|
| Federal CPI = | 1.90% | 1.60% | 1.50% | 1.96% |
| Midwest CPI = | 1.30% | 0.80% | 1.30% | 1.50% |
| WERC = | 2.44% | 2.40% | 2.34% | 1.74% |

10. Review Monthly Health Insurance Claim Data
Total claims up 7% over last year at this time. Medical inflation in 2018 was 7.8%, in 2019 projected to be 8.4%.
11. 2018 Employer Clinic Usage Report
In 2018, there were 232 unique patients versus 200 in 2017. No cost figures available at this time.
12. Review Administrative Coordinator 2018 Budget Report
Reviewed.
Motion by Stellmacher, second by Ragen to approve 2018 Administrative Coordinator annual report.
Motion carried unanimously.
13. Administrative Coordinator 2019 Budget Report
Reviewed. Actuals within to-date budgeted amounts.
14. Employee Data Chart – Employee Age Group
Reviewed.
15. Informational Items Only
ETF Presentation April 10 & 11
16. Set Meeting Dates
Date of next regular meeting: Monday, April 15, 2019 at 9:00 a.m.
17. Adjournment
Meeting was adjourned by Chair at 11:10 a.m.

Kevin Hamann, Recording Secretary

KH/cah

Posted 03/21/2019