

MINUTES
MONDAY, APRIL 19 2021 – 9:00 AM
PERSONNEL & WAGES COMMITTEE OF
OCONTO COUNTY BOARD OF SUPERVISORS
CONFERENCE ROOM #1003/1004 – 1st FLOOR COURTHOUSE BLDG “A”
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.co.oconto.wi.us

(Draft minutes, not yet approved)

COMMITTEE PRESENT: Karl Ballestad, Dave Christianson, Gary Frank, Rose Stellmacher, Elizabeth Paape,

COMMITTEE ABSENT:

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Beth Ellingson, Corporation Counsel; Paul Bednarik, County Board Chair; Sharon Aubry, Administrative Assistant III-Admin/HR/EM; Mike Reimer, Health & Human Services Director; Jody Armagost, Health & Human Services Deputy Director; Al Sleeter, County Supervisor; Lisa Sherman, Finance Director; Shelly Schultz, Human Resources Director; Tanya Peterson, Treasurer; Kim Pytleski, County Clerk; Todd Skarban, Sheriff; RaeAnne Beaudry, USI; Jan Stage, USI;

TIME MEETING BEGAN: 9:00 a.m.

1. Approval of Agenda

A. Change of Sequence – None

B. Removal of Items – None

Motion by Ballestad/Stellmacher to approve the agenda as amended. The motion was voted on and carried.

2. Approval of Minutes of Previous Meeting

Motion by Christianson/Ballestad to approve minutes of previous meeting held on March 15, 2021 as presented. The motion was voted on and carried.

3. Communications – None

4. Monthly Employee Update Report – March 2021

Hamann reviewed the report with the Committee. Informational only, no formal action taken.

5. Health & Human Services

A. Request for New Positions

i. Case Manager

Reimer addressed the committee requesting to convert contracted staff to County position. Reimer explained the situation as it stands today. Current contract person willing to commit to Oconto County and is fully bi-lingual. Requesting contract position be converting into a County position. Discussion followed. Motion by Ballestad/Pappe to recommend the resolution to County Board for approval to move the contracted person to a County position. Motion was voted on and carried

ii. Family Services Specialist

Reimer explained the situation and the need for further services for treatment and parenting skills for drug endangered families/babies in Oconto County. Discussion followed. Motion by Ballestad/Christianson to recommend the resolution to County Board for approval for the Family Services Specialist position. The motion was voted on and carried.

B. Request to Hire – Additional Vacation

Reimer requesting Economic Support Manager replacement requesting three weeks' vacation instead of two. Discussion followed. Motion by Christianson/Paape to approve three weeks' vacation at hire for new Economic Support Manager. The motion was voted on 4-1 (Stellmacher). The motion was carried.

6. Meet with USI – Insurance Consultant

A. Review of 2020 Plan Year Results

RaeAnne/USI and Jan/USI provided handout and reviewed it with the Committee. Decrease in general services due to COVID, there have been a number of shock loss claims, but for the most part these claims have been resolved.

B. Review of 2021 Plan Year Results to Date

Current and ETF plan information provided and reviewed. Bellin clinic update given. COVID had an impact on claims cost. USI is continuing to review plan for possible deferred claims from COVID.

C. Insurance Dependent Audit Findings

Beaudry reviewed results, no ineligible dependents found.

D. American Rescue Plan – COBRA Subsidy

Stage reviewed COBRA subsidy. Beaudry explained the subsidy to the Committee. County will not be eligible for reimbursement of the subsidy. Webinar on COBRA subsidy will be available to HR.

E. Planning for Health & Dental Insurance Request for Proposals

Beaudry reviewed spousal carve out options and how they may apply to Oconto County.

F. Mobile Application – Benefit Resource Center

Benefit Resource Center is a call center for most frequently asked questions and resources.

Reviewed mobile app, which does have an option to message employees. Mobile app has access to ID card.

G. Renewal of Consulting Agreement

Current contract expires- 4-30-21. Requesting renewal of contract at a cost of \$40,000.00 for the upcoming year and would be eff 5-1-2021. Hamann recommends approval. Motion by Stellmacher/Paape to renew the consulting contract with USI at a cost of \$40,000.00. The motion was voted on and carried.

7. Health Insurance Claims Report

Hamann reviewed the report with the Committee. Informational only, no formal action taken

8. General Employees Vacation Schedule (Enc.)

Hamann reviewed the schedule with the Committee. A request has been made that Department Heads and possibly managers be started at four weeks or vacation upon hire. Discussion followed. Four weeks' vacation for Department Heads and three weeks' vacation for managers. Committee recommended going retroactive on Brink & Ellingson as they were not given that much vacation upon hire and are Department Heads. Consensus is to do all changes together for entire 2021 year for consistency. Human Resources Director will write up a proposal. Informational only, no formal action taken.

9. Monthly CPI-U Percentage Chart - Committee Reviewed *handout.* Current rates as follows:

	January	February	March	3 year average
Federal CPI	1.4%	1.7%	2.6%	1.81%
Midwest CPI	1.2%	1.7%	3.0%	1.47%
WERC	1.23%	1.16%	1.09	1.92%

Discussion followed. Informational only, no formal action taken.

10. General Compensation Plan

Hamann reviewed the current general employee compensation plan with the Committee. Discussion followed. Human Resources Director will formulate plans/ideas and put them together for presentation back to the Committee. Informational meetings for all employees will be held once a final plan is decided upon. Informational only, no formal action taken.

11. 2022 Budget Guidance Letter – Personnel Costs (Enc.)

Hamann reviewed the 2022 Budget Guidance Letter with the Committee. Discussion followed. 1% across the board increase July 4, 2021 and an additional 2% increase across the board January 2, 2022 with no step increase. \$80,000.00 to be taken out of contingency for this year to help cover it. Motion by Paape/Ballestad to recommend to Finance Committee Budget Guidance Letter across the board wage increase as 1% across the board increase July 4, 2021 and 2% across the board increase January 2, 2021 with \$80,000.00 from contingency budget to cover July 2021 increase. Motion voted on and carried.

12. 2021 Employee Assistance Program Contract with ERC Inc. (Enc.)

Hamann reviewed the current contract with the Committee. Motion by Stellmacher/Paape to recommend for approval to County Board the contract renewal with ERC, Inc. The motion was voted on and carried.

13. Human Resources Department – 2021 Budget Report (Enc.)

Hamann reviewed the 2021 budget with the Committee. Schultz spoke to the Committee regarding where we currently advertise. Suggests we start posting on Indeed with all advertising funds coming out of the Human Resources Department budget eff 1-1-2022. Indeed costs per click. Will put together a proposal on possibly using indeed and will be recommending for 2022 budget for centralized advertising through Human Resources. Informational only, no formal action take.

14. Announcements/General Information (No Action to be Taken)

County board will be held in LEC instead of Holy Trinity this week.

15. Set Next Meeting Date

Date of next regular meeting: Monday, May 17, 2021 at 9:00 a.m.

- 16. The Committee may adjourn to closed session, pursuant to s. 19.85 (1)(e), Wis. Stats. to discuss Oconto County's bargaining position with regard to Wisconsin Police Professional Association (WPPA) - Sheriff Deputy's working agreement.** Motion by Paape/Ballestad into closed at 11:34 a.m. The motion was voted on and carried.
- 17. The Committee shall reconvene to open session, pursuant to s. 19.85(2), Wis. Stats., to conduct all legal business.** Motion by Stellmacher/Christianson to return to open session at 11:48 a.m.
- 18. Adjournment**
The meeting was adjourned by the Chair at 11:48 am

Sharon Aubry, Recording Secretary
Posted 04-28-2021