

**MINUTES**  
**MONDAY, MAY 17, 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

COMMITTEE ABSENT: Elizabeth Paape

OTHERS PRESENT: Kevin Hamann, County Administrator; Beth Ellingson, Corporation Counsel; Paul Bednarik, County Board Chair; Sharon Aubry, Administrative Assistant III-Admin/HR/EM; Jody Armagost, Health & Human Services Deputy Director; Lisa Sherman, Finance Director; Shelly Schultz, Human Resources Director; Monty Brink, Forestry/Parks Administrator; Todd Skarban, Sheriff; Tanya Peterson, Treasurer

TIME MEETING BEGAN: 9:00 a.m.

**1. Approval of Agenda**

**A. Change of Sequence – None**

**B. Removal of Items – None**

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

**2. Approval of Minutes of Previous Meeting**

Motion by Ballestad/Stellmacher to approve minutes of previous meeting held on April 19, 2021 as presented. The motion was voted on and carried.

**3. Communications – None**

**4. Monthly Employee Update Report – April 2021**

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

**5. General Employees Vacation Schedule for Dept. Heads & Managers**

Schultz reviewed the proposed vacation policy with the Committee. Discussion followed. Motion by Stellmacher/Christianson to direct the HR Director to prepare a resolution for the June County Board on the proposed vacation policy changes. Motion was voted on and carried.

**6. General Employees 2021 Pay Adjustment Resolution**

Schultz reviewed the resolution with the Committee. Frank would like lines 10 and 11 struck from the resolution. Stellmacher/Christianson to forward resolution for general employee 2021 pay adjustment to County Board for approval as amended. The motion was voted on and carried.

**7. General Employee Compensation Plan Discussion**

Schultz requesting input from Committee on exactly what they want to see in regards to the County general employee compensation plan. Discussion followed. Hamann and Schultz will draft policy with much fewer steps along with merit-based system which will be presented at the next Committee meeting.

**8. Monthly CPI-U Percentage Report**

	February	March	April	3 year average
Federal CPI	1.7%	2.6%	4.2%	1.85%
Midwest CPI	1.7%	3.0%	4.9%	1.56%
WERC	1.16%	1.09%	Not in yet	XXXX%

Discussion followed. Informational only, no formal action taken.

**9. Health Insurance Claims Report**

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

**10. Employee Complaint Process Draft**

Hamann reviewed the employee complaint process draft with the Committee. Discussion followed. Schultz will incorporate the process in the employee handbook.

**11. Human Resources Department – 2021 Budget Report (Enc.)**

Schultz reviewed the 2021 budget with the Committee. Informational only, no formal action taken.

**12. Position Advertising Process & Budget**

Schultz would like all County advertising dollars budgeted through HR to consolidate and streamline the process. Would also like to start using Indeed which will also require additional funding. Additional funds will be needed to hire consultant to possibly recruit for Hamann and Reimer positions. Discussion followed. Topic of hiring will be brought back to June meeting with resolution to be drafted by Hamann and Schultz.

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

Wage adjustments will be at the June meeting. Currently 12 requests with another 6 that are expected to be received prior to the meeting.. Currently totally just over \$27,000.00. Hamann questions if special meeting is required for review or if they want it added to the next committee meeting agenda. Discussion followed. Will be part of regular meeting in June. Those requesting will be allowed to present, the Committee will review the requests and then adjourn to closed session for discussion.

**14. Set Next Meeting Date**

Date of next regular meeting: Monday, June 21 2021 at 9:00 a.m.

**15. 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 Ballestad/Christianson to adjourn into closed session at 10:13 a.m. The motion was voted on and carried.

**16. The Committee shall reconvene to open session, pursuant to s. 19.85(2), Wis. Stats., to conduct all legal business.** Motion by Christianson/Ballestad to return to open session at 10:40 a.m.

**17. Adjournment**

The meeting was adjourned by the Chair at 10:40 am

**Sharon Aubry, Recording Secretary**

**Posted 05-19-2021**