

MINUTES
MONDAY, JUNE 21, 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, County Administrator; Beth Ellingson, Corporation Counsel; Paul Bednarik, County Board Chair; Sharon Aubry, Administrative Assistant III-Admin/HR/EM; Lisa Sherman, Finance Director; Shelly Schultz, Human Resources Director; Monty Brink, Forestry/Parks Administrator; Todd Skarban, Sheriff; Judge Judge; Judge Conley; Peggy Miller, Court Commissioner; Mike Reimer, Health & Human Services Director; Jenny Tyczkowski, Small Claims/DNR Clerk COC; Nancy Gilles, Traffic Clerk COC; Sue Berth, Family/Civil Clerk COC; Teresa Raddatz, Deputy Clerk of Courts; Kim Pytleski, County Clerk; Ron Christensen, Veterans Service Officer; Jon Spice, Emergency Management Director; Trisha Le Febre, Clerk of Courts

TIME MEETING BEGAN: 9:00 a.m.

1. Approval of Agenda

A. Change of Sequence – None

B. Removal of Items – Remove items 16 & 17

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

2. Approval of Minutes of Previous Meeting

Motion by Christensen/Stellmacher to approve minutes of previous meeting held on May 17, 2021 as presented. The motion was voted on and carried.

3. Communications – None

4. Monthly Employee Update Report – May 2021

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

5. General Employees Compensation Adjustment Requests

Frank explains each request will be given 3 minutes to speak regarding their request. Once all requests have been heard, the Committee will move into closed session for review.

- Courts – Katie Ripley/Legal Assistant II – Request is change from G2 to G4 – supported by Courts Department Heads and recommended by Law Enforcement/Judiciary Committee. Judge Judge/Judge Conley/Peggy Miller spoke in regards to the request. Discussion followed.
- Courts – Kris LeFebre/Judicial Assistant – Request is change from H7 to I3 – supported by Courts Department Heads – Law Enforcement/Judiciary Committee recommended change from H7 to I1. Discussion followed. Judge Judge/Judge Conley/Peggy Miller spoke in regard to the request
- Clerk of Courts – Teresa Raddatz/Deputy Clerk of Courts – Request is change from H4 to I1 – supported by Department Head and recommended by Law Enforcement/Judiciary Committee. Le Febre spoke in regards to the request. Le Febre provided a handout and reviewed it with the Committee. Raddatz also spoke regarding her request.
- Clerk of Courts – Jenny Tyczkowski/Small Claims-DNR Clerk – Request is change from G2 to G4 – supported by Department Head and recommended by Law Enforcement/Judiciary Committee. Le Febre spoke in regards to the request. Jenny Tyczkowski also spoke regarding her request.
- Clerk of Courts – Sue Berth/Family-Civil Clerk – Request is change from G4 to G7 – supported by Department Head and recommended by Law Enforcement/Judiciary Committee. Berth also spoke regarding the request.
- Clerk of Courts – Nancy Gilles/Traffic Clerk – Request is change from G8 to G10 – supported by Department Head and recommended by Law Enforcement/Judiciary Committee. Gilles also spoke regarding the request.
- Sheriff – Carol Kopp/Jail Administrator – Request is change from M9 to O1 – supported by Department Head and recommended by Law Enforcement/Judiciary Committee. Sheriff spoke regarding the request.
- Sheriff – Liz Zahn/Administrative Assistant III – Request is changed from H6 to J1 and title from Administrative Assistant III to Office Manager – supported by Department Head and recommended

by Law Enforcement/Judiciary Committee. Requesting this be postponed as other position requests/changes being evaluated.

- Emergency Management – Jon Spice/Emergency Management Director – Request is change from K2 to N1 – Emergency Management Committee approved change K2 to L2. Spice spoke regarding the request.
- County Clerk – Kathy Goldschmidt/Deputy County Clerk – Request is annual stipend – supported by Department Head – Finance/Insurance Committee recommending change from H12 to I4. Pytleski spoke regarding the request.
- Veterans – Ron Christensen/Veterans Service Officer – Request by County Board Chair to change from K7 to grade L or M – Finance/Insurance committee recommending change from K7 to L5. Christensen spoke in regarding the request.
- Health & Human Services – Mark Olcott/Maintenance Person – Request by Department Head to change from G11 to H3 and recommended by Health & Human Services Board. Reimer spoke regarding the request. Discussion followed.
- Planning & Zoning – Gabe Moody/Assistant Zoning Administrator – Request is change from J8 to J9 – supported by Department Head and recommended by Planning & Zoning/Solid Waste Subcommittee. Virtues spoke regarding the request.
- Planning & Zoning – Kevin Brehmer/Assistant Zoning Administrator – Request is change from J8 to J9 – supported by Department Head and recommended by Planning & Zoning/Solid Waste Subcommittee. Virtues spoke regarding the request.
- Planning & Zoning – Bill Lester/Assistant Zoning Administrator – Request is change from J2 to J3 – supported by Department Head and recommended by Planning & Zoning/Solid Waste Subcommittee. Virtues spoke regarding the request.
- Planning & Zoning – Kaylynn Lasley/Administrative Assistant I – Request is change from F8 to F9 – supported by Department Head and recommended by Planning & Zoning/Solid Waste Subcommittee. Virtues spoke regarding the request.
- Planning & Zoning – Jamie Broehm/Principal Planner – Request is change from L7 to M6 – supported by Department Head - Planning & Zoning/Solid Waste Subcommittee recommending change from L7 to L9. Virtues spoke regarding the request.
- Planning & Zoning – Pat Virtues/Planning & Zoning and Solid Waste Administrator – Request is change from O12 to P7– supported by Department Head and recommended by Planning & Zoning/Solid Waste Subcommittee. Virtues spoke regarding the request.

6. Closed Session Stats. Sec. 19.85 (1)(c) for the Purpose of Consideration Performance Evaluation Data and Compensation Information Relating to General Employees Compensation Request.

Motion by Christianson/Paape to adjourn to closed session at 10:12 am. The motion was voted on and carried.

7. Return to Open Session: The Committee shall return to open session to conduct legal business, as allowed by Wisconsin Statute Sec. 19.85(2).

Motion by Paape/Ballestad to return to open session at 11:05 am. The motion was voted on and carried.

8. Recommendation on General Employee Compensation Adjustment Requests

The Committee discussed the wage adjustments requests received. Motion by Paape/Stellmacher to recommend to County Board for approval the following

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|---------------------|------------------------------------|-----------|
| • Katie Ripley | Legal Assistant II/Courts | G2 to G4 |
| • Kris LeFebre | Judicial Assistant/Courts | H7 to H10 |
| • Teresa Raddatz | Deputy Clerk of Courts/COC | H4 to I1 |
| • Jenny Tyczkowski | Sm Claims/DNR Clerk/COC | G2 to G4 |
| • Sue Berth | Family-Civil Clerk/COC | G4 to G7 |
| • Nancy Gilles | Traffic Clerk/COC | G8 to G10 |
| • Carol Kopp | Jail Administrator | M9 to O1 |
| • Jon Spice | Emergency Management Director | K2 to L1 |
| • Kathy Goldschmidt | Deputy County Clerk | H12 to I4 |
| • Ron Christensen | Veterans Service Officer | K7 to L5 |
| • Mark Olcott | Maintenance Person New View | G11 to H3 |
| • Gabe Moody | Assistant Zoning Administrator | J8 to J9 |
| • Kevin Brehmer | Assistant Zoning Administrator | J8 to J9 |
| • Bill Lester | Assistant Zoning Administrator | J2 to J3 |
| • Kaylynn Lasley | Administrative Assistant I | F8 to F9 |
| • Jamie Broehm | Principal Planner | L7 to L9 |
| • Pat Virtues | Planning/Zoning & SW Administrator | O12 to P7 |

The motion was voted on 4 aye/1 nay (Frank)

9. Forestry & Parks Re-Organization Plan

Brink provided an updated handout and reviewed the current organization of his Department. Looking for approval of the change in his organizational chart. Assistant Forestry and Assistant Parks/Recreation positions would be established at a Grade I. Hamann states he supports the change as presented. Motion by Christianson/Ballestad to recommend to County Board for approval the Forestry, Parks and Recreation reorganization plan. The motion was voted on and carried.

10. Health Insurance RFP

Schultz reviewed the RFP with the Committee. Informational only, no formal action taken. Motion by Stellmacher/Ballestad to request the RFP as presented. The motion was voted on and carried.

11. Monthly CPI-U Percentage Report

	March	April	May	3 year average
Federal CPI	2.6%	4.2%	5.0%	1.91%
Midwest CPI	3.0%	4.9%	5.6%	1.65%
WERC	1.09%	1.18%	1.50%	1.87%

Discussion followed. Informational only, no formal action taken.

12. Health Insurance Claims Report

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

13. Human Resources Department – 2021 Budget Report

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

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

Hamann and Schultz attended WEPLRA in Madison this past week. Other municipalities are experiencing the same job fill/opening issues.

15. Set Next Meeting Date

Date of next regular meeting: Monday, July 19 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. This item was removed from the agenda under 1B.

17. The Committee shall reconvene to open session, pursuant to s. 19.85(2), Wis. Stats., to conduct all legal business. This item was removed from the agenda under 1B

18. Adjournment

The meeting was adjourned by the Chair at 11:33 am

Sharon Aubry, Recording Secretary
Posted 06-22-2021