

**MINUTES**  
**MONDAY, AUGUST 19, 2019 – 9:00 AM**  
**PERSONNEL & WAGES COMMITTEE OF**  
**OCONTO COUNTY BOARD OF SUPERVISORS**  
**CONFERENCE ROOM #1003 – 1st FLOOR COURTHOUSE BLDG “A”**  
**301 WASHINGTON STREET, OCONTO, WI 54153-1699**  
**www.co.oconto.wi.us**

*(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; Lisa Sherman, Finance Director; Sharon Aubry, Confidential Assistant; Pat Scanlan, Highway Commissioner; Beth Ellingson, Corporation Counsel; Jody Armagost, Deputy Health & Human Services Director; Nancy Zubko, Communications Supervisor; Brenda Hurning, Records Specialist; Debra Metzler, Legal Secretary/Admin Assistant; Wayne Sleeter, Technology Services Director; Mike Schultz, HHS Case Manager; Cheryl Sandberg, CSA Enforcement Specialist; Joy Hogan, Child Support Director; Kevin Dolata, GIS Coordinator/LIO; Pat Virtues, Planning/Zoning Administrator; Michelle Seefeldt, Clerk Typist II Forest/Parks; Annette Behringer, Register of Deeds; Mike Reimer, Health & Human Services Director; Monty Brink, FPR Administrator; Linda Heider, Maintenance #3; Trisha Le Febre, Clerk of Courts; Kim Pytleski, County Clerk

TIME MEETING BEGAN: 9:00 a.m.

**1. Approval of Agenda**

**A. Change of Sequence** – Item #7 moved to after item #3.

**B. Removal of Items** – None.

Motion by Ragen/Nichols to approve the agenda. The motion was voted on and carried.

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

Motion by Nichols/Stellmacher to approve minutes of previous meeting held on July 17, 2019. The motion was voted on and carried.

**3. Communications** –None

**7. Request for Amendment to approved employee sick leave changes.**

Cheryl Sandberg addressed the Committee requesting consideration to amend the recently adopted resolution regarding sick leave accrual. The Committee heard from multiple employees in attendance. Discussion followed. Motion by Wellens/Ragen to rescind the sick leave accrual changes approved by the County Board and return the policy to sick leave being accrued monthly. The motion was voted on and carried. The changes in sick leave, based on the above motion, will be reflected in the Employee Handbook which will be presented to the Committee and then County Board for approval in the near future.

**4. Monthly Employee Update Report – July 2019**

Hamann summarized report. Committee reviewed and discussed.

**5. County Board Resolutions**

**A. Highway Office Manager**

Hamann reviewed the resolution with the Committee. Motion by Stellmacher/Ragen to approve the final resolution as presented and forward to the County Board. The motion was voted on and carried.

**B. Sheriff's Office – Jail Temporary 1 yr. Correctional Office Position**

Hamann reviewed the resolution with the Committee. Motion by Nichols/Wellens to approve the resolution as presented and forward to the County Board.

**C. Sheriff's Office – Jail Lieutenant & Reception Positions**

Hamann reviewed the resolution with the Committee. Motion by Ragen/Nichols to approve the resolution as presented and forward to the County Board.

**D. Sheriff's Office – Conversion of 4 Deputy Positions to Sergeant Positions**

Hamann reviewed the resolution with the Committee. Motion by Nichols/Stellmacher to approve the resolution as presented and forward to the County Board.

**E. Sheriff's Office – WPPA 2020 Contract**

Hamann reviewed the resolution with the Committee. Motion by Wellens/Ragen to approve the resolution as presented and forward to the County Board.

**6. Request for Position Description & Wages Changes**

**A. Clerk of Courts – Deputy Clerk of Court**

Hamann reviewed proposal received regarding a grade/wage change for the Deputy Clerk of Court position. Law Enforcement/Judiciary Committee is recommending a change from G6 to H5 for this position. Le Febre addressed the Committee requesting consideration of a change to H6. Discussion followed. Motion by Nichols/Wellens to approve changing the Deputy Clerk of Courts grade/wage from a G6 to an H5. The motion was voted on and carried.

**B. Clerk of Courts/Circuit Court – Clerk Typist – Transfer & Description Change**

Hamann reviewed the request to move this position to the Clerk of Courts office. Motion by Stellmacher/Ragen to transfer the Clerk Typist position to the Clerk of Court office. The motion was voted on and carried.

**8. Review Comments on Proposed Administration Manual Policy Changes**

Hamann reported he met with department heads at the TEAM meeting and reviewed proposed changes. Hamann requested the HR Committee review the proposed changes and report back to him with any further comments/concerns. Treated as information

**9. Review comments on Proposed Employee Handbook Changes**

Hamann reported he met with department heads at the TEAM meeting and reviewed proposed changes. Hamann requested the HR Committee review the proposed changes and report back to him with any further comments/concerns. Sherman reviewed language for over time/comp time calculations and requested feedback. Discussion followed. Sheriff Office, will include Telecommunicators and Sheriff Office Administrative staff will be calculated by daily hours paid. Highway Dept., including Administrative staff, will also be calculated by daily hours paid. All other employees will be calculated by hours worked weekly. Change in max comp time from 50 hrs to 24 hours also being proposed. Treated as information.

**10. Discuss Employee HR online system.**

Rank reported to the Committee that she is working with Deputy Finance Director to put together a plan to roll out more online functions in BS&A program to allow employees to view their information. Once plans have been finalized Rank will return to Committee to give presentation prior to access going live for the employees. Treated as information.

**11. MONTHLY CPI-U PERCENTAGE CHART - Committee Reviewed handout. Current rates as follows:**

	May	June	July	3 year average
Federal CPI	1.8%	1.6%	1.8%	2.02%
Midwest CPI	1.3%	1.2%	1.5%	1.56%
WERC	2.26%	2.17	2.07	1.89%

**12. Review Summary of 2019 Employee Evaluation Scores Chart**

Hamann reviewed report with the Committee. Treated as information

**13. Review of 2019 Employee Pay Step Frequency Chart**

Hamann reviewed report with the Committee. Treated as information.

**14. Monthly Health Insurance Claim Data**

Reviewed. Total claims decreased 4% over this same time period last year.

**15. Monthly Employer Clinic – Bellin Health June 2019**

Hamann reviewed report with the Committee. Treated as information.

**16. Administrative Coordinator – 2019 Budget Report.**

Hamann reviewed report with the Committee. Treated as information.

**17. Administrative Coordinator – 2020 Budget Request.**

Hamann reviewed report with the Committee. Treated as information.

**18. Announcements/General Information (No Action to be Taken) - None**

**19. Set Next Meeting Date**

Date of next regular meeting: Monday, September 16, 2019 at 9:00 a.m.

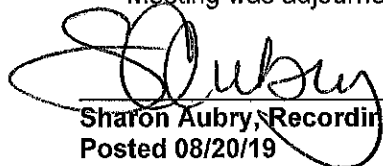
**20. The Committee may adjourn to closed session, pursuant to s. 19.85 (1)(f), Wis. Stats. For the purpose of discussing certain personnel issues.**

Motion by Wellens/Stellmacher to enter into closed session at 11:21 a.m. The motion was voted on and carried.

**21. The Committee shall reconvene to open session, pursuant to s. 19.85(2), Wis. Stats., to conduct all legal business.** Motion by Stellmacher/Nichols to return to open session at 11:38 a.m. The motion was voted on and carried.

**22. Adjournment**

Meeting was adjourned by Chair at 11:39 a.m.

  
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Sharon Aubry, Recording Secretary  
Posted 08/20/19