

MINUTES
MONDAY, DECEMBER 17, 2018 – 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

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

COMMITTEE ABSENT: None

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Paul Bednarik, County Board Chair; Judy Rank, HR Coordinator; Pat Scanlan, Highway Commissioner; Lisa Sherman, Business Manager; Mike Jansen, Sheriff; Joy Hogan, Child Support Director; Barbara Cook, Victim Witness; Mike Reimer, Health & Human Services Director; Jody Armagost, Health & Human Services Deputy Director; Amy Zerbe, Highway Office Manager; David Behrend, County Board Supervisor; Wayne Sleeter, Technical Services Director; Debbie Konitzer; Public Health Manager; Monty Brink, Forestry & Parks Administrator

TIME MEETING BEGAN: 9:00 a.m.

1. Approval of Agenda
 - A. Change of Sequence – None.
 - B. Removal of Items – Item #8 as this was covered last month.
Motion by Ragen, second by Nichols to approve the amended agenda. Motion carried unanimously.
2. Approval of Minutes of Previous Meeting held November 5, 2018.
Motion by Nichols, second by Stellmacher to approve minutes of previous meeting held on November 5, 2018. Motion carried unanimously.
3. Communications
IRS – Announced 2019 mileage rate of 58 cents per mile, up from 54.5 center per mile in 2018.
4. Monthly Employee Update Report
Reviewed report for November.
5. Approval of Revised/New Position Descriptions & Hiring Authorizations
 - A. Highway
 - i. Paving – Request for Step Change
Highway Committee requests making 3 of the paving crew employees the same pay step of H-5 and one at step H-6 effective March 1, 2019. Request for increase is to keep employees as they have been contacted by other employers.
Motion by Stellmacher, second by Ragen to approve moving 3 paving crew employees to pay step H-5 and one to pay step H-6 effective March 1, 2019. Motion carried unanimously.
 - ii. Highway Operator Position
Vacancy due to pending retirement at the end of January. Request to fill position and subsequent vacancies due to promotions.
Motion by Nichols, second by Wellens to approve request to fill Highway Operator position and any subsequent vacancies due to promotions. Motion carried unanimously.
 - B. Sheriff – Fill Positions Due to Vacancies
 - i. Investigator
Vacancy due to retirement on December 8, 2019. Law Enforcement/Judiciary Committee requests approval to fill position. Expect position to be filled through internal posting process.
Motion by Ragen, second by Wellens to approve request to fill Investigator position. Motion carried unanimously.
 - ii. Lieutenant
Vacancy due to pending retirement as of January 4, 2019. Sheriff-elect Skarban requested to postpone filling position due to proposed re-organization in the Sheriff's Office. Law Enforcement/Judiciary Committee approved postponing filling the position.

- iii. Chief Deputy
Vacancy due to pending retirement on January 4, 2019. Law Enforcement/Judiciary Committee requests approval to fill position. Sheriff-elect Skarban will recommend to Law Enforcement/Judiciary Committee on January 9, 2019 who to fill the position. Motion by Stellmacher, second by Ragen to approve request to fill Chief Deputy position. Motion carried unanimously.
 - iv. Administrative Assistant
Vacancy due to pending retirement on January 4, 2019. Law Enforcement/Judiciary Committee requests approval to fill position through outside recruitment process. Applications are due December 27, 2018. Motion by Nichols, second by Wellens, to approve request to fill Administrative Assistant position. Motion carried unanimously.
 - v. Records Specialist
Vacancy due to pending retirement on January 4, 2019. Law Enforcement/Judiciary Committee requests approval to fill position through lateral transfer of Brenda Hurning, currently the Civil Process Specialist, and to internal post then the vacant Civil Process Specialist. Motion by Ragen, second by Stellmacher to approve request to fill position through the lateral transfer of employee Brenda Hurning to Records Specialist and to post internally for the Civil Process Specialist position. Motion carried unanimously.
 - vi. Sheriff Deputy – K9
Vacancy due to election of current K9 Officer Skarban to Sheriff. Law Enforcement/Judiciary Committee requests approval to fill position. Expect to fill through internal process. Motion by Nichols, second by Ragen to approve request to fill Sheriff Deputy – K9. Motion carried unanimously.
- C. Health & Human Services – Fill Business Manager Due to Vacancy
Vacancy due to pending promotion of Lisa Sherman, Business Manager, to County Finance Director. Health & Human Services Board requests approval to fill Business Manager position with promotion of Betty Bickel and fill any subsequent vacancies. Motion by Wellens, second by Nichols to approve request to promote Betty Bickel to Business Manager and to fill any subsequent vacancies. Motion carried unanimously.
- 6. Discuss Requested Sick Leave Accrual Changes for New View Employees
Health & Human Services Director Reimer requests change in sick leave accrual for New View employees due to their 4-day work schedule. Administrative Coordinator handed out information on all employees sick leave accrual max. Committee will discuss this matter at the January meeting.
 - 7. Discuss Revised Sick Leave Payout Process
Administrative Coordinator presented plan to revise sick leave payout process to address the issue of earning hours at one rate and being paid at a higher rate in future years. Motion by Wellens, second by Nichols to recommend change beginning in 2020 reducing payout by same percentage as the across-the-board increase in wages approved by the County Board. Motion carried unanimously.
 - ~~8. Review 2019 General Employee Pay Rates~~
Removed from agenda.
 - 9. Discuss Revised 2020 General Employees Compensation Plan
Reviewed plan to revise compensation plan to fewer steps and different percentages being steps. New plan has 7 steps, with 2% between steps. Those whose current pay is at or above new max would only be eligible to receive any across-the-board increase approved by the County Board.
 - 10. Approve Resolution for Proposed Changes to Admin Manual
Reviewed.
Motion by Nichols, second by Ragen to recommend resolution for proposed changes to the Administration Manual. Motion carried unanimously.
 - 11. Approve Resolution for Proposed Changes to Employee Handbook
Reviewed.
Motion by Wellens, second by Ragen to recommend resolution for proposed changes to the Employee Handbook. Motion carried unanimously.
 - 12. Review Monthly CPI-U Percentage Chart:
Reviewed.

	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>
Federal CPI =	2.30%	2.50%	2.20%
Midwest CPI =	1.90%	2.10%	1.40%
WERC =	2.42%	2.46%	2.46%

13. Review 2018 Employee Assistance Program Utilization Report
Reviewed January – September report. Utilization at 4.82% with 19 total cases.
14. Recommend 2019-2020 Employee Assistance Program with ERC
Proposed new 2-year contract with a rate increase from \$30.90 per employee to \$34.44 per employee, with new employer census of 341 employees.
Motion by Nichols, second by Stellmacher to recommend 2-year contract with ERC at a cost of \$34.44 per employee based on new employer's census. Motion carried unanimously.
15. Review County Cell Phone Program and list of employees with cell phones
Reviewed list of employees with County-provided cell phones as well as those employees who get reimbursed by the County for use of their personal phones for County use. County has 143 cell phones/data cards at a cost of \$4,680 per month.
16. Review Monthly Health Insurance Claim Data
Total claims up 11% over this time last year.
17. Employee Data Chart – Employee Tenure
Review chart showing employee tenure:

Less than 1 year	28
1 to 5 years	87
6 to 10 years	11
11 to 15 years	17
16 to 20 years	43
21 to 25 years	26
26 to 30 years	28
31 to 35 years	9
36 to 40 years	6
41 years & over	1
18. Review Administrative Coordinator 2018 Budget Report
Spent 86.9% of budget.
19. Informational Items Only
Discussed attendance of County employees at the meetings.
20. Set Meeting Dates
Date of next regular meeting: Monday, January 21, 2019 at 9:00 a.m.
21. Adjournment
Meeting was adjourned by Chair at 11:02 a.m.

Kevin Hamann, Recording Secretary

KH/cah

Posted 12/19/2018