

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 9:00 a.m. on Wednesday, July 20, 2011 in the County Board Conference Room #2 at the Vilas County Courthouse, 330 Court Street, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

Personnel Committee Members Present: Chair Linda L. Thorpe, Emil Bakka and Bob Egan. Sig Hjermvick arrived at 9:35 a.m.

Members Not Present: Jim Behling was excused from the meeting.

Others Present: Corporation Counsel Martha Milanowski, Kris Duening, AFLAC Representative Brad DeBot, Gary Peske, Jerri Radtke and Stephanie Nesbitt.

Approve Agenda: Motion by E. Bakka, second by B. Egan to approve the agenda to be discussed in any order of the Chair. All voting aye, carried.

Approve Committee meeting minutes: Motion by E. Bakka, second by B. Egan to approve the June 20, 2011 minutes. All voting aye, carried.

AFLAC Benefit Adjustment requests: Kris Duening told the Committee there are 9 employees who have contacted her who wish to discontinue the AFLAC critical care and accident benefit they signed up for the year 2011 due the changes to the WRS contribution. Brad DeBot from AFLAC explains the practice of this benefit. Since the major changes to the pension adjustment, employees are requesting to discontinue this extra deduction that they weren't anticipating or expecting when they signed up for this benefit at the end of last year. One of the reasons allowed to discontinue is a major shift in the benefit cost. They have found in the past that organizations that make changes for good reasons or cause have not been audited, those that just make a change constantly or not fair to everyone are more likely to be subject to an audit. This County has always made good decisions. M. Milanowski asked if the County has ever allowed anyone to opt out and K. Duening didn't believe that has ever been asked. B. DeBot read over the reasons for allowing opting out and he felt the change in cost or coverage due to the pension change would apply if the County allows the opting out. M. Milanowski states any employees should be allowed to opt out, not just those that have asked to opt out. If County allows some, all should be notified they have this option in light of the WRS contribution taking effect. B. DeBot said he has discussed this with other AFLAC representatives that cover other counties, approximately 3 other counties and all 3 are allowing their employees to opt out if they so choose. He said setting a deadline of September 1st would be good especially since they will start coming in October to discuss and review plans for 2012. B. DeBot thought approximately 130 over have some form of the AFLAC benefits and maybe 110 have this critical care and accident benefit. K. Duening said she received a lot of calls about opting out of this benefit when the BRB was first announced back in March and since that time she has

not received many calls at all. M. Milanowski said September 1st deadline would be logical as that will be when everyone will have WRS coming out by then. B. Egan asked if K. Duening would send out notice to employees or AFLAC. K. Duening said she would. B. DeBot said the County has the forms employees will need to complete for opting out.

Motion by B. Egan, second by E. Bakka to permit employees to opt out of the AFLAC critical care and accident benefit deduction based on the change in family status/WRS mandatory contribution and to notify all employees that they have until September 1, 2011 to contact Kris Duening of their wish to opt out. All voting aye, carried.

Approve bills: Motion by B. Egan, second by E. Bakka to approve the bills as presented. All voting aye, carried.

Part-time employee wages: K. Duening said she believes the Personnel Committee has been approving and setting wages for part-time employees, there has not been a resolution in the past and not taken to County Board. She said the Committee did not give increases to these employees in 2010. S. Hjemvick said some of the Union employees have gotten their 2% wage increase to offset some of the WRS contribution. He said Jerri Radtke has requested an increase for her LTE part-time position and this should be a separate request. They should look at all part-time positions first and decide on any increase and come back to the Treasurer's office request. E. Bakka stated if they raise the Treasurer's part-time position every Department will come in requesting wage increases. S. Hjemvick said that would be hard to do if it's not in their budgets and if so, then they have to look at each individual request. B. Egan would like to see the one part-time employee for the Forestry Department who has been working for the County on a yearly basis get an increase in his wage also as they don't have to train him every year. The Highway Department didn't hire any part-time employees for this summer. They only hire part-time when needed.

Motion by S. Hjemvick, second by E. Egan to give a 2% increase effective July 10, 2011 for the part-time positions as presented with the exception of the LTE part-time position in the Treasurer's office, the Forestry Department part-time employee Arthur Nass, the LTE position in the Land and Water Department and the LTE part-time position in the County Clerk's office. Those part-time employees currently enrolled in the WRS shall also contribute the 5.8% effective July 10, 2011.

Discussion: L. Thorpe said that would include the Circuit Court, the other Forestry summer positions, Highway part-time, Commission on Aging and Public Health part-time employees that would get the 2%

increase and WRS contribution if they are enrolled. K. Duening will configure the new wages and update the chart.

All voting aye, carried.

Motion by S. Hjemvick, second by B. Egan to increase Arthur Nass to \$11.00 an hour and the 5.8% WRS contribution effective July 10, 2011. All voting aye, carried.

Motion by S. Hjemvick, second by B. Egan to leave the wage as is for the part-time County Clerk's office position and part-time Land and Water Conservation Department position as these wages were just set in 2011 and should not have a wage increase at this time. All voting aye, carried.

Jerri Radtke appeared to discuss her previous wage increase request for the LTE part-time position in the Treasurer's office. She noted the difference in wage range of all part-time positions. She said she believes the position in her office is also equivalent to a bookkeeper position and should be equal to the County Clerk's newly created part-time bookkeeper position. B. Egan asked if they approved this position to be increased could her budget handle that increase. J. Radtke said she did not have it in her budget and she simply wanted the Committee to realize some positions are equal work but not equal pay. S. Hjemvick said right now with contracts in place they don't have the ability to compare every office position but once those contract expire the County will have more flexibility. He asked what the Bookkeeper B starting rate was and K. Duening said it was \$12.99. J. Radtke said if they raised that position to the top rate of the Bookkeeper B position it would be used up faster in her budget. B. Egan asked if that would cut time she would have for the position and she said yes but her office will still get the work done.

Motion by E. Bakka, second by B. Egan to give a 2% wage increase effective July 10, 2011 for the LTE part-time position in the Treasurer's office.

Discussion: S. Hjemvick said the Treasurer is coming to this Committee explaining the value of this position in her office, other Department Heads are not coming with the same request. L. Thorpe said the Contracts that were ratified all employees are getting the 2% increase to help offset the 5.8% WRS contribution. M. Milanowski said the BRB has created so many different categories, the Committee has very tough decisions to make.

All voting aye, carried.

Revisions to County Health Insurance Plan Design/Benefits and Effective Date: K. Duening said the Personnel Committee needs to decide what date the health insurance changes that the 3 Unions have

agreed to will take effect on the remaining County employees. Changes usually occur with health insurance effective on the 1st of the month. G. Peske asked the Committee if the Sheriff's Department Supervisory staff will continue to follow the Deputies contract language as far as benefits, the "me too" clause. He said at first the supervisory staff was not exempt under the BRB but since the law took effect that language was changed and supervisory staff was added in as being exempt. K. Duening said that any new hire after July 1st will be paying the WRS contribution. G. Peske asked if there would still be a 7% spread on wages with supervisory staff and non-supervisory staff and wondered if that still was the case. K. Duening thought there is still that spread with the 2010 wages. M. Milanowski said she believes that health insurance is no longer a bargaining issue so the changes to the health insurance will affect everyone and she will confirm that. K. Duening said she simply needs a date upon which to implement the changes the health insurance.

Motion by S. Hjemvick, second by E. Bakka to implement the health insurance changes effective August 1, 2011 for the remaining employees subject to clarification of it affecting every unit and approval by labor counsel. All voting aye, carried.

2011 Wage Increase & Wisconsin Retirement System Contribution for Non-Represented/Management Employees: M. Milanowski said the County has negotiated and settled 3 Union contracts wherein those employees received a wage increase to help offset the mandatory WRS contribution. L. Thorpe said they should move ahead and give a wage increase for non-reps. S. Hjemvick wondered if they should wait until the Finance Committee has received the independent evaluation. M. Milanowski reminded the Committee that evaluation is not based on compensation. L Thorpe asked what elected officials received this year and K. Duening said they received a 3% increase. S. Hjemvick believes the management, supervisory positions should get a higher increase and that was what he said when they voted on the elected officials as well. E. Bakka wondered if the Committee wants to consider the 3% for all non-reps. M. Milanowski said one differential between non-reps and the Unions is the contract language the Unions have and non-reps do not.

Motion by S. Hjemvick, second by B. Egan to give non-represented employees a 3% wage increase effective July 10, 2011.

Discussion: M. Milanowski said the WRS contribution will start with the August 4, 2011 pay period.

Motion amended by S. Hjemvick , second by B. Egan to give non-represented employees a 3% wage increase effective August 4, 2011. All voting aye, carried.

This matter will be put on the Committee's next agenda with resolution for approval to the full County Board meeting in August.

Vacation Carryover Requests: M. Milanowski explained there was a vacation carryover request that had been approved in Social Services by a supervisory staff. It had not been brought to the Personnel Committee as Social Services thought this staff member should follow the Social Worker's contract language for vacation carryover requests and the Director has already approved the request and the time off had been taken. S. Nesbitt did some checking on what has been the past practice and it appears this is what Social Services Department did in the past. M. Milanowski feels this is one more issue to address when the County revises the employee handbook.

Administrative Coordinator/Human Resource Manager position: M. Milanowski handed out an email Jim Behling had received from Barbara Petvosek of Phillips Borowski giving a quote for services in assisting with the hiring process of the HR position. The consensus of the Committee is this quote is rather high and the Corporation Counsel's office has already done some of the work and the Committee feels they can handle the reviewing of applications and resumes and the hiring and interviewing on their own. M. Milanowski asked if anyone had heard from Public Property regarding the office space request. L. Thorpe stated Public Property did discuss this at their last meeting. Nancy Miller from UW Extension was there and explained that there are 4 staff members in the UW family living office space and that the area downstairs in the conference room by Land & Water would not be adequate space. There was discussion about moving Land & Water into space in Zoning Department or in Forestry Department. B. Egan said there isn't enough space out at Forestry Department other than basement. M. Milanowski said the old juvenile intake office on the top floor could possibly work for the HR Department. She will talk with Dave Alleman as he told her that Public Property has put him in charge of finding space. S. Hjemvick felt Personnel made the request and Public Property needs to evaluate and get back to them.

Personnel Confidential Assistant position: M. Milanowski said this position really needs to be refilled. The position description needs to be revised and updated. Some duties may need to come off of this job description and put on the County Clerk's part-time position description. L. Thorpe asked that this be placed on the Committee's next agenda to update the job description and bring a resolution to fill the position so that this may go to County Board in August. Discussion followed for wage range. B. Egan felt this position could be slightly higher than the top pay rate for the Secretary A position. It was determined to do a wage range of \$14.00/hour, \$15.50 per hour and \$16.50 per hour.

Position Description for Assistant Maintenance Technician: M. Milanowski explained if the Committee approves this job description, then the next step is to meet with the Courthouse Union to discuss wages and then bring it to the full County Board for approval as this is creating a new position. She will advise

Attorney Andy Phillips if the Committee approves so that he may contact the appropriate Union representative.

Motion by B. Egan, second by E. Bakka to approve the job description as presented from Public Property Committee and to forward to legal counsel. All voting aye, carried.

Highway Commissioner Vacancy, Position Description and Election Process: M. Milanowski handed out a proposed job description that the Highway Committee had drafted. L. Thorpe said in her discussions with the Highway Committee Chair that they are not interested in looking into sharing the Highway Commissioner position with another County. She will contact the Highway Committee Chair to set up a joint meeting with Personnel and Highway. M. Milanowski said her office will review the description and put it in the County's job description format for review at the joint meeting. S. Hjemvick felt the education requirement is lacking. He feels that requirement should be higher with an engineering degree. L. Thorpe will work on a joint meeting with the Highway Chair.

Interim Highway Commissioner Appointment and Compensation: L. Thorpe will check with the Highway Chair where the Committee is at with a recommendation they were going to get to Personnel as far as compensation for the Interim Highway Commissioner appointment.

Motion by B. Egan, second S. Hjemvick, to convene in closed session at 12:30 p.m., pursuant to Wis. Stat. §§19.82(1)(c) and (f), for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such problems. Voting aye: B. Egan, S. Hjemvick, E. Bakka and L. Thorpe. Carried.

Motion by B. Egan, second by S. Hjemvick to adjourn closed session pursuant to Wis. Stat. §19.85(1)(c) and (f) and return to open session at 1:10 p.m. All voting aye, carried.

Committee may take action on matters discussed in closed session.

Motion by S. Hjemvick, second by E. Bakka, to accept the resignation letter of Tammy Baughman dated July 11, 2011. All voting aye, carried.

Letters and communications: None.

Future Meeting Dates: M. Milanowski informed the Committee the meeting scheduled for July 26th for Deputies mediation has been postponed and will get back to the Committee when a new date is available. L. Thorpe will check with Jack Harrison about July 26, 2011 at 10:30 a.m. for a possible joint meeting with the Highway Committee. A meeting is scheduled for July 29, 2011 at 9:00 a.m. and a potential meeting on August 9, 2011 or August 11, 2011 was discussed.

Chair Thorpe announced there is no further business on the agenda. This meeting stands adjourned at 1:15 p.m.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee.

Submitted by: Stephanie Nesbitt, Corporation Counsel Confidential Legal Secretary/Interim Personnel Assistant