

Chair Jim Behling called to order the meeting of the Transition Committee at 4:00 p.m. on Thursday, December 8 in the County Board Conference Rooms #1,2,3 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.

Transition Committee Members Present: Chair Jim Behling, Linda Thorpe, Emil Bakka, Ed Bluthardt, Bob Egan, Erv Teichmiller, and Sig Hjemvick.

Others Present: Janna Kahl, Martha Milanowski, Ken Anderson, and 35+ Vilas County employees.

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

Approve Minutes: Motion by E. Teichmiller, second by L. Thorpe to approve the November 30, 2011 minutes. All voting aye, carried.

Cafeteria Style Benefit Plan: E. Teichmiller would like to learn more of cafeteria style benefits if it allows for a reduction of costs without reducing the benefits employees receive; if made available at a prescribed cost and then managed to meet the employees' needs. Some employees like the benefit structure the way it is, others would like to learn more on the cafeteria style. In addition, segregating benefits into Employee, Employee + Spouse, Employee + Child(ren), Family plans should be looked at as options in the future. J. Kahl will craft some options and bring to a future meeting. K. Anderson asked if open enrollment will be available every year, and those guidelines will be addressed as we continue to look at a cafeteria plan as an option.

Interim Work Rules: S. Hjemvick began the discussion by stating that if an employee is called in to work while on vacation, that time off shall be counted towards calculating overtime. J. Behling stated that the County shall abide by the FLSA standards now, and pay overtime after hours worked, in an effort to avoid layoffs in the future. J. Kahl will work with Kris Duening to identify the dollar impact of compensating employees for hours paid vs. hours worked.

- Sick leave was revised to now be taken in minimum ¼ hour increments.
- Sick leave maximum accumulation bank remains at 80 days.
- Call time shall be paid at 2 hours of pay for work outside of an employee's scheduled shift without at least 24 hour notice, except where such work is the extension of the employee's work day.
- Employees called to work prior to their normal shift may go home at the supervisor's direction after completing the number of hours of their regularly scheduled shift, provided that the employee's work is completed. The supervisor has discretion as to whether the employee's work is completed.

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- Verbiage regarding unemployment compensation will be removed from the Interim Work Rules.
- For an employee requesting a leave of absence, the Social Services Board will be the oversight for the Social Services Department, the Personnel Committee will be the oversight for all other employees.
- The verbiage for 12 months of medical/education leave will be removed from the Interim Work Rules. FMLA guidelines will remain.
- The requirement of a suitable lunch room shall be provided for employees will be removed from the Interim Work Rules. Employees are encouraged to use unoccupied/un-reserved conference rooms or other break rooms for their lunch.
- Income Continuation Insurance will remain in the Interim Work Rules.
- Verbiage regarding “excessive absenteeism may result in disciplinary action” will be added to the Interim Work Rules.
- J. Kahl will draft a recommendation for an on-call policy.
- J. Kahl will solicit Department Head input on the appropriate length of new employee introductory period.
- J. Kahl will forward the request for an employee lunch room in the Courthouse to Public Property.

PTO: J. Kahl will draft a sample PTO policy and bring to a future meeting.

Next Steps: Finalize the draft of the Interim Work Rules.

Public Participation: None

Letters and Communication: None

Future Meeting Date: Wednesday, December 8 at 4:00 pm

Adjournment: J. Behling announced there was no further business, and adjourned the meeting at 6:00 pm.

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

Respectfully submitted by: Janna Kahl, Human Resources Manager