

PERSONNEL COMMITTEE MEETING

June 26, 2014

Chair Ed Bluthardt called to order the meeting of the Personnel Committee at 9:00 am on Thursday, June 26, 2014 in the Conference Room #2, 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 Ed Bluthardt, Vice Chair Chuck Hayes, Jerry Burkett, Walt Maciag, Art Kunde

Others Present: Jeff Biertzer, David Schuenemann, Gina Egan, Laurel Dreger, Jerri Radtke, Joan Hansen, Dale Mayo, Jim Jefferson, Erv Teichmiller, Kate Gardner, Martha Milanowski and Kris Duening

Approve agenda: Motion by Chuck Hayes, seconded by Art Kunde to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

Approve Minutes: Motion by Jerry Burkett, seconded by Art Kunde to approve the minutes from June 11, 2014 meeting. All voting aye, carried.

Wellness Program Decision Appeal – The Committee discussed whether they needed to reconsider the prior decision or forward that decision to the full County Board for an appeal process. It was explained that they could reconsider their previous motion to adhere to the established deadlines made on May 13, 2014. Motion by Jerry Burkett, seconded by Chuck Hayes to postpone this item until the first meeting after the Human Resource Manager starts. All voting aye, carried.

Social Service Social Worker On-Call System – Kate Gardner and Erv Teichmiller appeared before the Committee to discuss the on-call policy and pay system. The State of Wisconsin, Bureau of Programs and Policies, Department of Children and Families *Child Protective Services Access and Initial Assessment Standards* mandate that county social service departments “must assure that there is a mechanism to receive reports of child abuse and neglect 24 hours a day, seven days a week.”

Vilas County DSS has never had a formalized on-call system. Currently and historically, the Department’s social worker names and phone numbers have been furnished to the Sheriff Dispatch Office and when an after-hours report is received, the dispatcher calls down the names until a worker can be reached. There have been occasions when a social worker could not be readily found and the Director has been contacted.

Social workers must receive this specialized training in Access before they can provide on-call services. CPS workers have two years to complete their CORE CPS training of which Access is a part. All three workers are now Access-trained.

On-Call will be run in three shifts:

- Monday from 4:30 PM – Wednesday at 8:00 AM
 - Wednesday from 4:30 PM – Friday at 8:00 AM
 - Friday from 4:30 PM – Monday at 8:00 AM
- Holidays will be rotated.

Workers will average between 9-12 days on-call per month with 3-6 of those days being weekend coverage.

A survey of 16 surrounding counties was completed. Counties are ranked by size and Vilas County is ranked 7th - 21,396 - Social Services Committee is proposing \$23.25 per weekday, \$70.00 per weekend, \$48.00 per holiday, for being on-call. This is equivalent to \$1.50, \$1.75 and \$2.00 respectively.

An employee called out would receive the call out rate, depending on the day, call time (2 hours of straight time pay), plus the hours worked. The cost for 2014 is approximately \$4,000 and will need to be budgeted in 2015 at a cost of approximately \$8,634. This system will have to be worked out in the Kronos system. Motion by Jerry Burkett, seconded by Chuck Hayes to approve the Social Service Social Worker On-Call Policy System as presented by Kate Gardner. All voting aye, carried.

This recommendation will be sent to Finance and Social Services Committees.

Economic Support Consortium/Economic Support Specialist Compensation – Ms. Gardner informed the Committee that the posting for the Economic Support Specialist will come down on Friday, June 27, 2014. The Committee discussed whether the State could take over this program, it was explained by Erv Teichmiller, that the State cannot take this over, but rather Milwaukee County. Motion by Walt Maciag, seconded by Chuck Hayes to approve a range of \$13.18 - \$16.48 for a new candidate. All voting aye, carried.

Hours of Operation – Public Health, Forestry and Recreation Departments – Gina Egan and Laurel Dreger appeared before the Committee to discuss this matter. Ms. Egan explained that they have been working 4 – 10 hour work weeks since 2009 and that the Handbook states “For all employees, staffing needs and operational demands may necessitate variation in starting and ending times, as well as variations in that total hours that may be scheduled each day and week.” Mr. Bluthardt stated that 10 hour days were granted in August, 2008 to Gina Egan and Laurel Dreger and then the Personnel Committee passed a motion that the hours of work for the Gina Egan and Laurel Dreger return to forty hours per week, 8 hours per day, Monday through Friday, as of January 1, 2009. Motion by Art Kunde, seconded by Jerry Burkett to postpone this matter until the new Human Resources Manager can review and place on the next agenda. All voting aye, carried. The Public Health staff is to continue as is, until the next meeting.

Dale Mayo and Jim Jefferson appeared before the Committee to discuss the 10 hour work day schedule. Mr. Mayo explained that at last month’s meeting of the Forestry, Recreation and Land Committee, they approved a 4 – 10 hour work week for the Limited Term Employees (LTE’s) and the Forestry Technician. Mr. Mayo told the Committee that this would not include himself. It was explained that the LTEs in the Parks Department can clean and mow areas earlier in the morning, when not in use. It was explained that it would be cost savings. Mr. Jefferson explained that he gets support from the Highway Department regarding transport and servicing equipment. Motion by Jerry Burkett, seconded by Chuck Hayes to allow the Limited Term Employees to work 4 – 10 hour days under the supervision of Dale Mayo and Mr. Art Nass and Mr. Jefferson’s hours to mirror the Highway Department summer hours. All voting aye, carried. The Committee would like this matter to be placed on the agenda again in October.

Deputy Treasurer and Register of Deeds Compensation – County Treasurer, Jerri Radtke and Register of Deeds, Joan Hansen appeared before the Committee to discuss this matter. It was explained that the new Deputy Clerk of Circuit Court’s compensation is \$19.00 and the other deputies to the elected

officials, who have been in the position for some time, are currently making \$16.89. Ms. Radtke and Ms. Hansen would like to see their deputies make \$19.00. The Committee reminded Ms. Radtke and Ms. Hansen that we no longer are bound by union agreements and wage increases are based on performance evaluations and job duties. In addition, the new Deputy Clerk of Circuit Court took a \$4.29/hr pay cut, a substantial cost savings to the County. Motion by Jerry Burkett, seconded by Art Kunde to postpone this matter for up to 90 days. All voting aye, carried.

HR Manager/Office Update – Ms. Milanowski told the Committee that Debra Bohn will be starting on July 14, 2014. The Forestry Committee may be sending a recommendation to the Personnel Committee to recruit for the Assistant Forest Administrator. It was recommended that this recruitment be held off until the new Human Resource Manager starts and upon hearing from the Forestry Committee.

Closed Session: Motion by Jerry Burkett, seconded by Chuck Hayes at 11:17 a.m. to go into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Clerk of Circuit Court Administrative Secretary A and Juvenile Intake Worker Interviews). A roll call vote found all members voting aye, carried. Mr. Burkett excused himself at 11:45 a.m. Motion by Chuck Hayes, seconded by Walt Maciag to adjourn closed session pursuant to Wis. Stat §19.85(1)(c), and return to open session at 12:13 p.m. All voting aye, carried.

Committee may take action on any matters discussed in closed session: Mr. Burkett remained out of the meeting for the beginning of this agenda item. Motion by Walt Maciag, seconded by Chuck Hayes, to offer Tiffany Bolte the position of Administrative Secretary A – Clerk of Circuit Court at a rate of \$18.00, in the event that Ms. Bolte declines the offer, to offer the position to the second ranking candidate , as discussed in closed session. All voting aye, carried. Mr. Burkett returned to the meeting at 12:15p.m. Motion by Jerry Burkett, second by Art Kunde to offer the Juvenile Intake position to the top candidate contingent upon 2 supervisor references in the candidate’s field of expertise. All voting aye, carried.

Employee suggestions – None

Out of County Travel - None

Letters and Communications: None

Next Meeting Dates: July 24, 2014

Adjournment: Ed Bluthardt indicated there was nothing further on the agenda, and the meeting stands adjourned at 12:18 p.m.

Minutes reflect the recorder’s notation and are subject to approval by the appropriate board or committee.

Submitted by: Kris Duening, Payroll, Benefits & Accounts Payable Coordinator