

PERSONNEL COMMITTEE MEETING

August 15, 2014

Chair Ed Bluthardt called to order the meeting of the Personnel Committee at 9:00 am on Friday, August 15, 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, and Walt Maciag, **Excused absence:** Art Kunde.

Others Present: Debbie Bohn, Joe, Fath, Dawn Schmidt, Ken Anderson, Jason Hilger, Dave Alleman, Ron De Bruyne, Judge Neal Nielsen, Rocky Caffarella, Jean Numrich, Jerri Radtke, and Kris Duening

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

Approve Minutes: Motion by Chuck Hayes, seconded by Jerry Burkett to approve the minutes from July 24, 2014 meeting. All voting aye, carried.

Second Judgeship in Vilas County and staffing implementation – draft resolution – Ms. Bohn explained that at the July County Board meeting, Judge Nielsen gave a presentation of the court system and the current workload. A draft resolution was presented to the Committee prepared by the Corporation Counsel. Judge Nielsen and Jean Numrich appeared before the Committee to discuss this matter. It was explained that Vilas County currently receives \$52,275.00/yr for court support payments and if a second judge was added, it would increase to approximately \$116,616/yr. Adding a new judge would also require two additional employees, one for the new Judge and one for the Clerk of Circuit Court Office. It was also discussed that the Juvenile Intake Clerk, the Judicial Assistant and the Register in Probate could also share in these duties. The cost of adding two employees with benefits would increase the budget approximately \$130,000. Judge Nielsen explained that to add a judge to Vilas County, first a resolution is passed by County Board, it's then sent to the State, they vote on the bill in the fall of 2014 and if approved a Judge would probably take office in August or September 2016. Of the top 10 busiest courts, 3 counties are not considering a resolution to increase their judgeships, not including Vilas County, which is ranked 4th. The Committee also discussed the idea of sharing a neighboring County's Judge, it was explained that would not be practical. The Committee then discussed the cost of adding office space and the jury ready courtroom requirement.

Motion by Jerry Burkett, seconded by Chuck Hayes to approve the resolution and forward it to the Finance Committee for their consideration, also that the fiscal impact be completed and adding a whereas, that explains that this position would not be filled until 2016. All voting aye, accept Ron De Bruyne, carried.

Resolution for staffing – Sheriff – Sheriff Joe Fath appeared before the Committee to discuss a resolution changing the part time Law Enforcement Clerk to full time. It was explained that the Sheriff's

Department had 5 Law Enforcement Clerks and 1 person left with the reduction in force plan and other left for another job. The Sheriff's Department asked to replace one vacancy and was asked to consider going from a full time position to a part time position. Mr. Fath explained that this concept isn't working due to the cost of over time. Motion by Jerry Burkett, seconded by Walt Maciag to approve this resolution and forward to the County Board for their consideration. All voting aye, carried.

Resolution for staffing – Zoning – Dawn Schmidt appeared before the Committee to discuss this matter. Ms. Schmidt explained that in 2009 the office had 11 employees and they currently have 6 full time and 1 part time employees. Ms. Schmidt is asking that the part time employee become full time. The Committee then discussed the idea of starting an employee in April versus January. Ms. Bohn explained that this position would be posted and the best candidate will be selected for the position. Motion by Jerry Burkett, seconded by Chuck Hayes to approve this resolution and forward it to the County Board with a start date ± April 15, 2015, the 2015 Budget be adjusted accordingly and to correct figures within the resolution to reflect the fiscal impact. All voting aye, carried.

PTO Policy usage from .50 to .25 increments – Ms. Bohn explained that the calculation of time within Kronos is based on ¼ hour increments and that usage of PTO is based on ½ hour increments. Ms. Bohn recommends that the increments match. Motion by Jerry Burkett, seconded by Chuck Hayes to approve changing the PTO Policy to allow usage of PTO in ¼ starting with the next pay period of 8/17/2014. All voting aye, except Walt Maciag, carried.

Changing to Mandatory Direct Deposit – It was explained that direct deposit was implemented on July 1, 2001 for all new hires. Currently there are 8 people that do not have direct deposit and it is the recommendation of the Human Resources Manager that all employees have direct deposit. Motion by Walt Maciag, seconded by Chuck Hayes that effective September 1, 2014 that all employees, elected officials and appointed officials are required to have direct deposit. All voting aye, carried. Affected employees will be notified.

Purchase of Smart Board – Ms. Bohn informed the Committee that the smart board that was in the HR Office was purchased by the Public Health Department prior to Ms. Bohn's employment. This board was originally purchased for the EOC in the Sheriff's Department and they would like it back. The cost of the board is \$1,500 and Ms. Bohn has discussed this matter with the Finance Director and there is money in the budget.

WIPFLI Study – Ms. Bohn gave a presentation on the compensation study. The purpose of the Compensation Administration Policy is to ensure that pay is established and administered according to fair and equitable principles. All employment decisions are based on merit, qualifications, and competence. The County objectives are the following:

- Recognize the value each position and employee brings to Vilas County
- Pay salaries that are equitable for the work being performed
- Be equitable in pay across departmental lines
- Attract and retain fully qualified employees
- Increase employee's understanding of pay administration
- Increase manager accountability for administering pay

The County is committed to providing a salary range structure that is responsive to the external market and is internally equitable. Data will be collected and analyzed on a regular basis to determine market

movement of jobs and current salary trends. The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, midpoint, and maximum salary amount. To reflect the County's pay for performance, the minimum and maximum of each pay grade will be within 20% of the midpoint. The County will review the Consumer Price Index for All Urban Consumers (CPI-U) data as well as data from local and national compensation surveys in order to maintain competitive salary ranges.

Merit increases are intended to ensure that performance is recognized and that equity is achieved and maintained. The Human Resources Manager will review market conditions and trends to recommend a merit increase budget on an annual basis that will be approved by the Personnel Committee. Recommendations for merit increases should be on the basis of performance and should not move the compensation of an employee past the maximum established for the salary range.

A merit increase is applied by taking the employee's current rate of pay, identifying which quintile that rate of pay is in, and then multiplying the current rate by the percentage increase established in the annual merit increase decision worksheet based on the employee's level of performance. The following table is an example of an annual merit increase decision worksheet. The merit increase worksheet will be determined within the budget approved by the Vilas County Board.

Example Annual Merit Increase Considerations

LEVEL OF PERFORMANCE	QUINTILES				
	1 st (80-87%)	2 nd (88-95%)	3 rd (96-104%)	4 th (105-112%)	5 th (113-120%)
Outstanding	4.5%	3.0%	2.0%	1.0%	1.0%
Exceeds Expectations	4.0%	2.5%	1.75%	.75%	.75%
Meets Expectations	3.5%	2.0%	1.5%	.5%	.5%
Needs Improvement	0%	0%	0%	0%	0%
Does Not Meet Expectations	0%	0%	0%	0%	0%

The Committee commended Ms. Bohn on the presentation. They asked that the positions on the document titled 2014 Salary Ranges @ 50th Percentile show Exempt and Non-Exempt status. Ms. Bohn will use all caps to differentiate.

Motion by Jerry Burkett, seconded by Walt Maciag to authorize the Human Resources Manager to implement the WIPFLI study beginning August 31, 2014 for pay increases provided that the implementation cost is within the 2014 Contingency budget as set forth in today's presentation.

Next Meeting Dates: August 28, 2014 at 1:00 p.m.

Adjournment: Chair Ed Bluthardt indicated there was nothing further on the agenda, and the meeting stands adjourned at 12:35 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