

PERSONNEL COMMITTEE MEETING

December 8, 2014

Vice Chair Charles Hayes called to order the meeting of the Personnel Committee at 9:00 a.m. on Monday, December 8, 2014 in Human Resources Conference Room, 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: Vice Chair Chuck Hayes, Art Kunde, Walt Maciag and Jerry Burkett. Excused: Chair Ed Bluthardt

Others Present: Vernon Wiggerhauser, Ron De Bruyne, Debbie Bohn, Jason Hilger, Martha Milanowski and Kris Duening

Approve Agenda: Motion by Jerry Burkett, 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 Walt Maciag, seconded by Jerry Burkett to approve the minutes from October 27, 2014 meeting. All voting aye, carried.

Motion by Walt Maciag, seconded by Jerry to go into closed session pursuant to Wis. Stat. §19.85(1)(e)(f) for the purpose of discussing the County's position relative to collective bargaining for a successor labor agreement between Vilas County and the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, Local 118; at 9:02 am. All voting aye, carried.

Ron De Bruyne arrive at 9:06 a.m.

Motion by Chuck Hayes seconded by Art Kunde to return to open session pursuant to Wis. Stat. §19.85(1)(e)(f) for the purpose of discussing the County's position relative to collective bargaining for a successor labor agreement between Vilas County and the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, Local 118; at 12:13 pm. All voting aye, Carried.

Committee may take action on matters disclosed in closed session – Nothing at this time.

Rocky Caffarella joined the meeting at 12:16 p.m.

L & J meeting on December 15, 2014 – Recommendation Child Support to Social Services and report to Social Services Committee and Staffing Update Child Support Department – Ms. Bohn reported that Joy Schmitz's last day was December 3 and will be retired as of December 19. Currently, Child Support reports to the Legislative and Judicial Committee, but its Ms. Bohn's recommendation that they be under the umbrella of Social Services Department and then the Social Services Board. Ms. Bohn explained that Ms. Schmitz gave notice more than 30 days that she was retiring and no one from the Legislative and Judicial Committee contacted her to discuss the filling of this position. It's possible that this position be filled as a Lead Worker instead of a Department Head. Ms. Bohn explained that any overtime requests from the Child Support staff will be going through Human Resources. Ms. Bohn contacted the Regional Manager for Child Support regarding support for the Annual Report, also Ms. Milanowski will be reviewing the annual contracts and forwarding them electronically to the County Board Chair.

HR Resolution – For County Board Standing Rules – Ms. Bohn presented an update to the Personnel Committee Standing Rules

XIV. PERSONNEL Human Resources

1. It shall consider and evaluate all requests and problems relating to wages, salaries, fringe benefits (including employee health insurance), and job descriptions, making recommendations to the County Board.

~~5-2.~~ When appropriate, it will call the ~~chairmen~~ chairpersons of the various committees and department heads having County employees under their jurisdiction to appear before the Human Resources Committee to present testimony that is relevant to the problem presented to it.

~~2 3.~~ It shall be the designated representative of the Vilas County Government relating to all negotiations for ~~the~~ with labor unions representing County employees ~~Highway Department, Courthouse, Social Worker and Law Enforcement Associations~~ and all negotiations with other non-union County employees, and shall report their recommendations to the Board when required for action. No ~~contract or~~ bargaining agreement shall be considered adopted without County Board approval.

~~6 4.~~ When disputes and grievances arise between any labor union employees and the County, or any non-union employee and the County, discussions for settlement of said grievances and disputes shall be conducted by the Human Resources Manager and the ~~Personnel~~ Human Resources Committee. Such disputes and grievances shall be governed by Chapter 111 of the Wisconsin Statutes as it relates to Public Employment Relations, or the County's Grievance Policy, as applicable.

~~3 5.~~ Any and all changes in the work policy manuals for union and non-union employees shall be created and revised by the Human Resources Manager and approved ~~investigated~~ by this committee. Subject to change by the County Board, the ~~Personnel~~ Human Resources Committee may adopt such rules and regulations governing work policies for union and non-union employees as it considers necessary and advisable, pursuant to Resolution 96-38.

~~4 6.~~ Vacant, previously authorized and currently budgeted positions and 100% grant funded positions may be filled by upon recommendation of the Human Resources Manager upon department head submittal of a Staffing Requisition form. ~~and the approval of the Personnel Committee.~~

~~7.~~ Unless otherwise required by statute or standing rules, the Human Resources Manager shall direct and manage the employee recruitment and selection process. ~~it shall conduct all interviews for County employees.~~ The committee of jurisdiction shall receive advance notice of all scheduled interviews and one member of the committee of jurisdiction and department head shall attend the interviews as non-voting members. Final selection shall be made by the ~~Personnel Committee~~ Department Head and the Human Resources Manager.

8. The Human Resource Manager shall report to this Committee.

Motion by Jerry Burkett, seconded by Walt Maciag to recommended removing Standing Rules and adding County Ordinance to Line 7 and approve as amended. All voting aye, carried.

HR Update – Wellness Committee and Let's Move – Wellness Initiative – Ms. Bohn told the Committee that she now has a list of employees that volunteered to be on the Wellness Committee. One of the things that they will be doing is implementing a program called Let's Move. The Courthouse will be available

after hours to walk the hall and use the stairs. Employees will be asked to sign a liability waiver. Yoga will also be available.

COA – Mental Health Payroll Processing-Nicolet Staffing – Ms. Richmond informed Ms. Bohn that Community Mental Health will no longer process payroll for 2 contract employees. Ms. Richmond has looked into having Nicolet Staffing provide this service. The fee is an extra \$4.00/hour/employee which is consistent with what fees they were paying through Oneida County.

Wage Increases – LTE Highway Department – It was requested that these employees receive a \$2 increase and Ms. Bohn explained that full time employees received a 1% increase and that would be her recommendation. The Committee stated that as long as she is following the Compensation Policy, that she need not come to the Personnel Committee for their permission, when it comes to compensation. A seasonal employee that started in 2013 has been working for the County 2 – 3 days per week and has not received a wage increase. The starting pay for a Highway Worker is 14.02, but we are currently paying another employee \$17.00. Motion by Walt Maciag, seconded by Jerry Burkett to approve paying this seasonal/part-time employee \$17.00/hr. All voting aye, carried. Motion by Jerry Burkett, seconded by Art Kunde to approve making the increase effective December 7, along with the LTE Highway workers. All voting aye, carried. Ms. Bohn also stated that a new title may need to be created for a Mechanic 1, along with a job description.

Ms. Bohn told the Committee that she is looking at restructuring the employment categories to possibly the following:

Full Time
Part-Time – half benefits
Part-Time – no benefits
Limited Term/Seasonal

Out of County Travel – Nothing at this time.

Letters and Communications – Ms. Bohn was informed that there was an article in the paper regarding the Oneida County Veteran Service Officer. The article stated that Vilas County was contacted to help out. Ms. Bohn stated that Vilas County HR and Veteran Service Office have not been contacted regarding this issue. The Committee recommended that if needed, it should be looked at case by case.

Next Meeting Dates: January 22, 2015

Adjournment: Vice Chair Chuck Hayes indicated there was nothing further on the agenda, and the meeting stands adjourned at 1:07 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