

MINUTES
MONDAY, SEPTEMBER 17, 2018 – 9:00 A.M.
PERSONNEL & WAGES COMMITTEE OF
OCONTO COUNTY BOARD OF SUPERVISORS
CONFERENCE ROOM #1003 – 1ST FLOOR COURTHOUSE BLDG. A
301 WASHINGTON STREET, OCONTO, WI 54153-1699

COMMITTEE PRESENT: Gary Frank, Elmer Ragen, Melissa Wellens, Diane Nichols, Rose Stellmacher

COMMITTEE ABSENT: None

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Paul Bednarik, County Board Chair; Pat Scanlan, Highway Commissioner; Mike Jansen, Sheriff; Pat Virtues, Zoning Administrator; Mike Reimer, Health & Human Services Director; Lisa Sherman, Business Manager; Monty Brink, Forestry & Parks Administrator; Jody Armagost, Health & Human Services Deputy Director; Kim Hurtz, Group Health Trust Rep

TIME MEETING BEGAN: 9:00 a.m.

1. Approval of Agenda
 - A. Change of Sequence – None.
 - B. Removal of Items – None.
Motion by Nichols, second by Stellmacher to approve the agenda. Motion carried unanimously.
2. Approval of Minutes of Previous Meeting held August 20, 2018.
Motion by Ragen, second by Wellens to approve minutes of previous meeting held on August 20, 2018. Motion carried unanimously.
3. Communications
None.
4. Monthly Employee Update Report
Reviewed August's report.
5. Approval of Revised/New Position Descriptions & Hiring Authorizations
 - A. District Attorney – 2019 Budget Request for Investigator Position
District Attorney submitted request again for a part-time investigator position in the budget. Last time, Finance Committee did not recommend funding.
 - B. Planning & Zoning – Code Enforcement – Fill Vacancy Due to Resignation
Vacancy due to resignation. Planning & Zoning Committee requests to fill position.
Motion by Ragen, second by Nichols to approve a filling the vacant position. Motion carried unanimously.
 - C. Highway – Approve Resolution for Highway Administrative Position Changes
Reviewed resolution to grant pay changes as recommended at the last meeting.
Motion by Stellmacher, second by Ragen to approve resolution. Motion carried unanimously.
 - D. Highway – Request for Pay Step Increase for Mechanics
Highway Committee requests moving 2 of the 5 mechanics from I-3 (\$22.96/hr.) to I-4 (\$23.58/hr.), the rate the other 3 mechanics are currently receiving, effective September 16, 2018.
Motion by Stellmacher, second by Ragen to approve step increase for A. Conrad and J Shallow to I-4 effective September 16, 2018. Motion carried unanimously.
 - E. Sheriff – Chief Deputy Position Description
Law Enforcement/Judiciary Committee requests approval to re-title position of Director of Police Services to Chief Deputy. This was done administratively 4 years ago, but this needs to be adopted by resolution.
Motion by Nichols, second by Ragen to recommend resolution to re-title Director of Police Services to Chief Deputy. Motion carried unanimously.
 - F. Sheriff – Sheriff Deputy – Create Eligibility Lists
Due to expected retirements, need exists to create an eligibility list.
Motion by Nichols, second by Wellens to authorize creating and eligibility list for Sheriff Deputy.
Motion carried unanimously.

G. Sheriff – Telecommunicator – Create Eligibility Lists

Due to expected retirements, need exists to create an eligibility list.

Motion by Nichols, second by Wellens to authorize creating and eligibility list for Telecommunicator. Motion carried unanimously.

6. Impact of Flex Schedules and Non 5-Day-Week Schedules on Sick, Personal, Holiday & Funeral Leaves

Reviewed how various leaves are currently calculated based on work schedules.

Motion by Nichols, second by Stellmacher to direct Administration to draft PTO policy to address sick, personal, holiday, and funeral leave to have all employees receive the same amount. Motion carried unanimously.

7. Approve Resolution to Adopt Changes to Administrative Manual

Reviewed proposed changes to Administrative Manual. Revised policy to be resubmitted at next meeting.

8. Review Proposed Changes to Employee Handbook

Postponed until October 15 meeting.

9. Discuss Existing General Employees Compensation Plan

Reviewed issues discussed at the last meeting. Directed Administration to draft new simplified system.

10. Review Monthly CPI-U Percentage Chart:

Reviewed.

	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug.</u>
Federal CPI =	2.80%	2.90%	2.90%	2.70%
Midwest CPI =	2.30%	2.50%	2.40%	2.10%
WERC =	2.15%	2.25%	2.36%	2.42%

11. Review Administrative Coordinator's 2018 Budget Report

End of August, spent \$179,329 or 59% of the budget.

12. Review Monthly Health Insurance Claim Data

End of August claims were \$2,335,893 - down 1.0% from last year.

13. Kim Hurtz – GHT – Presentation on County Medical Insurance Plan

Kim reviewed our existing plans, claim data, and informed us that our 2019 rates for Plan B will be reduced by 6.7%.

14. Informational Items Only

Reviewed list of reasons for low employee morale.

15. Set Meeting Dates

Date of next regular meeting: Monday, October 15, 2018 at 9:00 a.m.

16. Adjournment

Meeting was adjourned by Chair at 11:54 a.m.

Kevin Hamann, Recording Secretary

KH/cah

Posted 09/20/2018