

**LINCOLN COUNTY
PERSONNEL COMMITTEE**

**Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 257
Thursday July 13, 2016, 2:00 p.m.**

Agenda

1. Call meeting to order
2. Approve minutes of previous meeting
3. Report on Lincoln County Wage Study by Patrick Glynn from Carlson & Dettmann
4. Administrative coordinator's report
5. Set next meeting date(s)
6. Adjourn

DISTRIBUTION:

Personnel Committee Members – Carl Vander Sanden (Chair), Julie Allen (Vice Chair), Greta Rusch, (Secretary), Corey Nowak, and Patsy Woller
County Board Chair
Administrative Coordinator
Department Heads

News Media – Notified on _____ at _____ m. by _____
Bulletin Boards:
Courthouse – Posted on _____ at _____ m. by _____
Service Center – Posted on _____ at _____ m. by _____
Tomahawk Annex – Posted on _____ at _____ m. by _____

There may be a quorum of other Lincoln County committees present at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, June 6, 2016 8:00 a.m.
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248**

MEMBERS PRESENT: Carl Vander Sanden, Julie Allen, and Greta Rusch,

MEMBERS NOT PRESENT: Corey Nowak and Patsy Woller

VISITORS: Randy Scholz, Bob Lee, Renee Krueger, and Shelley Hersil

1. Call Meeting to Order:

Meeting was called to order at 8:00 a.m. by Chair Vander Sanden

2. Approval of minutes of previous meetings:

Motion by Rusch, second by Allen to approve minutes as presented. All ayes.

3. Request to fill authorized position(s):

Health Department – Public Health Nurse – Health Department Director Hersil explained the vacancy is because of a retirement, and she also explained what job duties this position performs. Motion by Vander Sanden, second by Rusch to approve the request. All ayes.

4. Request time off without pay – Social Services Department – Susan Locke:

Social Services Director Krueger explained to the committee the reason for the request. Administrative Coordinator Scholz explained the request did not fall within his discretion or the department head's discretion to approve the time off. Motion by Vander Sanden, second by Allen to approve the request. All ayes.

5. Vacation Language for new employees for 911 Telecommunicators and Correction Officers:

Administrative Coordinator Scholz explained that on May 4, 2015 the Committee approved the use of one week vacation upon being hired and a second week after six months of employment. This language clarifies how employees hired as 911 Telecommunicators and Correction Officers will have their vacation calculated and prorated until the first of the year after they are hired. All other employees go by anniversary date but because these employees have to pick vacation for the upcoming year, they receive their vacation at the beginning of each year. Motion by Allen, second by Rusch to approve the language. All ayes.

6. Update on Fair Labor Standards Act:

Administrative Coordinator Scholz explained that the final rule came out, and it takes effect December 1, 2016. The threshold for wages that can qualify as exempt is \$47,476. There are currently nine positions that are now exempt that will need to be changed to non-exempt. Scholz has contacted the affected department heads and will come back to the Committee with a recommendation before December. No action taken

7. Administrative Coordinator's report: The report was placed on file.

8. Set next meeting date(s): July 11, 2016 at 8:00 am.

9. Adjourn: Motion by Rusch, Second by Vander Sanden to adjourn at 8:40 a.m. All ayes.

Presented to:
Personnel Committee 07/13/16
Administrative & Legislative 07/11/16
County Board 07/19/16

Administrative Coordinator's Report

From: June 1, 2016 to: June 30, 2016

POLICY DEVELOPMENT

Committee Meetings:

Social Services
Finance
Personnel
A&L
Pine Crest

DEPARTMENT COORDINATION

June 1 Meeting with Eric Greenberg from Corporate Cost Solutions, Inc. – review our work comp premiums to see if any mistakes were made – if they find any mistakes the (CCS) and Lincoln County will split the saving.

June 1 Meeting with Kelly Reith – Update on Highway Department operations and looking over the Facility Evaluation Report

June 6 Meeting with Langlade County and NCHC – Update and looking at options if Marathon County pulls out of NCHC.

June 7 Administration Department staff meeting

June 15 Administration Department staff meeting

June 21 Administration Department staff meeting

June 21 Meeting with Benjamin Wallijasper - Enterprise Fleet Management Company – Management system for light trucks and cars

June 22 Teleconference for WCHA Work Zone Safety Work Group

June 27 Administration Department staff meeting

June 28 County Wide Safety Meeting

June 28 Meeting with Kelly Reith – Update on Highway Department operations

June 29 Interviewed by Patrick Glynn for wage study

June 29 Conducted IT Director interviews

June 30 Conducted Department Head meeting

June 30 Monthly health insurance meeting with Cottingham & Butler

STATUS OF ALL UNION CONTRACTS

Sheriff Deputies: December 2017

Sheriff-Supervisors: December 2017

RECRUITMENT, SELECTION AND ORIENTATION

1. Sheriff's Office - Deputy – 2 hired. Reviewing applications for 3rd position.
2. Sheriff's Office – E9-1-1 Telecommunicator- Reference checking
3. Information Technology Department – Information Technology – Interviewing Applicants
4. Public Health Nurse - Accepting applications

Health Insurance 2016

Month	Enrollment		Health Ins Premiums	Stop Loss & Admin Fees	SAS Paid	Total Costs
	Single	Family			Claims	
Jan	101	213	488,413	58,142	488,201	576,501
Feb	99	211	470,131	55,047	476,917	466,216
Mar	98	211	472,488	54,682	433,137	398,766
Apr	105	210	480,992	55,868	52,614	107,368
May	107	210	469,723	54,397	106,562	90,200
June	108	207	478,036	52,007	71,778	126,552
July	94	205	470,657	50,000		50,000
Aug						
Sept						
Oct						
Nov						
Dec						

