

**LINCOLN COUNTY
PERSONNEL COMMITTEE**

**Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 257
Monday October 3, 2016, 8:00 a.m.**

Agenda

1. Call meeting to order
2. Approve minutes of previous meeting(s)
3. Complying with new FLSA requirements
 - a. Changing employee status from exempt to non exempt
 - b. Changing employees compensation to remain exempt
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)
(Electronic), 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
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248
Monday August 22, 2016, 8:45 a.m.**

MEMBERS PRESENT: Carl Vander Sanden, Corey Nowak, Patsy Woller, and Greta Rusch

MEMBERS NOT PRESENT: Julie Allen

VISITORS: Randy Scholz and Matt Bremer

1. Call Meeting to Order:

Meeting was called to order at 8:45 a.m. by Chair Vander Sanden

2. Request to Fill Authorized Position:

Land Services Department – Real Property Lister – Land Services Director Bremer and Administrative Coordinator Scholz explained the reason for the vacancy and the need to fill the position as soon as possible. Motion by Nowak, Second by Woller to approve filling the position. All ayes.

3. Adjourn: Motion by Vander Sanden, Second by Nowak to adjourn at 8:49 a.m. All ayes.

**Meeting Minutes of
Lincoln County Personnel Committee
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 257
Monday August 8, 2016, 3:00 p.m.**

MEMBERS PRESENT: Carl Vander Sanden, Julie Allen, Corey Nowak, Patsy Woller, and Greta Rusch

MEMBERS NOT PRESENT:

VISITORS: Randy Scholz, Dan Leydet, Diana Petruzates, Jeff Jaeger, Dave Manninen, Matt Bremer, Nancy Bergstrom and Patrick Glynn

1. Call Meeting to Order:

Meeting was called to order at 3:00 p.m. by Chair Vander Sanden

2. Approval of minutes of previous meeting:

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

3. Request to fill Authorized position:

Land Services Department – Conservation Specialist - Land Services Director Bremer explained the reason for the vacancy and the need to fill the position. Motion by Nowak, second by Rusch to approve fill the position. All ayes.

4. Request for new position(s)

Maintenance Department – Maintenance worker – Administrative Coordinator Scholz explained this position will allow the Maintenance Department to add the Highway Department and both Social Services Workshops. The position will not require additional tax levy being added to the Highway Department or the Social Services Department. All County buildings excluding Pine Crest will be under the Maintenance Department. Motion by Woller, second by Vander Sanden to approve the position. All ayes.

Sheriff's Office – 3 Correction Officers – Sheriff Jaeger explained that three positions would be added overall to Corrections, but the increase in the budget would be one position. The budget will be offset by an increase in inmates and will not require additional tax levy. Currently there are twenty-one positions but they are hardly ever filled. By adding three positions the plan is to have twenty-one positions at all times and twenty-two positions most of the time. Motion by Woller, second by Nowak to approve the positions. All ayes.

5. Report on Lincoln County Wage Study by Patrick Glynn from Carlson & Dettmann:

Patrick Glynn from Carlson & Dettmann updated the committee on the study. All the work is completed. The Committee asked questions Mr. Glynn about the results of the study and the implementation of the plan. The next step is to run the numbers through the budget process to see the impact on the 2017 budget. Motion by Vander Sanden, second by Nowak to except the study and move forward with implementation. All ayes.

Motion by Nowak, second by Allen to move into closed session and allow Administrative Coordinator Randy Scholz and Finance Director Dan Leydet to remain in the discussion. Roll Call Vote. All Ayes.

Closed Session

6. Under Sec. 19.85(1) (f) “considering medical, social or personal history of a specific person which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data”
 1. Leave of absence request – Dawn Bergs

Motion by Nowak, Second by Woller to return to open session. Roll Call Vote. All ayes.

OPEN SESSION

7. **Take any necessary action on Items Discussed in Closed Session:**
Motion by Rusch, Second by Woller to approve the leave of absence request. All ayes.
8. **Administrative coordinator’s report:** The report was placed on file.
9. **Set next meeting date(s):** September 12, 2016 at 8:00 a.m.
10. **Adjourn:** Motion by Allen, Second by Nowak to adjourn at 3:48 p.m. All ayes.

Department	Employee	Current Wage	New Wage	Status Change	Cost	Notes
Forestry	Nicolas Behrens	\$22.60	\$22.83	No change	468 - no increase on Tax levy	Only need to work 14 hours of OT to equal raise
Health Department	Karen Kruger	\$22.55	\$22.55	To Non Exempt	None	Works part time
Emergency Management	Jeff Kraft	\$25.57	\$25.57	To Non Exempt	None	Works part time
Social Services	Barbara Irmischer	\$16.30	\$16.30	To Non Exempt	Unknown - no increase on Tax levy	Would need to increase by \$13,572 to stay non exempt
Social Services	Holly Boehm	\$22.49	\$22.83	No change	\$697- no increase on Tax Levy	Only need to work 20 hours of OT to equal raise
Social Services	Michelle Sczygelski	\$22.49	\$22.83	No change	\$697- no increase on Tax Levy	Only need to work 20 hours of OT to equal raise

Presented to:
Personnel Committee 10/03/16
Administrative & Legislative 10/03/16
County Board 10/18/16

Administrative Coordinator's Report

From: September 1, 2016 to: September 30, 2016

POLICY DEVELOPMENT

Committee Meetings:

Finance
Health Trustees
Personnel
A&L
Public Property

DEPARTMENT COORDINATION

September 1 Meeting with Langlade & Marathon County about NCHC
September 1 Administration Department staff meeting
September 1 Meeting with Dan Leydet – 2017 Budget
September 6 Administration Department staff meeting
September 7 Participated in Land Services Group Meeting
September 7 Meeting with Pat Gierl – 2017 Budget
September 7 Meeting with Matt Bremer – 2017 Budget
September 7 Meeting with Marie Peterson – 2017 Budget
September 7 Meeting with Lisa Gervais – 2017 Budget
September 8 Meeting with Renee Krueger – 2017 Budget
September 8 Meeting with Rick Wolf – 2017 Budget
September 8 Meeting with Sheriff Jaeger – 2017 Budget
September 9 Meeting with matt Bremer – Talk about Real Property Lister Position
September 15 Attended Marathon County Board Meeting – NCHC issue
September 19 Meeting with Debbie Moellendorf – Changes to shared Agricultural Development
Educator agreement with Marathon County
September 20 Meeting with Matt Bremer – Yearly Evaluation
September 20 Attended Marathon County Board Meeting – NCHC issue
September 21 Administration Department staff meeting
September 21 Meeting with Debbie Moellendorf – Changes to shared Agricultural Development
Educator agreement with Marathon County
September 27 Conducted monthly department head meeting
September 27 Administration Department staff meeting
September 27 Attended Employee Benefit Meetings
September 28 Attended Employee Benefit Meetings
September 29 Attended Employee Benefit Meetings
September 29 Attended Just Fix It Meeting for Highway Transportation issues

STATUS OF UNION CONTRACTS

Sheriff Deputies: December 2017
Sheriff-Supervisors: December 2017

RECRUITMENT, SELECTION AND ORIENTATION

1. Sheriff's Office - Deputy – conducting background check
2. Circuit Court Bailiff – reviewing applications
3. Real Property Lister – reviewing applications

Health Insurance 2016

Month	Enrollment		Health Ins Premiums	Stop Loss & Admin Fees	SAS	Total Costs
	Single	Family			Paid 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	186,841	241,616
July	94	205	470,657	50,000	298,569	346,932
Aug	107	206	463,030	50,505	527,143	580,415
Sept	108	208	468,234	50,250	544,685	597,567
Oct						
Nov						
Dec						

