

**Meeting Minutes of
Lincoln County Personnel Committee
Tuesday, April 4, 2006 at 8:00 a.m.
Conference Room – Health Department- Merrill**

MEMBERS PRESENT: Daniel Caylor, Robert Lussow, Frank Saal, Melissa Schroeder, Patricia Woller
VISITORS: Debbie Rauchle, Charlene Woller, John Spiegelhoff, Joel Wendt, Nancy Bergstrom, and John Mulder

OPEN MEETING

- 1. Call Meeting to Order:** Dan Caylor called the meeting to order at 8:00 a.m.
- 2. Approve Minutes of Previous Meetings:** Motion by Woller, second by Schroeder to approve the minutes of the previous meeting. All ayes, motion carried.
- 3. Corporation Counsel:**
 - a. Monthly Report & Financial Report- Q and A on written report:** Nancy Bergstrom presented her monthly report. Motion by Lussow, second by Woller to place the report on file. All ayes, motion carried.
- 4. Administrative Coordinator:**
 - a. Report- Q and A on written report:**
 - b. Health Insurance Report- Q and A on financial report:** John Mulder presented his report and the insurance financial report. Motion by Schroeder, second by Lussow to place both reports on file. All ayes, motion carried.
- 5. Request for Re-classifications:** Excerpts from the minutes of the Public Property Committee (March 7, 2006), and the Land Information and Conservation Committee (Feb. 15, 2006) requesting that the position of Maintenance Director and Addressing Coordinator be reviewed for proper placement on the county's compensation plan were included in the packet. John Mulder explained that a third position that should also be considered for review of the proper compensation classification is the Communication Supervisor position in the Sheriff's Department. John Mulder explained that it has been the county's practice when creating new positions to place the new position on the compensation plan without a formal review of the position by the compensation consultant. After the position has been filled for one year, the county has authorized a formal review of the position. The Addressing Coordinator and Communications Supervisor are new positions that have been filled for one year and thus the compensation classification should now be formally reviewed by the county's compensation consultant. The Maintenance Director position is not a new position, and the county has not taken any formal action to restructure that position. The county's policy states, "Reclassifications shall be based on a change in job responsibilities and shall be neither a reward for meritorious performance nor an increased volume of work." (Section 4.11 (2)) Based on that, it is recommended that the request to be reviewed be denied. Any changes to the compensation classification would become effective on January 1, 2007. John Mulder recommended that the committee approve the review of the Addressing Coordinator position and the Communication Supervisor position, and deny the request of the Public Property Committee to review the Maintenance Director position.
 - a. Maintenance Director:** Motion by Schroeder, second by Woller to approve reviewing the Maintenance Director position. Bob Lussow and Frank Saal stated that to be consistent with previous action the committee should deny this request. Motion failed 2-3 with Woller, Lussow, and Saal voting no.
 - b. Addressing Coordinator:** Motion by Lussow, second by Woller to approve the review of the Addressing Coordinator position. Melissa Schroeder stated she opposed the review since the position was approved with the contingency that the need for the position be reviewed after 3

years. Bob Lussow stated the County should be consistent on how it handled the review of the position. Motion passed 3-2 with Caylor and Schroeder voting no.

- c. **Communications Supervisor:** Motion by Lussow, second by Schroeder to approve the review of the Communications Supervisor position. All ayes, motion carried.

6. **Non Represented pay increases for 2006-Resolution:** The settlement pattern with the unions seems to be emerging as a 3% across the board increase. In order to assist the County in retaining quality non-represented employees and to avoid wage compression between union employees and supervisory staff a 3% across the board increase to the County's non-represented pay plan is recommended for 2006. The approximate cost of the increase is \$141,197 including fringe benefits. This amount was included in the respective budgets for each department.

RESOLUTION: Motion by Lussow, second by Caylor to approve and forward a resolution to the County Board to approve a 3% across the board increase to the non-represented compensation plan for 2006 retroactive to January 1, 2006. All ayes, motion carried.

7. **Recommended Changes to Sick Leave and vacation policies-Ordinance:** John Mulder recommended revisions to current policies regarding vacation and sick leave.

Vacation: The first change is to improve the vacation schedule primarily on the top end of the scale for long term employees. This recommended change is consistent with the changes that have been agreed upon with some of the represented employees of the County. The second change is to correct the reference to the proper committee.

Sick: The first change is to allow new non-represented employees to use sick leave after six months instead of having to wait a full year to use the benefit. This is consistent with the language in some of the labor agreements where the probationary period is one year. The second change would allow non-represented employees to use sick leave for the care of dependents who are ill for situations that do not rise to a level of the family and medical leave laws. This language is consistent to contract language which has been in place in several contracts for over 9 years.

ORDINANCE: Motion by Saal, second by Lussow to approve the revised policies and forward an ordinance to the County Board to adopt the recommended changes. All ayes, motion carried.

CLOSED SESSION

8. **Convene into Closed Session** Pursuant to Sec. 19.85(1)(e) Wis. Stats. for 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.

- a. **Bargaining update-Tentative Agreements**
b. **Courthouse Grievance-Health Insurance**

Motion by Lussow, second by Woller to convene into closed session pursuant to Sec. 19.85(1)(e) Wis. Stats. for 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 to discuss item a on the agenda. Woller, Spiegelhoff, and Rauchle would be allowed to stay in closed session for the grievance and Nancy Bergstrom and John Mulder for all items. All ayes, motion carried.

Motion by Lussow, second by Schroeder to reconvene into open session. All ayes, motion carried.

OPEN SESSION

9. **Take any necessary action on Items Discussed in Closed Session:**

a. Tentative Agreements

RESOLUTIONS: Motion by Saal, second by Lussow to approve the tentative agreements with the Developmental Disability employees and the Sheriff Supervisory employees and forward a resolution approving the contracts to the County Board. All ayes, motion carried.

- b. Courthouse Grievance-Health Insurance:** Motion by Lussow, second by Woller to deny the request to extend the remedy related to future incidents which would guarantee that the same procedure will be fully covered in the future. Motion passed 3-2 with Caylor and Schroeder voting no.

10. Set next meeting date(s); Adjourn: The Committee set the next meeting date for May 2, 2006 at 8:00 a.m. Motion by Lussow, second by Woller to adjourn. All ayes, motion carried. The meeting adjourned at approximately 8:45 a.m.

Minutes prepared by John Mulder