

**Meeting Minutes of  
Lincoln County Personnel Committee  
Tuesday, August 7, 2007 at 8:00 a.m.  
Lower Level Conference Room-Health & Human Services Bldg.**

**MEMBERS PRESENT:** Daniel Caylor, Robert Lussow, Frank Saal, Patricia Woller, and Greta Rusch

**MEMBERS ABSENT:**

**VISITORS:** John Mulder, Mike Soucy, Jeff Jaeger, and Dan Leydet

**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 Lussow to approve the minutes of the last meeting. All ayes, motion carried.
- 3. Policy Change-Application of Fair Labor Standards Act:** John Mulder presented recommendations to revise the Hours of Work Policy and the Application of the Fair Labor Standards Act (FLSA) policies as part of the County's personnel policies. The proposed revisions are meant to clarify how the Fair Labor Standards Act will be covered by their respective bargaining units.

The proposed policy would consider certain paid time off (vacation, holidays, sick leave, and funeral leave) as time worked for the purpose of the determining overtime. For example, under the proposed changes, if an employee who is eligible for overtime under the FLSA works 35 hours in when there is a paid holiday they would receive 3 hours pay at the overtime rate (32 hours of work at the straight rate of pay, 8 hours holiday pay, and 3 hours of time and half). The reason for this change is to treat non-union employees consistent with union employees. This would have no an impact on exempt (salaried) employees.

**ORDINANCE**

Motion by Lussow, second by Caylor to approve the revisions to the Hours of Work and Application of the Fair Labor Standards Act policies and forward an ordinance to the County Board for approval. All ayes, motion carried.

- 4. Social Services Re-organization: Additional Compensation:** John Mulder explained there have been a number of changes in the Social Services Department in the past six months. Instead of re-filling vacant positions, the Department is attempting to provide the necessary supervision with existing staff.
  - a. Long Term Support:** Instead of filling the vacant Long Term Support Supervisor, the Department of Social Services is proposing to contract with the Commission on Aging for the supervision of the Long Terms Support program and the social workers in that area. This arrangement has been approved by both the Social Services Committee and the Commission on Aging. This arrangement is similar to the current arrangement between the Developmental Disabilities Department and the Social Services Department regarding the Social Services Director position. It is recommended that an additional \$10,000 per year in compensation be provided to the Commission on Aging Director for these additional responsibilities.
  - b. Economic Support:** Instead of filling the vacant Economic Support Supervisor, the supervisor responsibilities for the Economic Support unit are being divided by the Supervisor for Children and Family Services (Mike Nelson) and the Administrative Support Supervisor (Jean Labbus). This is being done on a trial basis for one year. It is recommended that the County provide an additional \$2,000 in annual salaries to each of these two individuals for the additional responsibilities. Motion by Woller, second by Saal

to approve the additional compensation of \$10,000/year to Donna Winker, \$2,000/year to Mike Nelson, and \$2,000/year to Jean Labbus for the additional responsibilities as part of re-organization of the Social Services Department. The effective date would be retroactive to July 1<sup>st</sup>, 2007. The Committee requested to review the arrangements in one year. All ayes, motion carried.

- 5. Compensation for Sheriff:** The Committee reviewed a letter from the Sheriff requesting a salary adjustment for 2008. The letter was forwarded to the Committee as requested by the Sheriff. Also attached was a spreadsheet which shows the changes to the Sheriff's salary from 2002 to 2006. The salaries for elected officials for 2007 were increased by 3% plus \$1,000 adjustment. The resolution approving the increase for 2007 recommended that "the elected officials receive the same across the board increases as non-represented employees during the remaining years of their current terms." That resolution was attached for information. Jeff Jaeger explained his request and the impact that the increases in the previous term had on the current salary. Motion by Woller, second by Rusch to lay over undetermined time until the Committee considers non-represented increases. All ayes, motion carried.

#### **CLOSED SESSION**

- 6. Convene into Closed Session Pursuant to Sec. 19.85(1)(e) 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 Strategies for 2008

Motion by Lussow, second by Caylor to convene into closed session pursuant to Sec. 19.85(1)(e) 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 bargaining strategies for 2008. All ayes, motion carried. John Mulder and Dan Leydet would be allowed to remain in closed session.

Motion by Lussow, second by Saal to re-convene into open session. All ayes, motion carried.

#### **OPEN SESSION**

- 7. Take any necessary action on items discussed in closed session:** No action was taken.
- 8. Administrative Coordinator's Report-Q and A on written report:** John Mulder explained his report noting that he was out of the office for 13 days to due FMLA. Motion by Lussow, second by Woller to place report on file. All ayes, motion carried.
- 9. Set next meeting date(s); Adjourn:** The Committee set the next two meeting dates for September 4, 2007 at 8:00 and the October meeting is scheduled for October 2, 2007 at 8:00 a.m. The meetings will be held in the Lower Level Conference Room at the Human Services Building. Motion by Lussow, second by Rusch to adjourn. All ayes, motion carried. The meeting adjourned at 9:00 a.m.