

**LINCOLN COUNTY
PERSONNEL COMMITTEE**

Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248

Tuesday, December 17, 2019 4:30 p.m.

Agenda

1. Call meeting to order
2. Approve Minute(s) from previous meeting(s)
3. Administrative Coordinator's Report
4. Reorganization of Maintenance Department - Transition of Pine Crest Maintenance Staff to Lincoln County
5. Motion to go into closed session: a. Pursuant to sec. 19.85(1)(c), Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the governmental body has jurisdiction or exercise responsibility.
 - a. Health Department staff employee request for leave without pay-no other leave time available (12/31/19 – 1/5/20)
6. Reconvene to open session
7. Take any necessary action on the closed session items(s).
8. Set next meeting date(s)
9. Adjourn

DISTRIBUTION:

Personnel Committee Members –Corey Nowak (Chair) (Electronic), Brian Hafeman (Vice Chair), Julie Allen (Electronic), Greta Rusch and Tyler Mueller

County Board Chair

Administrative Coordinator

Department Heads

News Media – Notified on _____ at _____ m. by _____

Bulletin Boards:

Service Center – Posted on _____ at _____ m. by _____

While there may be a quorum of the Social Services Committee, Land Service Committee and Highway Committee present, no Social Services Committee, Land Services Committee or Highway Committee business will be conducted 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. Confering 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, November 18, 2019 4:30 p.m.
Agenda**

MEMBERS PRESENT: Corey Nowak, Greta Rusch, Julie Allen, Brian Hafeman

MEMBERS EXCUSED:

MEMBERS ABSENT: Tyler Mueller

VISITORS: Jason Hake, Matt Bremer, Marie Peterson, Diana Petruzates, Sarah Koss, N.L. Bergstrom, Renee Krueger, Ken Schneider

1. **Call Meeting to Order:** Meeting was called to order at 4:30 p.m. by Chair Nowak
2. **Approve Minute(s) from previous meeting(s):** Motion by Rusch to approve minutes from the 9/13/19 meeting, second by Allen. All ayes. Motion carried.
3. **Request to fill new position(s):**
 - a. **Social Services – Social Worker**
 - b. **Social Services – Child Welfare Support Specialist**

Motion by Rusch to approve new positions of Social Worker and Child Welfare Support Specialist, second by Hafeman. All ayes. Motion carried.

4. **Reorganization of Land Services Department:**
 - a. **Reclassification of Land Information Program Manager**
 - b. **Reclassification of GIS Specialist/Survey Tech**

Motion by Nowak to approve the reclassification of the Land Information Program Manager and GIS Specialist/Survey Tech, second by Hafeman. All ayes. Motion carried.

5. **Administrative Coordinator's Report:** Hake highlighted his reports, which were place on file.
6. **Employee Recruitment and Retention Plan:** Hake stated that departments are having ongoing discussions around this topic and will provide recommendations to Personnel Committee on any policy changes.
7. **Resolution to Approve Annual Compensation Fringe Adjustment for County Elected Officials (Clerk, Register of Deeds, and Treasurer)**

Discussion was had regarding the resolution drafted by Chair Nowak. Hake distributed a memo drafted by Bergstrom on her legal conclusion regarding the topic. Bergstrom stated that it is not legal to adjust the compensation of elected officials during their term. No action was taken on the proposed resolution. The committee stated they would like to include 4

years' worth of PEHP payments as a lump sum payout in the compensation resolution that will be brought to the committee early in 2020.

Motion by Allen to enter into closed session and allow Jason Hake to participate in closed session, second by Hafeman. Roll call vote, all ayes. Motion carried.

8. **Motion to go into closed session: a. Pursuant to sec. 19.85(1)(c), Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the governmental body has jurisdiction or exercise responsibility.**

a. **Maintenance staff employee request for leave without pay-no other leave time available (8 weeks requested)**

9. **Reconvene to open session:** Motion by Nowak to reconvene to open session, second by Hafeman. Roll call vote, all ayes. Motion carried.

10. **Take any necessary action on the closed session item(s):** Motion by Rusch to approve 8 weeks of leave without pay, second by Allen. All ayes. Motion carried.

11. **Set next meeting date(s):** December 17 at 4:30 p.m.

12. **Adjourn:** Motion by Hafeman to adjourn the meeting, second by Rusch. All ayes. Motion carried

Minutes drafted by Jason Hake, Administrative Coordinator



LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Jason Hake

Administrative Coordinator

Activity Report

10/29/19 – 11/25/19

COMMITTEE MEETINGS

- Administrative & Legislative Committee
- Personnel Committee (2)
- Law Enforcement & EMS/Judicial Committee
- Pine Crest Trustees
- Nursing Home Operations Committee
- Finance & Insurance Committee
- Social Services
- Land Services Committee
- County Board

DEPARTMENT COORDINATION

Oct	29	Administrative Staff Meeting
Oct	31	Potential Transfer of APS Service from NCHC to ADRC
Nov	05	Administrative Staff Meeting
Nov	11	Compensatory Time – Shelley Hersil
Nov	12	Administration Staff Meeting
Nov	13	Child Welfare Manager Interviews
Nov	14	Conduct Department Head Meeting
Nov	18	Pine Crest/Lincoln Industries Program Transition Discussion
Nov	21	Administration Staff Meeting
Nov	21	Land Services Reorganization – Matt Bremer

“OF INTEREST” UPDATES

STAFFING UPDATE

- Effective 1/1/20, Lincoln County will transition a Human Resource Specialist to North Central Health Care. This transition is a result of NCHC taking over the management of Pine Crest Nursing Home and Lincoln Industries. The transition will result in an annual budgetary savings of approximately \$60,000.

HIRING UPDATES

ACCEPTING APPLICATIONS:

- Social Worker/Social Services
- Environmental Health Technician/Health

INTERVIEWS BEING SCHEDULED/HELD:

OFFER MADE (State date as follows):

- Timothy Klimek/Highway – 12/2/2019
- Mickala Schneider/Social Services transfer/promotion– 11/18/2019

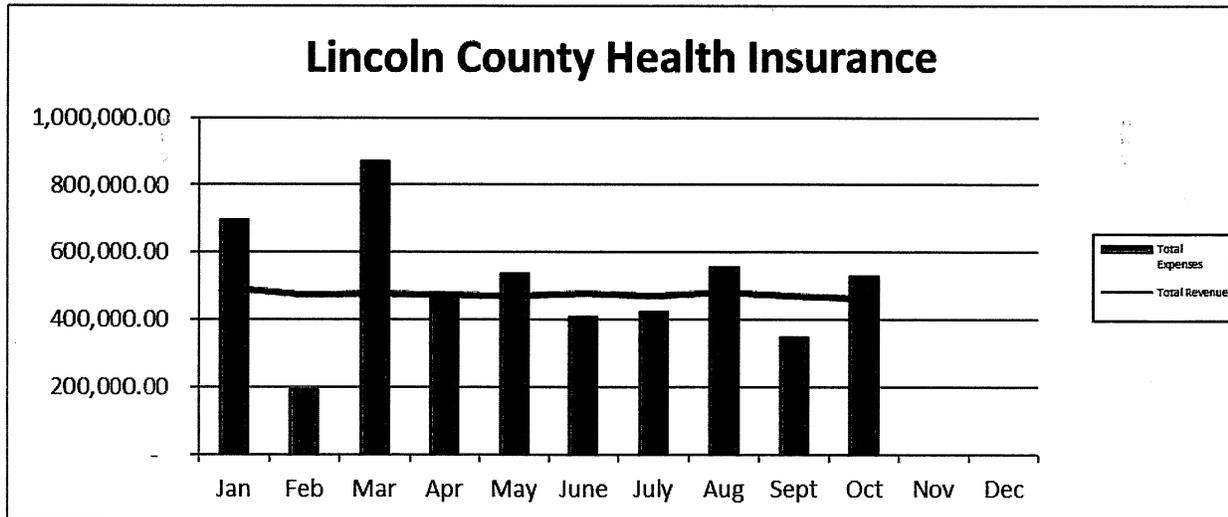
STATUS OF UNION CONTRACTS

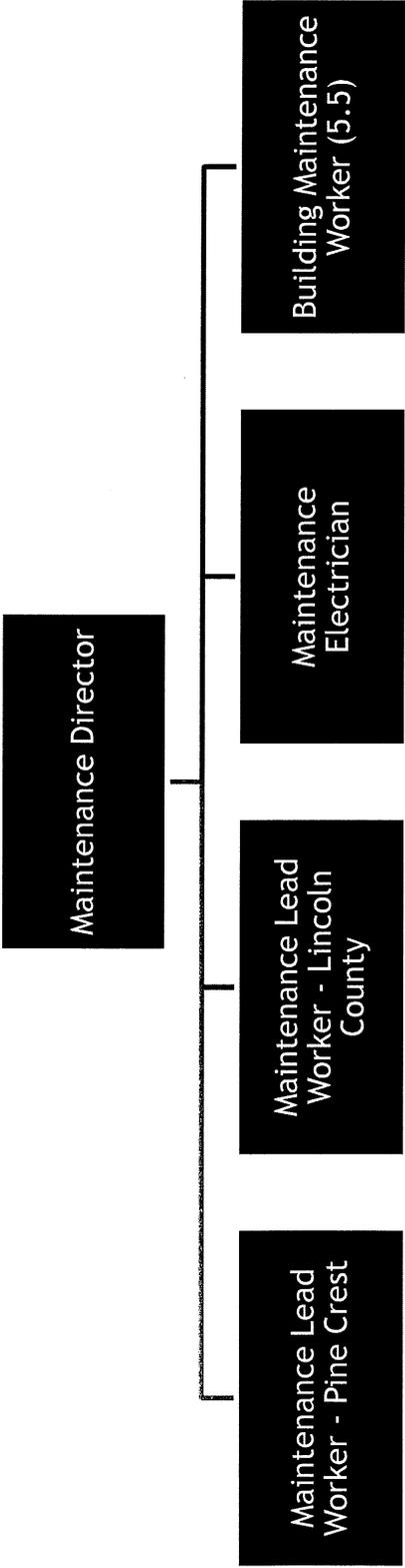
Sheriff Deputies: December 2021

Sheriff-Supervisors: December 2021

**HEALTH INSURANCE
2019**

Month	Enrollment		Total Total Revenue	Total Total Expenses	YTD
	Single	Family			Gain (loss)
Jan	110	206	491,978	696,531	(204,553)
Feb	117	198	473,242	192,227	281,015
Mar	117	198	477,214	868,947	(391,733)
Apr	118	199	474,394	477,497	(3,104)
May	117	195	471,906	536,707	(64,802)
June	119	199	478,285	407,625	70,660
July	117	196	468,692	424,274	44,418
Aug	119	199	481,160	557,470	(76,310)
Sept	119	199	470,926	345,782	125,144
Oct	115	194	464,710	528,772	(64,062)
Nov					
Dec					
Total			4,752,507	5,035,834	(283,328)





Reorganization of Maintenance Department - Transition of Pine Crest Maintenance Staff

Current				Proposed			
	FTE	Step	Rate		FTE	Step	Rate
Maintenance Director	1	3	28.46	Building Maintenance Worker - Lead	1	11	27.15
Assist. Maintenance Director	1	3	21.57	Building Maintenance Worker	1	10	21.9
Maintenance	1	8	16.69	Building Maintenance Worker	1	1	17.42
Maintenance	0.5	4	15.1	Building Maintenance Worker	0.5	1	17.42