

Trempealeau County Personnel/Bargaining Meeting

Meeting called to order by Chairman Rob Reichwein at 8:34AM in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Thursday, July 17th, 2014.

Committee Members Present: Rob Reichwein, Dick Miller, Ernie Vold, Mike Nelson, Jeanne Nutter

Notice was posted according to open meeting law requirements.

Adoption of the Agenda – **M/2nd by Miller/Vold to adopt the agenda; Motion carried.**

Approval of minutes from previous meetings (6/17/2014) – **M/2nd by Vold/Nelson to approve minutes; Motion carried.**

Interpreter List – Syverson advised that he had not prepared any information for the committee. Barczak distributed handouts to the committee regarding cultural competency and National CLAS Standards. She advised Title VI, Civil Rights Act address language discrimination and affect direct federal funding that the department and the county receives. Failure to provide services and having policy in place for providing required language appropriate intervention needs to be addressed on a county-wide level. Miller added that we not only have to have quality interpreters, but also training. This will be discussed further in the Department Head meeting. Syverson is to contact WCA for any additional training or information that they may have on this issue. Nutter, Reichwein, Syverson and Suchla will work on gathering and developing materials to bring back to the committee.

Discussion was had to formally establish the reserve amount for the workers compensation fund. When the county went self-insured in 2010, the committee pledged to continue to budget the premium as if the county were fully insured until the reserve fund was built up to support the self-insured program. Miller would like to formally establish what that goal dollar amount is. Discussion was had as to how much is in the fund right now. Discussion was had with Dave Lyga and Mary Gullicksrud as to what effect reducing the annual premium would have on the highway and the TCHCC. Syverson advised that the amount of the WC fund total he communicated last month was not accurate and is actually \$861,332.12. Discussion was had regarding reserve levels, fund balance, premium amounts, etc. **M/2nd Miller/Vold to forward a resolution to county board establish and maintain an ongoing balance of \$1,200,000 in the non-lapsing workers compensation fund, which includes the funds true balance and reserve amounts. Once achieved, use a five year average for future premium billing purposes, measured annually based on August Audit reports. Motion Carried.**

Kabus addressed the committee with a chart to compare the EAP programs from three different vendors. She advised that two were traditional EAP programs and one was a service based program. Discussion was had regarding the services available, TCHCC's experience thus far and costs associated with the programs. Miller asked if Kabus could follow up with any cost savings if the County stayed a separate account versus combining with the TCHCC. **M/2nd Miller/Nutter to include the cost of the EAP services for Realiving in the initial 2015 Human Resources budget. Motion Carried.**

Kabus reviewed language in the Salary administration policy regarding effective dates of service credit and when a promotion occurs. The committee confirmed that this references the employee's date of hire with the County, not promotion dates. No further action.

Kabus advised that she received a letter from WPPA requesting negotiations of a new contract. The current contract expired 12/31/2014. **M/2nd Vold/Miller to postpone until the August meeting. Motion Carried.**

Kabus distributed a copy of the employee performance review form. She advised that it is a generic form that has been used for many years that is not effective and not used by all departments. Some department

do not do performance reviews, some have their own custom form, and some. She also advised on the challenges of the form when not used correctly. She advised that when a committee reviews a department head, the committees struggle with providing feedback because of the minimal contact and knowledge of actual performance. Also, the quality of some of the department management's review on staff are not always acceptable. Discussion was had on lack of goal setting and professional development objectives, constructive feedback, etc. included in the performance reviews. Kabus is gathering samples of what other counties are doing and researching options. Nutter will share evaluation data she has from the state. **M/2nd Miller/ Nutter to immediately suspend the use of this evaluation tool, including current evaluations in process. Motion Carried.**

Set next meeting date: 8/21/2014 at 8:30 am.

Chairman Reichwein adjourned the meeting @ 10:14 AM.