

## Trempealeau County Personnel/Bargaining Meeting

Meeting called to order by Vice Chair Jeanne Nutter at 8:34 am in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Thursday, July 16th, 2015.

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

Other People Present: Rian Radtke, Elsa Kulig, Sheriff Anderson

Notice was posted according to open meeting law requirements.

Adoption of the Agenda – **M/2<sup>nd</sup> by Vold/ Nelson to adopt the agenda; Motion carried.**

Adoption of minutes from previous meeting (6/18/2015)

Local Government Property Insurance Fund Update: Kulig advised that she has made contact with WCMIC and Willis of WI to check the status of their Property Insurance Bids. Willis reported that we can expect the first few quotes to be coming in in the next few weeks. The County should expect increases to the premium and deductibles. The Committee will review again next month. No change or action taken.

Unpaid Internship Agreement and Volunteer Agreement: Radtke handed out a Release and Waiver of Liability Trempealeau County Volunteer Activities and an Unpaid Internship Addendum form. The Committee reviewed the forms that were drafted by Radtke. Radtke reported that the Release and Waiver of Liability form is to be used for anyone who volunteers at the County; the form lays out anything related to the County's liability in volunteer situations. If the volunteer is also an unpaid intern they would need to sign the Unpaid Internship Addendum which sets out the expectations on the County's side as well as he interns. The previously adopted Unpaid Internship Agreement would not be null and void. These forms will be distributed at the next Department Head Meeting. **M/2<sup>nd</sup> Vold/Nelson to approve the Release and Waiver of Liability and Unpaid Internship Addendum forms. Motion Carried.**

Part-time Hourly Employee Compensation Review: Committee members received a spreadsheet of part-time, fill-in hours worked and wages paid in 2014. Sheriff Anderson handed out a proposal for compensation for part-time fill-in Jailers, Dispatchers, and Patrol Deputies within the Sheriff's Office to be put into effect on 1/1/2016. The Sheriff said it can be hard to find qualified part-time, fill-in employees and a higher rate of pay will be helpful in recruitment and retention efforts. The new plan would be budgeted for in 2016 and part-time, fill-in rates of pay would not have to come back to the Committee in the future for approval. **M/2<sup>nd</sup> Vold/Nelson to approve the proposed compensation plan for part-time, fill-in employees within the Sheriff's Office, and to add the part-time, fill-in Jail Cook position to the plan, compensating them at 75% of the full-time Jail Cooks rate of pay and grandfathering in the current part-time, fill-in Jail Cooks at their current rates of pay with the plan being on effective 1/1/2016. Motion Carried.**

Project Initiation Form- Aging the Salary Structure: Committee members received a completed Project Initiation Form detailing a 1.5% Aging of the Salary Structure. Kulig explained the indicated cost of a 1.5% aging increase was not broken down into what is levy vs. non levy costs. Kulig asked the County Clerk if he could break it out and he was not able to. This will be discussed at the next Department Head meeting. Department Heads will be asked give an estimate as to how much of their wages (including WRS and FICA) are levy vs. non levy. This information will be helpful to have in the future when Personnel/Bargaining reviews aging the salary structure. Kulig noted that the Salary Administration Policy does indicate that the Committee is to annually review information regarding trends in general pay movement. If the structure is not aged, all of the work to get the structure into place would be for naught and it would become outdated very quickly. The Committee discussed a possible 1.5% aging increase to be included in the 2016 budgeting process. **M/2<sup>nd</sup> Nutter/Miller to Age the Salary Structure by 1.5% effective 1/1/2016 and to instruct the County Clerk include language in the 2016 budget packets, to departments heads advising them to include a 1.5% aging adjustment to all salaries, this is separate from the service credit increases. Motion Carried.**

Human Resources Specialist position: A County Board Member questioned if the Human Resources Specialist position needed to stay full-time. The Committee was in agreement to keep the HR Specialist position as full-time. The position is being advertised currently; the deadline to apply is 7/24/15.

**M/2<sup>nd</sup> Nelson/Nutter @ 9:30 am to go into Closed session per WI § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data for Human Resources Director and Accountant/Office Coordinator. Roll call taken. Motion Carried.**

**M/2<sup>nd</sup> Nelson/Vold to reconvene into open session @ 10:37 am. Roll call taken. Motion carried.**

Next Meeting Date: August 20, 2015 at 8:30 am

Vice Chair Nutter adjourned the meeting at 10:42 am.