

Trempealeau County Personnel/Bargaining Meeting Minutes

Meeting called to order by Vice Chair Jeanne Nutter at 8:35 am in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Thursday, January 21st, 2016.

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

Other People Present: Deb Suchla, Emily Knudtson, Richard Anderson, Tonya Niederkorn, Elsa Kulig

Notice was posted according to open meeting law requirements.

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

4. Approval of minutes from previous meetings (11/19/2015) **M/2nd by Nelson/Vold to approve the 11/19/15 meeting minutes; Motion carried.**

5. Sick Leave/Death Benefits Payout Policy: Emily Knudtson spoke, her husband Ron worked at the Highway Department until he passed away unexpectedly in June 2015. She works at the Trempealeau County Health Care Center. She presented at Highway Committee in early January. She wanted to review the County's policy on sick leave payout in the event of an employee's death. The policy allows employees to have a bank of 960 hours of sick time and in the event of death up to 480 hours are paid out according to policy. Emily feels this is not right and asked why the policy doesn't allow for the entire amount to be paid out in the event of an employee's death. She asks that the committee review this policy and moves forward. She thanked everyone for their time. Nutter commented that this policy is similar to other agencies that she is familiar with and that we can't go back. Miller mentioned that the sick leave policy was designed with similarities to an insurance policy to be used if ill while working for an extended period of time. The HCC's policy is very different being that it is a Personal Leave Time bank. The County's policy appears more liberal than the HCC's. Emily feels the policy penalizes people for being reliable employees. Miller commented that if sick leave is being abused that a manager needs to address it. All agreed it is a great benefit. Miller commented that the committee should review this issue in the future and asked for it to be discussed at the Personnel/Bargaining meeting in June 2016.

6. Property and Liability Insurance Oversight-County Board Rules: Kulig explained that the County Board Rules as it pertains to the responsibilities of the Personnel/Bargaining Committee does not indicate that P/B is responsible for Property and Liability Insurance oversight. This has been the practice but is not in the Rules. The Committee discussed adding "property insurance and liability insurance" under item 9(B)(9) of the County Board Rules and to change item 9(B)(10) to read "Administer the Salary Administration Policy". **M/2nd Nelson/Miller to forward on the suggested changes to the Executive and Finance Committee. Motion carried.**

7. Review and Possible Change to Recruitment Policy regarding Limited Term Employment: Section XIV. of the Recruitment Policy regarding the hiring of limited term employees was reviewed. **M/2nd Nelson/Vold to add the language "Temporary positions that do not affect the budget if filled must be approved by the Standing Committee and Personnel/Bargaining" to policy section XIV(D)(4)(b). Motion carried.**

8. Vacation Carryover-Paul Loesel, Judy Fredrickson, Mary Martin, Mark Ryskoski: Vacation carryover requests were discussed for four employees. **M/2nd Miller/Vold to give Paul Loesel an additional year on to his scheduled to reduce his vacation time. Motion carried. M/2nd Miller/Nelson allow Judy Fredrickson to carry over 24 hours of vacation time to be used by February 5, 2016. Motion carried. M/2nd Vold/Nelson to allow Mary Martin to carry over her vacation time to be used by 1/1/2017. Motion carried. M/2nd Vold/Nelson to allow Mark Ryskoski to carry over his vacation time to be used by 1/1/2017. Motion carried.**

9. Establish Corporals/Leads in Jail: The Sheriff provided a handout which detailed a plan in the jail to refill the vacant Sergeant position and appoint two staff to corporals. The corporals would be the lead on the shifts he/she fills. They have gotten feedback from the Jail Inspector that there should be a supervisor or lead on all shifts. They have enough money in the budget to cover a sergeant and two corporals. Miller asked that establishing a step system within the Salary grid be discussed at the next Department Head Meeting. **M/2nd Vold/Miller to approve the Sheriff's request of filling the vacant Sergeant position and establishing two**

Corporals with the corporals' rates of pay being \$0.65/hour above their current rate of pay. Motion carried.

10. Affordable Care Act Update: Cadillac Tax delayed until 2020: Kulig explained that the Cadillac Tax provision was originally set to go into effect in 2018 and has now been pushed back to 2020. Many ACA experts predict the Cadillac Tax may be repealed all together.

11. Reclassification Request-ADRC/Senior Services Supervisor, Children and Family Services Supervisor, and Behavioral Health Services Supervisor: Suchla handed out and went through the reclassification request form she completed. She asked for the supervisors to be re-classed from a grade 7 to a grade 6. This fits into Suchla's long range plan for the department in having and keeping good unit leaders. Comparables were looked at, and Trempealeau County's pay does fall in the lower end. Suchla also proposed that the current ADRC/Senior Services Supervisor's rate of pay increase by \$.52/hour and the Behavioral Health Services Supervisor's current rate of pay increase by \$1.79/hour. Both of the adjustments would be covered by the department's ability to increase the claims for federal funds. **M/2nd Nelson/Vold to approve the reclassification of the ADRC/Senior Services Supervisor, Children and Family Services Supervisor, and Behavioral Health Services Supervisor positions to a grade 6 with an increase in the hourly rate of pay of the ADRC/Senior Services Supervisor's by \$0.52 and the Behavioral Health Services Supervisor' by \$1.79. Motion carried.**

12. **M/2nd Nelson/Miller @ 10:25 am to go into Closed session per WI § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data for positions in the Human Services Department. Roll call taken. Motion Carried.**

13. **M/2nd Nelson/Miller to reconvene into open session @ 10:45 am. Roll call taken. Motion carried.**

M/2nd Nelson/Vold to approve an administrative pay adjustment of \$1.68/hour for the Human Services Financial Manager effective January 18, 2016. Motion Carried

14. Next Meeting Date: Joint Personnel/Bargaining and Exec/Finance Meeting on Monday, February 1st at 9:30 am, the regular meeting on Thursday, February 18th at 10:00 am.

15. Vice Chair Nutter adjourned the meeting at 10:47 am.