

## Trempealeau County Personnel/Bargaining Meeting Minutes

Meeting called to order by Chair Mike Nelson at 8:31 am in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Thursday, June 16<sup>th</sup>, 2016.

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

Other People Present: Richard Anderson, Becca Zaccaria, Elsa Kulig, Kevin Lien, Dave Lyga, Debra Suchla.

Notice was posted according to open meeting law requirements.

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

4. Approval of the minutes from previous meeting (5/19/2016) – **M/2<sup>nd</sup> by Brandt/Nutter to approve the minutes.**

5. Environment and Land Use Committee referral to consider overtime pay for Department of Land Management Director: Lien began the discussion by reiterating the proposal he set forth to the Environment and Land Use Committee to consider overtime pay at straight time for hours worked over 40 due to additional duties that have arisen in his department recently through the Comprehensive Plan Revision. Lien expressed that he is working a fair amount of overtime, and is trying to take it as comp time however he is having a hard time using it due to the needs of his department. He also mentioned that he is already having trouble using his vacation to stay on the reduced vacation schedule, having comp time only compounds the issue. Vold mentioned that the County has never paid out comp time to exempt employees and this would open the door for all other people. Brandt added that, because he is also on the Environment and Land Use Committee he can speak directly to the conversation that took place prior to it being recommended to be brought to Personnel Bargaining for further discussion. Brandt noted that the discussion at Environment and Land Use included using that Environment and Land Use committee to oversee and preapprove all overtime requests to have a check and balance system. Brandt also mentioned that Corporation Counsel attended the original discussion at Environment and Land Use Committee and was uncomfortable with the idea but said to bring it to Personnel Bargaining if the committee wanted further consideration on it. Kulig added that this is going to lead to multiple requests of payout of comp time. Department heads are hired at exempt status with the understanding that they will be working 40 hours or more from time to time. For our non-exempt employees, overtime must be preapproved by the supervisor. Kulig suggested extending the vacation schedule for Lien a few years longer than what is currently in motion to allow him more time to use up his vacation bank and reduce the risk of losing it. Kulig also mentioned that this is something we have done in other situations when employees are at risk of losing vacation time. Vold suggested as an option, to provide additional pay during the duration that the Park responsibility falls under Department of Land Management. Kulig reminded the committee that the original request for comp time pay out was based on additional duties relating to the Comprehensive Plan Revisions and not the Park. Miller added that it is the Environment and Land Use Committee's role to set priorities of the director. If there is not enough time for all tasks and duties to be completed, the director should refer to the priorities to accomplish those tasks first. Miller requested that next month the Personnel Bargaining Committee discuss extending Lien's vacation schedule, have a discussion regarding Environment and Land Use Committee's priorities for DLM and Lien, review and discuss the plan presented by the Park, Tourism and Economic Development Committee to see where the park responsibilities may end up, and lastly, review a salary adjustment for Lien that is tied to the responsibility of the park. Brandt added that Lien should bring the last few months of timesheets to the next Environment and Land Use committee with a breakout of time spent where.

6. Administrative Pay Adjustment for Patrolman-Interstate position and Highway Foreman positions: Lyga opened the discussion by saying that most of the highway employees get a hazard premium when they work on the interstate. The Highway Patrolman-Interstate however does not receive this premium as it is part of his core position. Lyga asked that the committee increase the pay for this position to \$21.21. – **M/2<sup>nd</sup> Nutter/Miller to increase the Patrolman-Interstate position's rate of pay to \$21.21/hour effective July 1, 2016.** Lyga then continued the conversation by saying that there are 3 foremen that he would like to do an internal adjustment for. Currently, foremen supervisor employees that make a mere 16 cents less than them, Lyga would like to see this increased to a \$1.00 spread. – **M/2<sup>nd</sup> Vold/Brandt to increase the 3 Foreman's rates of pay by \$1.00/hour above what they are currently making effective 7/1/2016.**

7. General pay trends in 2015 and 2016 and Aging the Salary Structure: Kulig presented the committee with handouts from WIPFLI and Carlson-Dettmann and explained that according to our Base Pay Administration Policy annually the HR Director will bring the pay changes and trends to Personnel Bargaining to be reviewed. In 2016 the Personnel Bargaining Committee approved a 1.5% aging adjustment. Based on the data provided a 1.6% aging adjustment is being recommended for 2017. This topic will be reviewed again in July.

8. Discussion on salary grid and administration modifications: Kulig began by explaining to the committee that a work group meet on Monday June 13<sup>th</sup>, 2016 to review and discuss a proposal for a new salary structure. Kulig briefly explained the proposal salary structure handout, including that there was annual steps and also a longevity factor as well. The compensation theory used to develop this was quick to midpoint and slow to maximum. She mentioned that Suchla had a suggestion of applying a 1.3% increase across the board then move the employees to a step in the grid that allows for the smallest increase. She also asked the committee to begin thinking of how we would handle employees that are already between 112-120% of the grid, would their wages freeze, would they receive aging adjustments only? The work group members like the general idea of steps as it would make things much easier to administer and also be fair across the board. Miller outlined the next steps were to look at what this proposed plan would look like in year two to make sure it is a fiscally viable plan. Kulig asked the committee to come to the next meeting with thoughts or ideas of how the implementation process would go, what guidelines they would like to see added, and also how we would implement the longevity aspect of the last steps.

9. PTO Bank Discussion: Kulig explained this topic with the back story that a former employee's spouse presented to the committee in January 2016 regarding only getting 480 hours of sick time payout when her husband, a highway employee, passed away. Our current payout policy is very friendly to our employees and changing to a PTO bank would mean that we would have to provide our employees with less time off. The committee does not want to change the current policy at this time.

10. Update on Proposed changes by the President to the Fair Labor Standards Act and Exempt vs Non Exempt Status: Kulig listed the 10 positions that this change will effect. The plan for these employees is as follows: the Human Services Director is beginning the process to increase the affected social workers wages so they can remain exempt, the nature of their work is 24/7 so it is imperative that they remain exempt, Nutrition Coordinator position will be changed to non-exempt, WREA Trainer will ideally remain exempt; the position may be reclassified as job duties have significantly changed since the creation of the position, the Sheriff is going through the process to increase the Office/Fiscal Manager wage so the position can remain exempt; DA's Office Manager is still being worked out but will more than likely remain exempt and have the wage increased.

11. Next Meeting Date: Thursday, July 21<sup>st</sup> at 8:30 am.

8. Chair Nelson adjourned the meeting at 11:06 am.