

## Trempealeau County Personnel/Bargaining Meeting Minutes

Meeting called to order by Chair Mike Nelson at 8:34 am in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Thursday, July 21, 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, Tom Kloss, Stacy Sylla, Mary Gullicksrud.

Notice was posted according to open meeting law requirements.

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

4. Approval of the minutes from previous meeting (6/16/2016) – **M/2<sup>nd</sup> by Miller/Nutter to approve the minutes. Motion Carried**

5. David Krueger, WILLIS of Wisconsin: Workers Comp Update – Krueger reviewed the county's workers comp program and noted that it is going really well so far. Krueger handed out a Loss Experience Summary to those in attendance that reviewed the claim frequency, claim amount vs budgeted and other significant historical data. Kulig mentioned that the reserve is funded at \$1.2 million. Krueger will plan to be at the September meeting to review details on the excess workers comp policy that will need to be reviewed.

6. Turn Over Report – Kulig outlined that the County has filled 16 regular full time employee's positions since 1/1/2016. Kulig also let the committee know that approximately 84% of the County's employees also reside in the County. Nutter and Nelson both agreed that they would like to see these reports quarterly.

7. Continue Discussion on Department of Land Management work priorities with regard to Parks, Economic Development and Tourism – Kulig read back minutes from last month's discussion on this topic. Lien discussed that Parks, Economic Development, and Tourism Committee had weighed the option of having Parks, Economic Development and Tourism become a breakout or subset of DLM, they made no final decision however. Brandt said that because this is due to comp time and not being able to use it with the push from the Comprehensive Plan making the time off a hard thing to balance. Miller asked was there any discussion at the Parks, Econ Development and Tourism or at the Environment and Land Use Committee as to how the County moves forward with committee structure. Lien replied that neither group discussed this but his preference would be to have 2 separate Committees instead of rolling it all into Environment and Land Use as those meetings are already so long. Brandt noted that specifically related to the comp time piece, this is something department heads sign up for when they take their positions. Miller added that it was his impression that due to the reduction in mine applications there was some employee time that could be utilized when Lien agreed to temporarily take on the responsibility of the park. Miller also added that he talked with Lien about this exact thing prior to the park being assigned to DLM and Lien was on board with that at that time. Nutter explained that once DLM started to digging into the park there were a lot of issues that they did not know at the beginning. She also added that the DLM staff has really taken care of a lot of issues. Miller pointed out that if the committees are interested in incorporating the park within DLM that this may require adding a dedicated staff or reorganization of the current staff to meet the demands of the park. Brandt felt that a joint meeting may help hammer out some of these questions.

8. Vacation Extension Request – Kevin Lien – Kulig explained what the current vacation reduction schedule is. Kulig outlined that the committee could extend Lien's vacation reduction to give him longer to use up his vacation time. **M/2<sup>nd</sup> by Nutter/Miller motion to extend Lien's vacation reduction schedule by two years. Motion Carried.** Lien said that he felt this was realistic but that he now has a few new staff that will need more direction. Nutter noted that we need to encourage our employees to take the time off they have to avoid burn-out. Kulig agreed and added that this should be a yearlong push, and not just something that employees struggle to use up their vacation in November and December. Miller noted that the reduction schedule was really meant to encourage employees to take time off, not to lose their accrued time. Vold mentioned that he'd like for us to make a policy that prevents people to come back to request additional reduction extensions and asked that this be in a future meeting's agenda.

9. Continue Discussion on salary grid and administration modifications – Kulig began by recapping what was presented by Zaccaria and Kulig at the last meeting. She explained the scenarios handed out to the committee members. Suchla noted that the proposals would provide more consistency within the department and provides midpoint to the employees at a more appropriate time frame compared to the current service credit system. Brandt concurred with the discussion and mentioned that he liked the 20 step system that addresses a lot of issues that have been brought up now and at past meetings. Suchla also added that getting employees to the midpoint a lot sooner is a good thing and it shows that we value our employees and hopefully helps keep them at the County longer. **M/2<sup>nd</sup> by Brandt/Nutter Motion to approve 20 step option effective 1/1/17. Motion Carried.** Discussion: Kulig explained that with the motion there must be a few things hammered out before we can implement the new system. Kulig reviewed point by point what needed to be adopted in order to move forward. The following is an outline of the implementation strategy adopted: Hire within minimum and midpoint, Service credit would end following 1/1/2017, all employees, existing and new, will move steps annually on 1/1, the steps at this point will not be given based off any performance factors. **M/2<sup>nd</sup> by Nutter/Vold Motion to amend to reclassification of Jailer positions from a grade 11 to a grade 10 and Dispatcher positions from a grade 12 to grade 11. Motion Carried. M/2<sup>nd</sup> Miller/Nutter made a motion to instruct the department heads to calculate 2017 wages based off the new scheduled grid but taking out the 1.6% aging adjustment and the difference between \$239169.30 and \$369104.90 be placed in a salary contingency fund that would be submitted to the County Clerk for budgeting purposes. Motion Carried.** Miller explained that it is hard to know what levee and state information will be for the budget and he hopes that with this motion it will make the new grid work financially. Brandt noted that this motion is contrary to the motion just previously passed. Miller continued by saying that he hopes there isn't an issue but his motion gives Exec Finance the tools they need to make the best financial decision. **Motion passed 4 for, 1 opposed.**

10. Reclassification Requests for: Planning/Conservation Specialist and WREA Trainer – Suchla explained how the WREA position has evolved since its inception. The amount of responsibility and the added staff supervision duties has warranted the reclassification. Kulig graded the position according to the WIPFLI factors and came up with a grade 8. **M/2<sup>nd</sup> Vold/Nutter to move the WREA Trainer position to a WREA Supervisor and regrade the position from a grade 9 to an grade 8 effective 8/1/2016. Motion Carried.** Lien explained that the current individual in the role of Planning/Conservation Specialist has extensive planning knowledge and more planning duties have been added to the position. Lien presented this information to the Environment and Land Use Committee and their recommendation was to reclassify this position from a Grade 12 to a Grade 9. Kulig graded the position according to the WIPFLI factors and came up with a grade 10. **M/2<sup>nd</sup> Miller/Nutter to reclassify the Planning/Conservation Specialist position from a 12 to a 10. Motion passed 4 for, 1 opposed.**

11. At 11:30 am, M/2<sup>nd</sup> Nutter/Vold to go into Closed Session per WI Stat. 19.85(1)(c) to Consider Employment, Promotion, Compensation, or Performance Evaluation Data for positions in the Human Services Department, Department of Land Management, Highway Department and DA's Office. **Roll call was taken. Motion Carried.**

12. At 12:10 pm, M/2<sup>nd</sup> by Brandt/Miller to Reconvene into open session. **Roll call was taken. Motion Carried.**

13. Administrative Pay Adjustments for positions in the Human Services Department, Department of Land Management, Highway Department and DA's Office: **M/2<sup>nd</sup> by Nutter/Brandt to pay the Parts Coordinator \$21.00/hr effective 9/1/2016, to pay the Planning and Conservation Specialist \$22.65/hr effective 9/1/2016, to pay the WREA Supervisor \$24.12/hr effective 8/1/2016, to pay Social Worker Van Lin \$23.08/hr effective 8/1/2016, Social Worker Waldera \$22.96/hr effective 8/1/2016, Social Worker Longmire \$22.96/hour effective 8/1/2016 and Social Worker Bauer \$22.85/hr effective 8/1/2016. Motion Carried.**

14. WPPA request for opening contract negotiations: Kulig explained that she received a letter from the WPPA noting their wishes to commence bargaining for a new contract. The committee asked to add this item to the September agenda to discuss.

15. Next Meeting Date: Thursday, August 18<sup>th</sup> at 8:30 am.

16. Vice Chair Nutter adjourned the meeting at 12:21 pm.