

Trempealeau County Personnel/Bargaining Meeting Minutes

Meeting called to order by Chair Mike Nelson at 8:32 am in the Packer Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Tuesday, August 23, 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, Stacy Sylla, John Kelly, Taavi McMahon, and Sherry Rhoda.

Notice was posted according to open meeting law requirements.

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

4. Approval of the minutes from previous meeting (7/21/2016) – **M/2nd by Brandt/Miller to approve the minutes. Motion Carried**

5. TCCTV- request for an increase in hours for Production Coordinator and Program Coordinator in 2017: Kelly asked to increase hours for his regular, part time staff to 64 hours per pay, or 32 hours per week. He justified this by explaining that the workload for TCCTV has increased over the last few years and there are additional projects Kelly would like to take on but can't at this time due to limited availability of his staff. Kulig mentioned a bi-weekly newscast that Kelly has previously discussed implementing. Kelly elaborated and explained that this is an initiative he has begun, the newscast will include interviews with local mayors and superintendents and feature sports and local issues that perhaps aren't currently being filmed by TCCTV. Kelly told the committee that the additional increase amount, including wages and fringe benefits would be about \$10,000. Miller suggested that this addition of hours may meet the requirements of a project initiative and recommended that Kelly complete a Project Initiation Form and submit that with his budget. Nelson added that the station is growing and that Kelly has done a very good job in the department. **M/2nd by Brandt/Nutter to move to support the increase of hours in the TCCTV Department.**

6. Request for approval for a Part-Time, Limited Term Mowing Position in the Highway Department: Kulig explained on behalf of Lyga that due to the extraordinary rain events over the last couple weeks, the highway workers who would previously have taken care of the mowing, have been pulled into repair work. The Highway is requesting a limited term 10-20 hour part-time employee to keep up with the mowing duties for the remainder of the season. The funds for this position will be entirely non-levy. **M/2nd by Vold/Nutter to approve the creation of one limited term, part-time position in the Highway Department to work 10-20 hours per week through the 2016 mowing season with a rate of pay of \$15 per hour; Motion carried.**

7. Continue Discussion on Department of Land Management work priorities with regard to Parks, Economic Development and Tourism: Lien stated that The Tourism and Economic Development committee are now thinking about leaving the park within DLM for a long term solution. At this time Lien would like to table raises for the Director of DLM and Fiscal Manager positions until DLM is sure of where the park responsibility will fall. Miller clarified that Lien's proposal at this time was to wait on the park related positions before making a motion to increase pay. Lien concurred. Brandt recommended the topic of raises for the Zoning and Conservation positions be tabled until item 11 to allow it to be discussed under closed session.

8. Discuss Reclassification and Administrative Adjustment Process and Procedure: Kulig began this discussion by explaining that the committee has seen a large increase of the amount of administrative adjustments being requested at each monthly Personnel Bargaining meeting. Kulig presented a number of suggestions that would help streamline this process and allow the committee review administrative adjustments once or twice a year instead of at each meeting. Miller added that this was the process for reclassifications years ago, and it worked quite well. Limiting the administrative adjustments to just once a year allows the departments time for the changes to be reflected in the next year's budget. Miller stated has a problem with mid-year increases. Not only with the budgeting aspect but to see how the administrative adjustments work out within the department and all employees within the courthouse. Nutter stated that she couldn't completely get behind only looking at administrative adjustments once a year. Miller suggested that the discussion be brought up at the next month's meeting.

9. At 9:55 am, M/2nd Brandt/Nutter 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 Department of Land Management, Sheriff's Office, Public Health Department and DA's Office. **Roll call was taken. Motion Carried.**

10. At 11:15 am, M/2nd by Brandt/Vold to Reconvene into open session. Roll call was taken. **Motion Carried.**

11. Administrative Pay Adjustments for positions in the Department of Land Management, Sheriff's Office, Public Health Department and DA's Office: **M/2nd by Brandt/Nutter to pay the County Conservationist \$25.00/hr effective 9/1/2016, to pay the Zoning and UDC Building Inspector \$24.10/hr effective 9/1/2016, to pay the Sheriff's Office/Fiscal Manager \$22.83/hr effective 12/1/2016, to pay Jail Corporal Egan \$24.87/hr effective 9/1/2016, to pay Public Health Nurse Olson \$24.36/hr effective 1/1/2017, to pay Environmental Health Specialist \$23.42/hr effective 1/1/2017, to pay Public Health Financial/Office Coordinator \$20.84/hr effective 1/1/2017, to pay DA's Office Office Manager/Paralegal 23.43 effective 12/1/2016, to pay the Victim Witness Coordinator \$22.40/hour effective 1/1/2017 and to pay the Legal Assistant \$19.67 effective 1/1/2017; Motion Carried.**

14. 2017 Human Resources Department Budget: Kulig presented the Human Resources Department Budget, Employee Achievement Budget, Property and Liability Budget and Work Comp Budget. **M/2nd by Brandt/Vold to approve the budgets and send them on to the Executive and Finance Committee; Motion carried.**

15. Next Meeting Date: Thursday, September 15th at 8:30 am.

16. Chair Nelson adjourned the meeting at 12:06 pm.