



Bayfield County Administrator

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Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Assistant*

BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

Brett Rondeau (Chair)

William Bussey (Vice Chair)

Rachel Coughtry

Dennis Pocerlich

Harold Maki

Dear County Board Members:

This letter is written to inform you of a Bayfield County Personnel Committee Meeting scheduled for, Thursday January 5, 2017 at 4:30pm, in the EOC, Bayfield County Annex, Washburn, Wisconsin.

Notice is hereby given that a majority of the Bayfield County Board may be present at the meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Bayfield County Board pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W.2d 408(1993), and must be noticed as such, although the County Board will not take any formal action at this meeting.

AGENDA

1. Call to order
2. Public Comment, please limit to three minutes
3. Discussion and Possible Action Regarding Approval of Minutes of the December 1, 2016.
4. Discussion and Presentation Regarding 2016 year personnel statistics for Bayfield County and directions in 2017.
5. Discussion and Possible Action Regarding Highway Staffing.

6. The committee may enter in and out of closed session pursuant to Wisconsin Statutes §19.85(1)(c,e) for the purpose of:
 - a. Approval of closed session minutes of December 1, 2016
 - b. To consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Multiple Departments)
 - c. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; regarding WPPA bargaining unit.

7. Discussion and Possible Action regarding next meeting dates.
 - a. WPPA Mediation, Wed. Feb 1, 1:00pm
 - b. Regular Feb. meeting is scheduled for Feb 2. (May combine the two meetings).

8. Adjourn

Should you have any questions in the meantime, please do not hesitate to contact my office.

Sincerely,

Mark Abeles-Allison

Mark Abeles-Allison

Bayfield County Administrator

MAA/kak

Enc.

Any person planning to attend a Bayfield County meeting that has a disability requiring special accommodations should contact 373-6100, 24-hours before the scheduled meeting, so appropriate arrangements can be made.

cc: Mr. Scott Fibert, Bayfield County Clerk
Bayfield County Board of Supervisors
The County Journal, via fax/email
The Daily Press, via fax/email

**Minutes of the
Bayfield County Personnel Committee Meeting
4:30 PM, December 1, 2016
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

Members Present: Brett Rondeau, William Bussey, Dennis Pocernich, Harold Maki, Rachel Coughtry

Members Excused:

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Elizabeth Skulan-Human Services Director

Meeting called to order at 4:30pm by Rondeau

Public Comment: None

Approval of Minutes of the November 9, 2016: *Motion Maki, Coughtry to approve minutes of the November 9, 2016 Personnel Committee meeting. Motion Carried (5-0)*

Additions to the wage schedule:

Motion Bussey, Coughtry to add the Sheriff's Office Clerk I and Clerk of Court Clerk I positions to the wage schedule at, Grade E, consistent with other Clerk I's. Motion Carried (5-0)

Personnel Policy Revision-Health Reimbursement Account:

Motion Bussey, Coughtry to approve the roll-over of 25% of unused funds annually to a max of \$600 single, or \$1200 Limited, Family, and Teamster plans and to modify the county personnel manual to reflect these modifications. Motion Carried. (5-0)

County Meal Reimbursement Policy: Currently \$8 breakfast, \$8 lunch, \$14 dinner, proposed to increase to \$8 breakfast, \$10 lunch, \$16 dinner for a total of \$34 per day.

Motion Coughtry, Pocernich to approve modifying the meal reimbursement policy to \$8 breakfast, \$10 lunch, \$16 dinner, for a total not to exceed \$34 per day effective January 1, 2017. Motion Carried (5-0)

Stipend for Red Circled Employees: Red Circled employees are those that are currently receiving a wage higher than the highest step on the wage schedule. When the wage schedule was adopted in 2016, employees were placed at a step that reflected a minimum of a 1% wage increase. It was determined at that time that red circled employees would annually receive a stipend equal to the cost of living adjustment that the wage schedule was indexed at for the year. Because 2016 was an implementation year, there was not a specific indexing of the schedule. *Motion Coughtry, Bussey to allocate a 1% stipend for red circled employees at the end of 2016. Motion Carried (5-0)*

Wellness Incentives Calendar for New Employees: Currently employees enrolled in health insurance must complete two wellness components in order to be eligible for a 5% premium reduction incentive for the subsequent year. A timeline was discussed for wellness incentives for

new employees that are hired mid-year.

Motion Bussey, Coughtry to approve the timeline for new employees to complete wellness premium reduction incentives as follows:

-New Employees whose insurance is effective prior to September 1 must completed the wellness requirements for the subsequent year.

-New Employees whose insurance is effective on September 1 or after automatically receive the premium reduction for the subsequent year without having to complete the wellness requirement.

-All new employee receive the discounted rate for the remainder of the first calendar year they are hired in. Motion Carried (5-0)

Motion Pocernich, Coughtry to enter in and out of closed session pursuant to Wisconsin Statutes §19.85(1)(c,e) for the purpose of approval of closed session minutes of November 9, 2016, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Multiple Departments), and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically regarding negotiable topics with Teamster and WPPA bargaining units. The motion further allowed Elizabeth Skulan to remain in the closed session. Motion Carried (5-0). Entered closed session at 4:52pm

Motion Pocernich, Bussey to return to open session. Motion Carried.(4-0) Returned to open session at 5:58 pm.

Meeting Adjourned at 5:58pm.

Minutes respectfully submitted by Kristine Kavajecz

Job Posting Hits Report

Generated by KRISTINE A KAVAJECZ on 12/29/2016 09:05:56

For records between 01/01/16 and 12/31/16

38 records found.

<u>Job #</u>	<u>Job Title</u>	<u>Hits</u>	<u>Apps Received</u>
2016-01	Clerk I-Land & Water Conservation	408	27
2016-02	Forestry & Parks Intern	376	27
2016-03	Van Driver	229	21
2016-04	Treasurer Assistant-Seasonal	309	18
2016-05	Seasonal Fair Assistant	263	10
2016-06	Seasonal Highway	304	16
2016-07	Mechanic	85	3
2016-07	Part-Time Jailer	110	10
2016-08	Agricultural Research Technician	181	8
2016-09	Economic Support Specialist-Limited Term	202	16
2016-10	Deputy Sheriff	225	17
2016-11	Clean Boats Clean Waters Intern	105	5
2016-12	Public Health Nurse-Part Time	77	3
2016-013	Environmental Health Technician	198	12
2016-015	Jailer	903	35
2016-16	Part-Time Civilian Communications Operator	356	10
2016-017	Social Worker Aide-Aging & Disability Services	588	22
2016-018	Aging & Disability Services Specialist	211	9
2016-019	Clerk II-County Clerk	191	18
2016-020	Clerk II-Tourism	192	14
2016-021	Maintenance Assistant	169	9
2016-022	UW Extension Office Manager	418	22
2016-023	Economic Support Specialist-Limited Term	192	8
2016-024	Fair Clerk	358	15
2016-025	Social Worker-Child Protection	131	9
2016-026	Family Specialist	347	17
2016-027	Part-Time Female Jailer	228	6
2016-028	Part-Time Deputy Sheriff	174	11
2016-029	Public Health Nurse-Part Time	96	1
2016-030	Chief Deputy Register of Deeds	324	23
2016-031	Casual Driver	127	9
2016-032	Deputy Sheriff	600	36
2016-033	Clerk I-Clerk of Court	208	7
2016-034	Social Worker-Child Protection	197	10
2016-035	WIC Clerk I	302	20
2016-036	Clerk II-Tourism	99	7
2016-037	Highway Department Patrolman (Equipment Operator)	110	2
2016-038	Limited Term Highway Department Patrolman (Equipment Operator)	31	1
Total		9624	514