Bayfield County Administrator
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Mark Abeles-Allison, County Administrator
Kristine Kavajecz, Assistant

BAYFIELD COUNTY
PERSONNEL COMMITTEE MEETING
Brett Rondeau, Chair       Tom Gordon, Vice Chair
Tom Snilsberg             Dennis Pocernich             Harold Maki

Dear County Board Members:

This letter is written to inform you of a Bayfield County Personnel Committee Meeting scheduled for, Thursday, January 30, 2020 at 4:00pm, in the Emergency Operations Center (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 1/30/2020

1. Call to order

2. Public Comment

3. Discussion and Possible Action Regarding Approval of Minutes of December 5, 2019

4. 2019 Wellness Program Review and 2020 Plans, Pete Morrissette

5. Discussion and Possible Action, Wellness Program, 2021

6. Discussion and Possible Action on Difficult-to-fill positions.

7. Review of Personnel Policy
   a. Fire and EMS Volunteer Policy
   b. Vacation Policy
8. Year end Personnel Statistics for 2019:

9. The committee may enter in and out of closed session pursuant to Wisconsin Statutes:
   a. §19.85(1)(c,e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and deliberating or negotiating the purchase of public property, vesting of public funds or conducting other specified business whenever competitive or bargain reasons require a closed session.
      i. Approve Closed Session Minutes of November 7, 2019
      ii. Employee specific performance discussion
      iii. Exit interviews

10. Reports
    a) Staffing Update
    b) Evaluation updates

11. 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

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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 Daily Press, via email
Personnel Committee Narrative, January 30, 2020

Item 4: Pete Morrissette, Bayfield County Public Health Educator will review the county employee wellness program in 2019. We will touch on topics including the Superior Fitness Room and Wellness activities throughout the year. Ed McKillip with the Sheriff’s Office will share a brief summary of the Sheriff’s Office Fitness Program. Pete will also review plans for 2020.

Item 5. Wellness planning for 2021: Annually the County sets wellness program incentives for the upcoming year. In 2019 we put in place a 3% / 3% incentive for employees and their spouses to participate in 2020. Of the 151 participants who are on health insurance county wide, 139 or 92% participated in at least some part of the wellness incentive program.

The 2019/2020 program included:

1. Completing a Health Risk Assessment
2. Completing a physical / biometric screening
3. Completing Outcome requirements, agreement with doctor, health coaching, etc.

For the 2020/2021 program we propose a very similar arrangement

1. Complete a Health Risk Assessment
2. Complete a biometric screening at insurance company sponsored event or physical
3. Perform at least one wellbeing activity.

Those that complete this in 2020 will be eligible for a 3%/3% employee/spouse discount or a 6% single employee discount in 2021.

Item 6: We are having difficulty filling several county positions including social worker, nurse and surveyor positions. We will have materials available at the meeting considering possible solutions.
Item 7. Policy Review

1. In 2018 the county implemented policies to support and encourage EMS and Fire Volunteers. Attached is a brief summary for the 2019 year

   a. Employees who are volunteer Fire or EMS: 4
   b. Employees who used the 4-hour time off: 3
   c. Number of Times Utilizing the Time Off: 8
   d. Comments:
      i. Great policy
      ii. Consider matching municipalities incentive pay or length of service contributions when the volunteer retires
      iii. One employee considering volunteering
      iv. Wish more were interested
      v. Like the policy
      vi. Good benefit for Washburn Ambulance
      vii. Potential model for businesses in the area

2. Vacation Policy: Current Policy is as follows. We have received feedback that there is no advancement between 6 and 15 years.

   APPENDIX B:
   Vacation Schedule

Employees shall earn and accrue vacation time as follows:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>37.5 Hours Per Week</th>
<th>40 Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>After One (1)</td>
<td>37.5 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>After Two (2)</td>
<td>75 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>After Six (6)</td>
<td>112.5 hours</td>
<td>120 hours</td>
</tr>
<tr>
<td>After Fifteen (15)</td>
<td>150 hours</td>
<td>160 hours</td>
</tr>
<tr>
<td>After Seventeen (17)</td>
<td>157.5 hours</td>
<td>168 hours</td>
</tr>
<tr>
<td>After Eighteen (18)</td>
<td>165 hours</td>
<td>176 hours</td>
</tr>
<tr>
<td>After Twenty Two (22)</td>
<td>187.5 hours</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

Over the past two years the county has:

1. Allowed sick days to be used for vacation or sick the first year of employment
2. Added a 5-day sick leave allocation upon hire (in addition to monthly accrual)
3. Added 2 weeks of parental leave.

We are currently assessing vacation accruals overall and will have a preliminary report and comparisons at the meeting.

Item 8: We are working to put together a summary of year end personnel statistics and hope to have this completed for the meeting.
Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, November 7, 2019
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI

Members Present: Dennis Pocernich, Brett Rondeau, Tom Snilsberg, Tom Gordon, Harold Maki

Members Excused:

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Dalton Collins, Martin Skaj,

Meeting called to order at 4:00pm by Chairman Rondeau

Public Comment: Highway employees, Collins and Skaj asked if they could be allowed to speak during the discussion on Highway Wages, or if they should provide comment now. They were advised they would be allowed to speak during the Highway Wages discussion.

Motion Maki, Gordon to approve minutes of the November 7, 2019 Personnel Committee meeting. Motion Carried (5-0).

Highway Wages in 2020: Abeles-Allison reminded the committee that an agreement was reached with the Teamster Union at the last meeting to extend the maximum CPI-U wage increase effective January 1, 2020, which was 2.07%. At that meeting, Teamster employees also requested that the county consider making a wage schedule adjustment and the committee directed the County Administrator to complete an evaluation of Teamster wages.

It was explained that the non-union employee schedule ranges from 87.5% to 112.5% of the median wage with 11 steps at 2.5% increments. The Teamster wage schedule has 3 steps, with the maximum being reached after 3 years of employment. Teamsters work 40 hours per week, with 4-day work weeks during the summer months. They also have a separate health insurance plan with associated HRA.

The wage schedule for general employees was adjusted by 1.5% effective January 1, 2020.

Highway Employee, Dalton Collins was permitted to address the committee. A handout was provided with information collected by Collins from neighboring counties. Martin Skaj also provided comments attesting to the length of the plowing season and the amount of overtime they put in and holidays missed due to inclement weather. Collins pointed out that Teamsters must pay $500 of health care costs before they can access the HRA and they also each pay a monthly administrative fee of $45 to the Teamster union.

Personnel Policy Modifications.

a. Part-Time Employee Health Insurance Policy: it was explained that under the state of Wisconsin Health Plan, any employee eligible for participation in the Wisconsin Retirement System is also eligible for health insurance. The county’s current policy only offers health insurance to full-time employees. The state plan allows employers to set the contribution levels for part-time employees. The recommendation was made to set health insurance...
contributions for regular part-time employees eligible for WRS at a rate equivalent to the employees work/employment agreement. Example, an employee hired to work 50% of the normal work schedule would receive a 50% contribution to their health insurance premiums. Employees that are not scheduled a set number of hours, often referred to as “Occasional or seasonal” part-time employees, that become eligible for WRS will be required to contribute 75% of the health insurance premium if they elect coverage. All employees will still be eligible for increased health insurance contributions if they qualify for the wellness incentive as determined by the County Board.

Motion Gordon, Snilsberg to approve the Part-Time employee health insurance policy as proposed to include the employee contributions and wellness incentives. Motion Carried. (5-0)

b. Retiree Health Insurance Policy Modification: Bayfield County’s current policy is that once an employee reaches an age eligible for Medicare, they were no longer eligible to participate in the county’s health plan. The state health plan has a provision where retirees may remain on the health insurance plan indefinitely. The county will need to modify it’s current policy to be compliant with the state health plan provisions.

Motion Pocernich, Gordon to authorize a policy change to be consistent with the state health plan provisions regarding retirees. Motion Carried (5-0)

Register in Probate Stipend: Register in Probate is appointed by the Circuit Court Judge. The current Clerk of Court serves as the Register in Probate. Proposal is to set an annual stipend for these services. Discussion took place if the stipend should be set to coincide with the Clerk of Court term of office, or for a 5-year period (in the event the Clerk of Court was not appointed as the Register in Probate).

Motion Gordon, Snilsberg to set the stipend for Register of Probate at $5,000 per year from 2020 through 2024. Motion Carried. (5-0)

Skaj and Collins exited the meeting at 4:33pm.

Motion Pocernich, Gordon to enter into closed session pursuant to Wisconsin Statutes:

c. §19.85(1)(c,e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: and deliberating or negotiating the purchase of public property, vesting of public funds or conducting other specified business whenever competitive or bargain reasons require a closed session.

i. Approve Closed Session Minutes of November 7, 2019

ii. WPPA Union Negotiations

iii. Highway Department Compensation

iv. Workers Compensation Case Discussion.

v. Wage Reclassification

Motion Carried. Entered closed session at 4:33pm

Motion Gordon, Pocernich to move into open session. Motion Carried. Entered open session at 5:02pm

Collins and Skaj were going to rejoin the meeting. Abeles-Allison notified them of the decision that the teamster wage schedule will be adjusted by 1% effective January 1, 2020. Collins and Skaj exited the meeting.
Reports

a) Personnel Financial: All figures within budget
b) Staffing Update: Kavajecz and Abeles-Allison reported on recent hires and current vacancies.
c) Evaluation updates: Department Heads are currently working on evaluations for all staff.
d) Potential cancelling of January 2 meeting: The consensus of the committee was to cancel the January meeting unless an urgent item arises.

Meeting adjourned at 5:10pm.

Minutes respectfully submitted by Kristine Kavajecz
2019 was the first year of conformity in accordance with WPPA Article XXI Physical Readiness which implements the Wisconsin Training and Standards law enforcement physical agility test criteria. Through the summer and fall months our eighteen members were afforded three opportunities to attempt the exercise during which time everyone attempted all six elements of the test. Many members passed several events but found their stamina lacking for the last event which is the timed 1.5 mile run, some only missing the mark by seconds. There were five participants who successfully completed all events and were granted one wellness day in accordance with article xxi language.

Overall, we found members put in a great amount of effort attempting the events and looked at it as a challenge. There was a great deal of teambuilding and encouragement from members to push one another through and finish the different exercises. The event gave individuals a very real understanding of their overall endurance and stamina. I believe many will make efforts to improve their ability to successfully complete the standards in the future.