



## Bayfield County Administrator

117 E 5<sup>th</sup> Street, PO Box 878, Washburn, WI 54891  
Ph: 715-373-6181 Fx: 715-373-6153

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

---

### BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

**Brett Rondeau, Chair**                      **Tom Gordon, Vice Chair**  
**Tom Snilsberg**                              **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, April 4, 2019 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. Call to order
2. Public Comment
3. Discussion and Possible Action Regarding Approval of Minutes of March 7, 2019.
4. Health Insurance Overview and Options Discussion, 2020.
5. Discussion and Possible Action regarding County Emergency Services Volunteer Responder Policy
6. Discussion regarding end of employment vacation policy.
7. Discussion and Possible Action Regarding Comprehensive Community Services Program Staffing Options

8. Reports
  - a) Personnel Financial
  - b) Health Insurance Reports
  
9. The committee may enter in and out of closed session pursuant to Wisconsin Statutes:
  - a. §19.85(1)(c, e) to approve Closed Session Minutes of March 7, 2019
  - b. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:
    - i. Update on recent disciplinary actions
    - ii. Review recent exit interviews.
  - c. [19.85\(1\)\(g\)](#) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
    - i. Wisconsin Fair Employment Act Complaint
    - ii. Unemployment Claim

10. 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 email  
The Daily Press, via email

## Personnel Committee Narrative, April 4, 2019

Item 4: We are continuing our health insurance options investigation for 2020. We have discussed the possibility of moving all employees to the Teamster plan. The Teamster plan offers supplemental coverage (dental, life and Accidental Death) at competitive prices.

We have asked our insurance consultant, Bob St. Arnold, to attend our meeting and begin discussions about this.

If discussions go positively on the general concept and what is involved I would recommend that we invite Teamster representatives to the May Personnel meeting for further discussions.

Key topics of discussion will be:

- Coverage
- Terms
- Cost
- Future implications
- Legalities

Item 5. Attached is a near final draft of the Emergency Responder policy. There are three main components.

- Citation of current state law
- Statement that Bayfield County supports employees responding during work hours when feasible
- Provision for up to 4 hours of paid leave per month for emergency responder training.

We shared this draft policy at the Towns Association meeting last week and received positive feedback.

The goal of this policy is to set and follow the example of other employers in Bayfield County as being supportive and encouraging of volunteer emergency response.

I would recommend the Committee approve this policy and revisit it in 12 months, April of 2020 to review: number of county employees listed as emergency responders, before and after, number of calls employees have made under this policy and number of hours of paid call utilized.

In addition, the committee could consider an open letter to municipalities and businesses in the county encouraging all employers to adopt a similar supportive policy.

Item 6. Over the years we have discussed various policies regarding leave taken at the end of employment. The county currently has no policy on this. This continues to be a risk management issue to discuss. At present employees can be done with work but still be considered a county employee as it relates to various county benefits.

We have discussed a variety of options in the past. Department heads have expressed concerned that this would be bad for morale. We would like to discuss this further and see if we can come up with a solution.

Item 7. Bayfield County is currently working with Ashland County and New Horizons North on stabilizing the CCS program.

While we are hopeful this will succeed there is a chance that Ashland and Bayfield Counties will end up with an increased role with the program.

If that is the case, Bayfield County anticipates three new hires: two facilitators and one mental health professional. We will have details on the staffing proposal at the meeting. All costs are planned to be covered by the CCS program.

Item 8. End of month March financials will be presented at the meeting.

**Minutes of the  
Bayfield County Personnel Committee Meeting  
4:00 PM, March 7, 2019  
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

**Members Present:** Dennis Pocernich, Brett Rondeau, Harold Maki

**Members Excused:** Tom Snilsberg, Tom Gordon

**Others Present:** County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Paul Johanik-Highway Commissioner, Mike Gustafson-Patrol Superintendent, Jeff Spencer-Highway Patrolman, Dan Clark-Chief Deputy, Jan Victorson-Emergency Management Director, Craig Park-Maintenance Supervisor, Dalton Collins-Highway Patrolman, Jacob Brandis-Highway Shop Foreman, Cheri Deragon-Highway Bookkeeper, Martin Skaj-Highway Patrolman

Meeting called to order at 4:03pm by Chairman Rondeau

**Public Comment:**

Dalton Collins: Comments supporting the Teamster Health Insurance for Non-Union employees of the Highway Department.

Martin Skaj: Echoed the comments of Collins and suggested that Teamster Health Representatives meet with the Personnel Committee.

Paul Johanik: Commented that he has not taken insurance for the last several years, so the county is currently ahead when it comes to premiums paid.

Jan Victorson: Appreciates that the county is looking at a policy for volunteer EMS and fire fighters.

*Motion Pocernich, Maki to approve Minutes of the February 14, 2019 Personnel Committee Meeting. Motion Carried.*

**Teamster Health Plan for non-union employees:** Abeles-Allison reported that the Highway Committee has recommended that the Personnel Committee consider moving non-union employees in the Highway Department to the Teamster Health Plan. Items to consider included: 1) Plan changes to be made at the beginning of a Year because changes made mid-year are complicated. 2) Consider if a change to Teamster Health would be beneficial for all county employees rather than a select few. Explanation of the HRA for the Teamster plan was provided, which is more flexible and is a higher amount than the General courthouse employee HRA. There would be approximately \$32,000 in additional cost associated with extending Teamster Health to the full management team in Highway. Traditionally, health insurance has been voluntary. The Teamster Plan would require that all employees must be enrolled whether they need the coverage or not. Teamster Health premiums are competitive.

*Motion Maki, Pocernich to authorize the management team of the Highway Department to participate in the Teamster Health Plan. Discussion: Non-union employees of the Highway Department have not been on the Teamster Health Plan in the past. This would include the Highway Commissioner and the Highway Superintendent. The Shop Foreman and Office*

Manager positions were put on the county wage schedule and county health insurance in 2018 when the positions were made non-union. Prior to that point those 2 positions were union positions and were eligible for the Teamster Health Plan.

*Motion Carried 2-1 with Rondeau opposed.*

**EMS / Fire Volunteer Work Policy:** Other counties were surveyed for input on what they do to encourage and accommodate employees that are volunteer EMS or fire fighters. Various options were provided.

*Motion Rondeau, Pocernich to suspend the rules and allow Dan Clark to address the committee. Motion Carried.*

Cable ambulance service is a paid service. Most services pay per diems.

One suggestion is to implement a policy that will reimburse up to 6 hours per month to respond while on county employment time.

Maki emphasized that there are too many requirements for volunteers and that is why the number of volunteers is declining.

Abeles-Allison shared that several employees and department heads provided input on this topic. All supported the county's effort to encourage volunteerism and that the county's effort to encourage other businesses in the county to do the same. One suggestion received was that county employees respond on the second call out if others are not available rather than being the primary call-out. Comment was received that certain positions would not be able to leave work for this purpose due to the job requirements (Dispatch, snow plow etc).

Recommendation of the committee is for Abeles-Allison to put together a draft policy and bring it to the Personnel Committee for consideration at the April meeting.

**Part-Time Jailer Wage Plan:** Proposal is to authorize step increases for part-time jailers that work 975 hours per year or more. There was not support for this policy. No action was taken.

**Part-Time staff to serve multiple departments:** There is currently funding for 2 separate part-time staff in the UW Extension Office (10 hrs/wk) and in the County Administrator's office (10hrs/wk). The proposal is to combine the two positions to make one part-time position. There would be no cost impact to the county, however, the combined position would be eligible for pro-rated benefits (sick, vacation, holiday).

*Motion Pocernich, Maki to authorize a combined part-time position serving multiple departments as discussed. Motion Carried.*

## Reports

- a) **Part-Time Retirement Options:** Abeles-Allison reported that trends show that a large number of "baby boomers" will be exiting the workforce over the next 10 years. The county could consider policies that would allow employees to continue to work,

- possibly on reduced hours.
- b) Personnel Financial: Average of about a 2% increase over 2018 at this time of year.
  - c) Health Insurance Reports: No utilization report was available.

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

- a. §19.85(1)(c, e) to approve Closed Session Minutes of February 14, 2019
- b. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to review recent exit interviews.
  - i. Highway Department Patrolman Wage Request
  - ii. Reclassification Request
- c. [19.85\(1\)\(g\)](#) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
  - i. Wisconsin Fair Employment Act Complaint
  - ii. Unemployment Claim

*Motion Carried. Entered closed session at 4:47pm*

*Motion Maki, Rondeau to return to open session. Motion Carried. Returned to open session at 5:05pm*

Meeting adjourned at 5:05pm.

*Minutes respectfully submitted by Kristine Kavajecz*

# DRAFT

## **3.7 Emergency Responders Leave**

Bayfield County supports the efforts of Emergency Response agencies and encourages county employees that are members of these agencies to participate in emergency response.

### **3.7.1 Responding to Emergencies Before Work Hours Begin**

Wisconsin Statute §103.88(2): An employer shall permit an employee who is a volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with sub. (3) (a). This subsection does not entitle an employee to receive wages or salary for the time the employee is absent from work due to responding to an emergency as provided in this subsection.

### **3.7.2 Responding to Emergencies After Work Hours Begin**

Bayfield County employees who are volunteer emergency responders (e.g., active Emergency Medical Technicians, Emergency Medical Responders or firefighters) may respond to calls for emergency services during their work shift based on the following guidelines:

- a) Employees shall provide their supervisors with documented evidence of their current status as an emergency responder.
- b) Dispatchers and Jailers, while on duty, shall not be permitted to leave their position to respond to emergency calls.
- c) Employees may only be granted leave to respond to emergency calls subject to the approval of their supervisor. Supervisors are encouraged to dialog with and support employees who are emergency responders and their requests for time off to the maximum extent practicable.
- d) While on such leave, employees are deemed not to be acting in their official capacity as an employee of the County and the County is not liable for any damages or injuries the employee may sustain or cause while taking such leave.
- e) Emergency Responders shall not sign up for "on-call duty" during county work hours.

### **3.7.3 Paid Leave Time**

Employees responding to emergencies during work hours shall be paid for up to four hours of response time per month unless the County Board Chairperson or his/her designee has declared an emergency. In these situations, the County Administrator may extend such leave.

Subject to supervisory approval, Emergency Responders may take additional leave to respond to emergency calls using compensatory or vacation time, or may be allowed to flex their work schedule to make up hours during the same work week.

In all cases, employees must ensure that their regular work duties continue to be completed in a timely manner. Bayfield County trusts that employees will use good judgement when deciding whether they should respond to emergency calls during work time.

### **3.7.4 Documentation**

Employees shall document time spent as Emergency Response on time sheets. If paid emergency responder time is used please include response number / incident name.