



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, May 31, 2018 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 May 3, 2018.
4. Presentation by Security Health Plan regarding Health Insurance Utilization and Recommendations for the 2019.
5. Discussion regarding Wellness planning / incentives for 2019/2020.
6. Discussion regarding Benefit Adjustments in 2019
7. Discussion and Possible Action Regarding Land Records Grant Positions.

8. Reports:

- a. Personnel Financial Reports, end of May 2018.
- b. Health Insurance Utilization
- c. Staffing Update

The committee may enter in and out of closed session pursuant to Wisconsin Statutes §19.85(1)(c, e) to approve Closed Session Minutes of April 5 and May 3, 2018; and §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. §19.85(1)(e), to deliberate or negotiate the purchase of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The committee will deliberate negotiation strategy with regard to the Teamsters Local 346, which recently recertified as a collective bargaining unit.

9. Discussion and Possible Action on Highway Employee wage classifications.

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

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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 County Journal, via email
The Daily Press, via email

**Minutes of the
Bayfield County Personnel Committee Meeting
4:30 PM, May 3, 2018
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

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

Members Excused:

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Caleb Brown-Forester, Theresa LaChappelle-UW Extension, Dan Heffner, Jody Heffner, Sarah Copp, Deidre Zifko, Pat Bruno (4:30pm)

Meeting called to order at 4:00pm by Rondeau

Public Comment: Nina Bucher and Jane Cook provided written comments that were distributed to the committee.

Theresa LaChappelle stated she does not believe people should be penalized for their medical conditions. Suggested that input should be gathered from employees. Employees are concerned with premiums and plan changes.

Dan Heffner is disappointed that the committee would consider penalizing employees for health conditions.

Jody Heffner also addressed concerns with being penalized for not meeting health standards.

Election of Chairman and Vice Chairman:

Motion Gordon to nominate Rondeau for the position of Chairman.

Motion Pocernich, Gordon to close nominations and cast a unanimous ballot for Rondeau for Chairman. Motion Carried (5-0).

Motion Pocernich to nominate Gordon for the position of Vice-Chairman.

Motion Pocernich, Rondeau to closed nominations and cast a unanimous ballot for Gordon for Vice-Chairman. Motion Carried (5-0).

Approval of Minutes of April 5, 2018.

Motion Pocernich, Rondeau to approve minutes of the April 5, 2015 meeting. Motion Carried (5-0).

Active Military Service Benefits: The committee considered a modification to the military leave policy :

“For purposes of vacation benefits, an employee who is deployed for extended active military duty (not annual training), shall be allocated two weeks of vacation upon return from active military duty.”

Motion Gordon, Pocernich to approve the Military Leave policy modification to the Personnel Policy Manual, effective immediately. Motion Carried (5-0).

Benefit Adjustments in 2019: Abeles-Allison reviewed current health utilization figures, which reflected 117% for the 12 month period ended January, 2018. The committee reviewed discussion topics that have been brought up in previous meetings:

- Considering adjustment to the HRA roll-over. The roll-over for employees was originally 100% of unused funds, the roll-over now is 25% of unused funds. Right now about \$300,000 comes back to the county for unused HRA funds annually.
- Consider a possible incentive for employees that have dual insurance (spouse and employee) to take the spouse’s insurance.
- Health Insurance Options such as having the county pay up to the cost of the HMO plan. If an employee chose a more costly plan, they would pay the difference.
- Switching from HRA to HSA.

Abeles-Allison reiterated that the goal of these discussions is to have time to research and evaluate any necessary adjustment decisions early rather than late in the year.

Representatives of Security Health Plan have agreed to participate in a May 31 Personnel Committee meeting if the committee is available to meet on that date.

Motion Pocernich, Gordon to suspend the rules and allow for public input at this time. Motion Carried. Comment from Gordon that insurance needs to be looked at during budget time as part of a whole package.

Questions from employees:

Are there other quotes from other companies?

When are health insurance premiums known for the coming year?

Has the county considered lobbying for a single payer health plan?

Comment that our employee group is getting older and the population of the county is getting older. Insurance is very important. Employees sometimes feel pressured that their medical costs are costing the county too much money.

Comment that the employees would hate to lose the HRA. It is important to help employees pay their deductible costs.

Comment was shared from a new employee that the county’s plan is much cheaper than their previous employer.

Comment that prescription co-pays were added this year for employees that meet their deductible.

Comment that employees that are infrequent users of the insurance are confused when they do need to use it. Further education would be helpful.

Abeles-Allison reported that the intent is to explore alternatives available and the county's insurance broker is preparing to solicit proposals later in the year.

Wellness planning / incentives for 2019/2020: Currently the county provides a 5% premium reduction if the spouse and employee complete an on-line health risk assessment and annual preventive exam. The county received information from the health insurance company that identified recommendations that the county could consider related to the wellness program. A summary of the recommendations was included in the meeting packet and were reviewed by the committee.

At a previous meeting, the Personnel Committee asked that information be provided on what other counties are doing for wellness requirements and incentives. A list of the various data from other counties/entities was reviewed.

Security Health Plan has recommended that the county consider basing the incentive on health outcomes. Example, If an employee has a BMI that is over the recommended/target BMI, they would need to complete specific action items that related to improving the BMI. Those items could include participating in education, exercise classes, on-line programming, health coaching, or a variety of other options that would need to be identified as part of the program.

There were 4 specific findings identified by Security Health as being the highest risk factors for Bayfield County employees and family members: Unhealthy Weight, High blood pressure, High blood sugar levels, Elevated cholesterol

There are 2 questions for the committee to consider:

- 1) Do we want to continue the current 2 wellness requirements.
- 2) Do we want to implement additional incentive requirements.

Reports:

- a. Personnel Financial Reports, end of April 2018: Personnel costs are currently 1.7% over the same time last year.
- b. Health Insurance Utilization: Reviewed earlier in the meeting
- c. Staffing Update: report on vacancies and new employees was provided.
- d. Report on NeoGov Onboarding System.

Next meeting will be on May 31 at 4:00pm.

*Motion Gordon, Pocerlich to enter in and out of closed session pursuant to Wisconsin Statutes §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 and to approve closed session minutes of January 4, 2018. Motion Carried.
Entered Closed session at 5:25pm.*

Motion Gordon, Pocernich to return to open session. Motion Carried. Returned to open session at 5:33pm

Meeting adjourned at 5:33pm.

Minutes respectfully submitted by Kristine Kavajecz

SecurityHealth PlanSM

Promises kept, plain and simple.

2018 Bayfield County Health Assessment (HA) Management Report

Purpose Statement

Provide Bayfield County with a snapshot of major wellness findings, offer evidence-based recommendations, and identify next steps Security Health Plan and Bayfield County can provide to offer employees and spouses with a customized wellness experience.

Demographics

1. In 2016, 204 participants completed the health assessment for an average HA score of 57.5.
2. In 2017, 209 participants completed the health assessment for an average HA score of 58.7.
3. The number of Individuals who completed the health assessment in both 2016 and 2017 totaled 186. The data listed below represents this cohort group.

Major Findings

1. Highest risk factors for your organization:
 - Unhealthy weight
 - High blood pressure
 - Elevated cholesterol
 - High blood sugar levels
2. Employees and spouse also reported high levels of stress and sleep difficulties.
3. Cigarette and alcohol use were both up slightly from 2016. Almost four percent (3.8%) of HA participants indicated they use tobacco. By comparison, 6.2% of Preventive Exam Result forms showed employee and spouse tobacco use and 12.4% of the forms did not indicate a patient's tobacco status.
4. As indicated on the Preventive Exam Results form, almost all employees and spouses (99.5%) are up to date, or have been given recommendations regarding immunizations and age and gender preventive screenings (97.3%).
5. Health assessment results show, 26.9% of employees and spouses are not up to date with their preventive health screenings. The discrepancy between the Preventive Exam Results form and HA might be attributed to providers not offering screening based on their patient's medical history or participants not following through with scheduling these preventive screenings.

SecurityHealth PlanSM

Promises kept, plain and simple.

Recommendations

The combination of the above risk factors increases the risk of metabolic syndrome. Metabolic syndrome is a cluster of conditions—increased blood pressure, high blood sugar, excess body fat around the waist, and abnormal cholesterol or triglyceride levels—that occur together, increasing your risk of heart disease, stroke and diabetes. In addition cigarette smoking increases risk as well. Having just one of these conditions doesn't mean you have metabolic syndrome. However, any of these conditions increase your risk of serious disease. Having more than one of these might increase your risk even more. If you have metabolic syndrome or any of its components, lifestyle changes can delay or even prevent the development of serious health problems.

It is recommended strategies be implemented to reduce cardiovascular risk factors and prevent metabolic syndrome, prediabetes and type-2 diabetes. Primary interventions suggest focusing on weight loss and smoking cessation. Even a 5% reduction in weight can help restore the body's ability to recognize insulin and reduce the chance of developing diabetes along with lowering blood pressure and cholesterol.

1. Continue using the premium share reduction as an incentive to encourage employees and spouses to complete a preventive exam and annual health assessment. Benefits of this program design include:
 - Using collected data to track and measure efficacy of interventions
 - Includes the participant's primary care provider in addressing unhealthy lifestyle behaviors and biometric measures outside of range
2. Offer educational opportunities to address weight management and smoking cessation, stress reduction and sleep improvement.
 - Increase employee and spouse awareness and skill development through presentations, challenges, and educational materials. SHP provides two educational opportunities per year which can be tailored to address these concerns.
 - Promote and connect employees and spouses who use tobacco with Security Health Plan's Tobacco Free program or with the State Tobacco Quitline
 - Encourage employees to complete a health assessment review with a Security Health Plan health coach and participate in multiple sessions with a coach to address high risk health behaviors.
3. Seek opportunities to create a culture of wellness in the workplace by making the healthy choice the easy choice.
4. Connect with organizations and programs in the community that focus on health and well-being.

To: County Administrator

Land Records Department is Requesting two positions. Currently they are full time contract through Premier Workforce Solutions, LLC. Currently these positions are grant funded. The Land Records department has had a large influx of solid grant funding over the past few years. This is stable funding that is increasing. Instead of hiring staff we have contracted.

GIS Land Projects Assistant:

This fulltime position has been with us for 9 years has become a much need member of the Department. The most recent projects have been GIS road digitizing, Interactive Mapping, County Road Map, well log data entry and our latest County Plat Book. Without this position these projects could not get completed in a timely manner, and allows us to respond to requests to other departments. One of the other highlights is this position did all the mapping for the flooding and blowdowns in 2016 that had thousands of people using our application to navigate Bayfield County.

GIS/Survey Technician:

This position has been working for the County going on two years and has made a lot of progress. The current role of this position is to serve as the County Surveyor's assistant in the field and to be future backup for the County Surveyor. We were unsuccessful at hiring a full time licensed surveyor. Instead we have retained our GIS/Survey Tech for this role together with guidance from a licensed surveyor (Pat with Pine Ridge). In 2018 we did budget for a full-time surveyor, instead we ended up with a contract for one day a week with Pine Ridge. Our Tech however is working daily in the field. I would propose moving this position to a full-time position, cost would be less than the full time surveyor as originally proposed. This would create a solid program for Land Records which is supported by all the land departments and allows progress on completing the re-monumentation program and remap the parcels to increase the accuracy.

LAND RECORDS

	SURVEY TECHNICIAN K. Tibbals	GIS LAND PROJECTS TECHNICIAN P. ROBERTS
WAGES	36,894.00	36,894.00
FICA	2,822.39	2,822.39
CO SHARE RETIREMENT	2,471.90	2,471.90
HEALTH	17,324.56	17,324.56
HRA	2,400.00	2,400.00
LIFE	4.79	4.79
DISABILITY	0.00	0.00
	61,917.64	61,917.64

Total Estimate for the two positions **\$123,835.28**

Total Budgeted for these positions as a contract **\$86,000 through grants.**

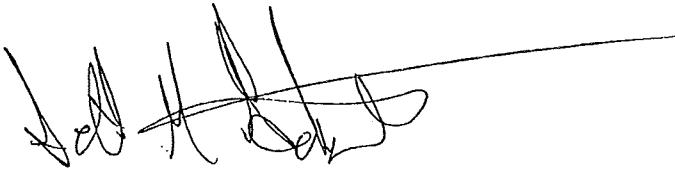
Need **\$37,835.28** additional to make full time County employee

Total Contract with Pat at Pine Ridge **\$12,000**

Total Budgeted for the County Surveyor position in 2018 **\$85,179**

Difference of **\$73,179** left in the budget

By making two positions full time and not hiring full time county surveyor would be in the positive
\$35,344

A handwritten signature in black ink, appearing to be "J. H. [unclear]", with a long horizontal line extending to the right.

5/24/2018