



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, July 5, 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 (Amended 7/2/18)

1. Call to order
2. Public Comment
3. Discussion and Possible Action Regarding Approval of Minutes of May 31, 2018.
4. Review of Personnel Financial Report, first half 2018
5. Discussion and Possible Action regarding wellness planning for 2019.
6. Discussion and Possible Action regarding 2019 Health Insurance Plan Design.
7. Discussion and possible action regarding Benefit Adjustments in 2019
8. Discussion and Possible Action regarding personnel manual amendments:
Educational incentive language for employees studying to be EMTs or Fire Fighters.

9. Discussion and Possible action on Human Services Social Worker III position in 2019.

10. Budget Discussion, staffing 2019

11. Discussion and Possible Action Regarding Pilot Telecommuting (Work from Home) Policy.

12. Reports:

a. Staffing Update

13. 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 May 31, 2018
- 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.
- c. §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 and WPPA Local 216.

14. 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, July 5, 2018

Item 4: The mid-year 2018 personnel financial report for the first six months will be run early this coming week and placed in the drop box. This will let us know where we are at the mid-year point.

Item 5. Wellness planning: Over the past several meetings the 2019/2020 wellness plan has been discussed. The policy currently in place for 2018, determines what will happen in 2019. We are discussing what the policy / requirements will be for 2019, impacting the year 2020.

Here are my recommendations:

- A. Continue the 5% incentive for participation in wellness if employees complete the health risk assessment and annual physical.**
- B. Add an additional 1% discount for the health targets.**

Attached is a brief summary / recommendation from our wellness coordinator with Security Health Insurance and sample form from another community (Eau Claire). The incentive in B would provide wellness incentives for those interested. Saving would be small. I would recommend we do this just for the employee in 2020. 1% incentive could save an employee \$200 annually on a family plan. Estimated participation would be 30% of county employees, total cost to county, \$6000.

Item 6. We are planning to bid out health insurance this year. Now is the time to determine what services we want included. We have discussed a number of scenarios. Here is what I would recommend getting proposals on:

- Current benefit levels
- Savings with a higher max out of pocket
- Savings with an ER and Urgent Care Co-pay (\$100)
- Savings with an office visit co-pay (\$25)

Our insurance consultant may have some other recommendations. They hope to have updated rates by mid-September.

Item 7. During our planning for 2019 we have discussed other non-insurance health benefit adjustments. Below is the running list of items discussed. No action is needed until the insurance proposals come back.

- Contribute towards the HMO plan only (4% difference between HMO and POS Plan). HMO plan was recently expanded to include Mayo.
- Modified fee structure for those with dual coverage.
- HRA roll over adjustments.
- In house health services.

A combination of the ideas in items 5, 6 and 7 will likely be needed to continue the push towards an affordable and sustainable medical plan for the county.

Item 8. One personnel manual modification is suggested. At present Bayfield County provides an educational incentive for employees continuing their studies. We pay 66% up to \$500 per semester and \$1000 per year.

The program is designed to encourage employees to seek additional education that benefits them and the county.

A modification is proposed that would specifically allow this educational incentive / assistance, for individuals taking courses for EMS/FIRE certifications.

Since implementation in 2016, Bayfield County has spent \$3,374.27 on this program assisting 8 employees. All of those assisted so far remain with the county.

Item 9. A recommendation for creation of an additional Social Worker III position in Human Services has been made. This would replace an existing SW II position and reflects new skills and initiatives of a particular employee and the benefit it will have for the department. Attached please find supporting materials. I support the request.

Item 10. Personnel planning for the 2019 budget is underway. My goal is to contain personnel costs to current levels as we go into a new year with slightly declining revenue levels. Requests for 2019 are starting to come in. I will review what I have at the meeting.

Item 11. Kris has completed the summer intern hiring surge. 12 interns were hired and/or oriented over the past 60 days, in addition to 6 new regular employees. There are currently 4 additional full-time positions being filled and 4 part-time or limited term positions.

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, May 31, 2018
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

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

Members Excused: Tom Snilsberg

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Tamma Notaro-SHP, Janelle Radant-SHP, Tanya Scherf-SHP, Dan Heffner, Jody Heffner, Bonnie Chivers, Pete Morrissette-Health Educator

Meeting called to order at 4:00pm by Rondeau

Public Comment: None Received

Presentation by Security Health Plan regarding Health Insurance Utilization and Recommendations for the 2019: Current utilization is 124% for the past 24 months. 93% is considered a break even loss ratio from Security Health's standpoint. Tamma Notaro with Security Health Plan provided an overview of the Employer Group Report, which was handed out to committee members.

Look at plan design: Deductible, employee share of premium for each type of plan, Emergency Room Co-pay. Surcharge for members that have insurance available through a spouse.

Wellness planning / incentives for 2019/2020: All employees are currently eligible for a 5% discount on health insurance premiums if they employee and spouse have an annual physical and complete an on-line health risk assessment. Statistics show that weight and weight related medical conditions are a concern for Bayfield County employees. Security Health has recommended that the county consider an outcomes-based wellness incentive program. SHP provides free access to health coaching and other resources that could be a component of the outcomes based system.

Benefit Adjustments in 2019:

Options include: County contributing to at the HMO plan level, incentives for dual coverage, HRA roll-over adjustments, Consider implementing co-pays, offer in-house health center services, Implement Emergency Room Co-pay.

Land Records Grant Positions: There are currently 2 long term grant positions in the Land Records office: GIS Project Assistant and Survey Technician. The Land Records office has made a request to make these positions county positions instead of contracted positions. The 2018 budget included funds for a full-time surveyor. This position was unable to be filled, so has been contracted to a local surveyor. The ongoing funding for these positions is very secure according to the Land Records Administrator. The cost of making these positions county employees would be offset by the savings from not hiring a County Surveyor. Current expense for the contracts is about \$86,000. Cost as county employees would be estimated at \$135,000 depending upon health insurance selections. County Administrator feels these positions are important to the county and he would support this request, either now, or through the 2019 budget process.

Motion Gordon, Rondeau to consider converting the GIS Assistant and Survey Technician positions to county employees as part of the 2019 budget process contingent upon continuing grant funding. Discussion took place regarding the long term costs and benefits that would result from this action. Motion Carried (3-1) Pocernich opposed.

Motion Pocernich, Maki to 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. Motion Carried (4-0) Chivers was allowed to remain for a portion of the closed session. Entered closed session at 6:22pm.

Motion Gordon, Pocernich to return to open session. Motion Carried. Returned to open session at 7:09 pm.

Reports: Payroll financial report reflected that expenses have increased less than 2% over the previous year at this time.

Motion Pocernich, Gordon to receive the financial report and place it on file. Motion Carried.

Meeting adjourned at 7:10pm.

Minutes respectfully submitted by Kristine Kavajecz

Mark Abeles-Allison

From: Scherf, Tanya K <scherf.tanya@securityhealth.org>
Sent: Friday, June 01, 2018 1:11 PM
To: Mark Abeles-Allison
Subject: RE: PRESENTATION
Attachments: Preventive Exam Results final HP-00458-04_v8_FF.pdf

Good morning Mark!

I have attached a copy of the form Eau Claire School District uses. We would customize it to your group also. Take a look and see what you think. I have put the list of required health targets below. If they miss 1 or multiple targets they are required to complete the alternate standard. The program would be 3 steps:

1. Health Assessment
2. Preventive Exam
3. Meet biometric health targets or compete an alternate standard.
 - a. Alternate Standard Options
 - i. Work with provider on a plan to address health
 - ii. Participate in at least 3 health coaching sessions through SHP (Free)

Feel free to give me a call to talk through things. Have a great weekend!

Tanya

Biometric screening	Health target
Tobacco use	Provider attestation that patient is tobacco-free
BMI, waist measurement	<ul style="list-style-type: none">• BMI: Less than 27.5OR• Waist measurement: Less than 40 inches for men Less than 35 inches for women
Blood pressure	Less than 130/80 mm/Hg (Both numbers must be below the target)
LDL cholesterol*	Less than 130 mg/dl
Glucose*	Less than 100 mg/dl

TUITION ASSISTANCE PROGRAM APPLICATION

INSTRUCTIONS: See back of form

EMPLOYEE NAME (PLEASE PRINT)	WORK PHONE NUMBER	APPLICATION DATE
POSITION TITLE	DEPARTMENT	DATE OF HIRE
NAME OF SCHOOL	STARTING DATE OF COURSE(S)	
REIMBURSEMENT IS REQUESTED FOR COURSEWORK THAT IS NAME OF DEGREE PROGRAM:		
<input type="checkbox"/> DIRECTLY JOB-RELATED <input type="checkbox"/> WITHIN A JOB-RELATED UNDERGRADUATE DEGREE PROGRAM <input type="checkbox"/> ACCREDITED SELF STUDY COURSE <input type="checkbox"/> EMT/Firefighter Certification Coursework		
(Attach Copy of Technical College, Undergraduate, or Graduate Level Program)		
Course Title	Course No.	Credit Hours
* Description of Other Costs:		
HOW ARE PROPOSED COURSES OR DEGREE OF VALUE TO YOUR PRESENT JOB?		
ARE YOU ELIGIBLE FOR AID FROM OTHER SOURCES? (e.g., Veteran's Educational Program, Scholarships, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN:		

IT IS MY UNDERSTANDING THAT:

- 1) Reimbursement will be limited to 66% of tuition, books, course-required materials, and lab fees up to \$500 per semester; with a maximum reimbursement of \$1000 per calendar year.
- 2) Reimbursement will be made only upon the presentation of evidence of satisfactory completion of the course(s) (Grade of "C" or better for an undergraduate course; a grade of "B" or better for a graduate level course; and a "Pass" for a "pass/fail" course) and paid receipts for tuition, books, materials, and lab fees.
- 3) Grade report and original paid receipts must be presented to the County Administrator together with a completed Tuition Assistance Program Payment Authorization form no later than thirty (30) days following course completion.
- 4) To be eligible for reimbursement, I must remain on the payroll as a regular full-time or part-time employee for one (1) year after course completion or I agree to repay 100% of the tuition expenses provided to me during the previous twelve (12) months. I authorize Bayfield County to withhold any remaining amount from my pay(s) as required.
- 5) I FURTHER UNDERSTAND THAT participation in the Tuition Assistance Program is not an employee right and although the County expects to continue this program in the future my participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, my work record at the time of enrollment, or other related factors. Curtailment of the program will not affect payment for a course that has been previously approved.

_____ Employee Signature _____ Date

DEPARTMENT HEAD/IMMEDIATE SUPERVISOR: following reasons:	I ___ RECOMMEND ___ DO NOT RECOMMEND approval of the above course(s) for the
_____ _____ _____	
Signature _____	Date _____
(DEPARTMENT HEAD/IMMEDIATE SUPERVISOR)	
COUNTY ADMINISTRATOR: Request: ___ APPROVED ___ DENIED ___ ELIGIBILITY VERIFIED	
Comments: _____ _____	
Signature _____	Date _____
(COUNTY ADMINISTRATOR)	

TUITION ASSISTANCE PROGRAM APPLICATION

INSTRUCTIONS

1. Discuss your educational plans with your Department Head and/or Immediate supervisor.
2. Complete the form, sign, and submit it to your Department Head and/or immediate supervisor for recommendation to approve or deny. THE FORM SHOULD BE RECEIVED BY THE PERSONNEL DEPARTMENT AT LEAST THIRTY (30) DAYS, BUT NO SOONER THAN NINETY (90) DAYS PRIOR TO THE START OF THE COURSE.
3. The Department Head and/or immediate supervisor will forward form to the County Administrator for approval.
4. The County Administrator will notify the Department Head and/or immediate supervisor and employee of the final decision.
5. If approved, employee must complete a signed Tuition Assistance Program Payment Authorization form and submit it along with original paid receipts and grade report to the COUNTY ADMINISTRATOR WITHIN THIRTY (30) DAYS FOLLOWING CLASS COMPLETION.

POLICY

The Bayfield County Tuition Assistance Program is designed to provide financial assistance to employees who voluntarily enroll in job-related, educational courses that are of benefit to the County as an employer, or an EMT/Firefighter Certification course.

ELIGIBILITY

Regular full-time and part-time employees who are not eligible for other County-sponsored programs which provide reimbursement or compensation for attending or having attended school, are eligible for tuition assistance under this program.

ACCEPTABLE COURSEWORK

Tuition Assistance benefits are available for:

- * Courses which are directly related to the employee's current job, would improve their skills on the job, and would allow the employee to be considered for promotional opportunities within the County. Elective courses selected in pursuit of a degree are eligible for reimbursement subject to the requirements of this policy.
- * Courses within relevant technical college, undergraduate, or graduate level programs. Acceptable degree programs are those that relate to County functions, or services.
- * Courses required for EMT or Firefighter Certification.

REIMBURSEMENT

Expenses which may be reimbursed under this program include tuition, books, course-required materials, and lab fees. The County will pay 66% of these educational costs up to \$500 per semester, with a maximum reimbursement of \$1000 per calendar year.

Reimbursement will be made only after satisfactory completion of the course(s). This is interpreted as at least a grade of "C" or better for an undergraduate course or a grade of "B" or better for a graduate level course. Courses taken on a "pass/fail" basis may be allowed, but only if approved in advance by the Department Head and the County Administrator.

MINIMUM EMPLOYMENT AFTER REIMBURSEMENT

Employees are required to maintain employment with the County for one (1) year after course completion. If an employee does not remain employed with the County for one year, they must repay 100% of the tuition expenses provided to them during the previous twelve (12) months. Employee authorizes withdrawal from their final paycheck as necessary to reimburse the county.

PARTICIPATION GOALS

To the greatest extent possible, all regular employees who meet the Tuition Assistance program qualifications will be afforded access to the program.

However, participation in the Tuition Assistance Program is not an employee right. An employee's participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, an employee's work record at the time of enrollment, or other related factors. Curtailment of the program will not affect payment for a course that has been previously approved.

PROGRAM LIMITATIONS

1. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid before applying for benefits under the County's Tuition Assistance Program.
2. All courses must be taken outside an employee's regular work hours. Vacation, PTO, floating holiday, compensatory time, or an adjusted work schedule may be used if Department Head approval has been given. Adjusted work schedules may be authorized only when they are not in violation of any Federal overtime laws or collective bargaining agreements.
3. Reimbursement of educational expenses will not be made to an employee who terminates employment with the County before completion of the course(s).
4. Reimbursement will not be made to an employee who withdraws from the course(s) for any reason.
5. Workshops, seminars, conferences and in-service training are not part of the Tuition Assistance Program.

FOR MORE INFORMATION CONTACT THE COUNTY ADMINISTRATOR AT (715) 373-6181