



Bayfield County Administrator

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BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

Brett Rondeau, Chair **Fred Strand**
Tom Snilsberg, Vice Chair **Dennis Pocernich** **Marty Milanowski**

Dear County Board Members:

This letter is written to inform you of the Bayfield County Personnel Committee Meeting scheduled for 4:00pm Thursday, August 6, 2020. This meeting will be held in the County Board Room, Washburn WI, and is also available to access remotely. The public will be able to participate in the Meeting via voice either by using the internet link or phone number below.

[Join Microsoft Teams Meeting](#)

[+1 715-318-2087](#) United States, Eau Claire (Toll)

Conference ID: 304 260 403#

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Contact the Bayfield County at 715-373-6181 if you have access questions.

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 July 2, 2020
4. COVID Workplace Updates
5. COVID-19 Personnel Policies
 - a. Contingency Planning / Maintenance of Service / Rotating Schedules
 - b. Back to School Policy /
6. Discussion and Possible Action Regarding Personnel Policies
 - a. Expand Maternity/Paternity policy to include Regular Part-Time Employees.
 - b. Allowing employees to access Income Continuation Insurance (ICI) when eligible without exhausting available paid leave first.
 - c. Health Department On-Call Policy.
7. Reports
 - a) Human Resources Report
 - b) Personnel Financial Report for the month of June 2020
8. 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 July 2, 2020
 - ii. WPPA Negotiation Preparations
 - iii. Employee specific compensation.

9. 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 Daily Press, via email

Personnel Committee Narrative, August 6, 2020, 4:00pm

This will be an in-person and remote meeting in the County Board room.

Item 4: Most all staff are working regularly in the courthouse. We do have some staff that work primarily outdoors, ie: foresters, surveyor, etc. continuing to work periodically from home.

County COVID preparedness falls into two groupings: Vacation travel and COVID Exposure.

VACATION TRAVELS: In accordance with CDC and Public Health Standards, employees returning from travel are isolating to prevent possible exposure to their co-workers. Assessments are being done on a case by case basis based on individual situations. This may mean working in a separate office away from others, working in the field or working at home.

COVID-19 EXPOSURE: When an employee is notified by public health that they have been in contact with a positive person the employee is self-isolated for 14 days. Accommodating these immediate notifications is challenging but is working well.

The ultimate goal of self-isolation / self-quarantine is to continue to have work getting done while minimizing potential exposure in the general workplace to ensure continuation of services.

We have discussed the topic of rotating staff, in and out of the office to ensure we have backup in case of a positive within an office. We plan to implement this on an office by office or section by section basis, based on each office's unique need, office setting and potential exposure.

We will report on this monthly to personnel.

Item 5:

- a. Expand Maternity/Paternity policy to include Regular Part-Time Employees: The current policy only applies to Full-Time employees. The proposal is to include pro-rated leave for Regular Part-Time employees.

A regular employee is one who works at least 50%. Recommended effective date September 1, 2020.

Allowing employees to access Income Continuation Insurance, (ICI) also known as short term disability, currently requires an employee to exhaust all available paid leave (sick, vacation) first. Since the current minimum ICI waiting period is 30 days (calendar days), an employee already must use some paid leave time prior to qualifying for ICI. We recommend that employees be allowed to use ICI without having completely exhausted their leave. We would specify however that employees not be allowed to supplement their ICI with sick or vacation. Effective date September 1, 2020.

b. On-Call Pay for Health Department: There is currently a policy in place for Human Services staff that are assigned on-call duties. We would like to extend this provision to Health Department Staff that are assigned on-call duties during the pandemic. It would be authorized for one nursing and one sanitarian/health educator staff person at a time. We propose to implement this for the period of March 19, 2020 until the need for contact tracing is no longer required.

3.20 On-Call

Employees who are assigned Human Services duties shall be paid one dollar and fifty cents (\$1.50) per hour. Employees who are on-call and who are called out shall receive compensation in the form of compensatory time off in accordance with the Fair Labor Standards Act but shall be compensated for a minimum of 30 minutes.

Item 7: An HR report will be distributed together with the June Personnel Financial report before the meeting next week.

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, July 2, 2020**

**Meeting was Held Remotely through Microsoft Teams and in person at the Bayfield
County Board Room, Washburn, WI**

Members Present: Dennis Pocernich, Tom Snilsberg, Fred Strand, Marty Milanowski

Members Excused: Brett Rondeau

Others Present: Kristine Kavajecz-Human Resources Director, Sara Wartman-Health Director (remotely)

Meeting called to order at 4:00pm by Vice-Chairman Snilsberg

Public Comment: None

Minutes of June 4, 2020: Motion Pocernich, Milanowski to approve minutes of the June 4, 2020 Personnel Committee meeting. Motion Carried (4-0)

Update of Courthouse Staffing: Kavajecz reported that the majority of employees are back to work on-site. Very few exceptions apply.

Covid -19 Policies: Two documents were reviewed that outlined the currently policies and procedures regarding precautions to be taken when working on-site, and protocols to follow when travel occurs.

Health Department Staffing:

Sara Wartman joined the meeting remotely. She explained that the department has been advertising for a .43FTE for quite some time. She is proposing that this position be increased to Full-Time temporarily to attract applicants and also to provide redundancy in the department to ensure that program deliverables are met while existing staff are tasked with COVID-related duties. Funding is available both through the COVID allocation and through new grant funded programs that the position would support. Wartman explained that a BSN/BAN educational level is preferred over RN certification because the higher education provides a more broad scope of concepts and administration, whereas the RN certification focuses on specific service delivery.

Wartman explained that the WIC program is requiring that a Dietician be on staff. The position is not permitted to be contracted. WIC recommends a 16-hour per week position, whereas the department believes that 8 hours per week will be sufficient and could facilitate providing a higher wage, making the position attractive as a supplemental job.

Motion Strand, Pocernich to authorize the lateral transfer of Mary Spoden from a PT LPN position in WIC to a PT LPN position in the Public Health office. Motion Carried (4-0)

Motion Pocernich, Milanowski to authorize the vacant Part-Time Public Health Nurse position to be increased to a Limited Term full-time Public Health Nurse Position for one year. At the end of that year, the position shall be reduced to .43% time as originally requested. Motion Carried

(4-0)

Motion Pocernich, Strand to authorize the hiring of a part-time Dietician, working up to 8 hours per week and with the ability to telecommute.

Motion Pocernich, Strand to amend the motion to include that the hourly wage for the Dietician not exceed \$40 per hour. Motion Carried (4-0) Motion Carried on the original motion as amended (4-0).

Motion Strand, Milanowski to hire two temporary contact tracers now, to be training and utilized if needed, with Human Resources to determine the appropriate rate.

Motion Carried (4-0) Discussion that funding for these position will be covered by COVID funds.

Wartman exited the meeting at this time.

Human Resources Report: Handout was provided. Kavajecz reviewed recent promotions, hires and current vacancies.

Personnel Financial Report: Nothing significant to note. Report was included in the meeting packet.

Motion Pocernich, Milanowski to enter into 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 June 4, 2020

ii. WPPA Negotiation Preparations

iii. Employee specific compensation.

Motion Carried. Entered closed session at 5:10pm Kavajecz was allowed to remain in the meeting.

Motion Strand, Pocernich to move into open session. Motion Carried. (4-0) Entered open session at 5:13pm

Meeting adjourned at 5:13 pm.

Minutes respectfully submitted by Kristine Kavajecz