

**Minutes of the
Bayfield County Personnel Committee Meeting
4:30 PM, February 1, 2018
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

Members Present: Brett Rondeau, Dennis Pocernich, Harold Maki, Rachel Coughtry

Members Excused: William Bussey

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Todd Kruit-Jail Corporal, Tom Toepfer-Highway Commissioner

Meeting called to order at 4:30pm by Chairman Rondeau

Public Comment: Todd Kruit, Jail Corporal commented that he would like the committee to consider giving credit to PT employees who become FT. Also want the committee to be aware that there will be a number of employees reaching step 11 in the near future.

Tom Toepfer-Highway Commissioner: Asked if he would be allowed to comment during regular session. The committee explained that holiday pay was not on the agenda, so Toepfer provided comment on that topic and reserved his other comments for regular session. Toepfer reported that Highway employees worked on December 26 and December 29, which were observed holidays for other county employees. He provided a handout of the county policy with regard to holiday pay and asked that the employees be paid overtime for these dates in addition to the overtime paid for working on the actual holiday.

Approval of Minutes of January 4, 2018: *Motion Pocernich, Maki to approve minutes of the January 4, 2018 Personnel Committee meeting. Motion Carried (4-0)*

Wage schedule three-year market analysis: Abeles-Allison reported that the wage consultant recommends a wage schedule review at 3-5 year increments unless the county is receiving few applications for positions, or are having a high number of employees leaving employment for non-retirement reasons. Because the county is not having extreme difficulty in recruiting or retaining employees, the recommendation of Abeles-Allison is to conduct a re-evaluation of the wage schedule in 2020. Estimated cost for the re-evaluation study is \$10,000.

Discuss Setting annual indexing of wage schedule: Over the past 3 years, the County Board has indexed the wage schedule by .5% each year. Each of the 11 steps on the wage schedule reflect a 2.5% increase. When an employee reaches step 11, they remain at that step, but receive the annual wage schedule indexing. A report was provided in the committee meeting packet which reflects that average indexing in Northern Wisconsin is 1.5%, although some employers do not have a 2.5% step schedule (they may have a 1.5% step system). 1% indexing is currently equivalent to approximately \$80,000. Abeles-Allison referred to a handout which outlined several options that could be considered with regard to indexing.

Motion Pocernich, Coughtry to dispense with the rules and allow Tom Toepfer to speak. Motion Carried (4-0).

Toepfer reported that this discussion was initiated as a result of his Patrol Superintendent being

at step 11 and only receiving a .5% wage adjustment, when the CPI was 1.84%. Toepfer reported that if employees at step 11 do not receive an equivalent of CPI, their spending power is reduced because their income is not increasing at the rate of the CPI.

2018 wages for those at 11th step for more than one year: There are currently 5 employees that have been at step 11 for more than 1 year.

Suggestion was made to take the 2018 wage scale and current employee census and do calculations to determine the cost of the various options outlined in the handout. 1) CPI increase for those at the 11th step. 2) .5% increase and balance to be given as stipend/bonus.

Reports:

- a. **Personnel Financial Reports, 2017:** General Fund overall was at 98% of budgeted figures for the year. Total payroll and benefits for the entire county increased about 1% in 2017.
- b. **Health Insurance Utilization:** Utilization average through October, 2017 is currently at 115%. The average in 2016 at that time was 110%.
- c. **Staffing Update:** Review of current and recently filled positions.

Pocernich exited the meeting at 5:34pm.

Coughtry indicated that the minutes of January 4 should be corrected to reflect that HSA is more flexible than HRA.

The committee did not go into closed session.

Meeting adjourned at 5:36pm

Minutes respectfully submitted by Kristine Kavajecz