

**Minutes of the
Bayfield County Personnel Committee Meeting
4:30 PM, March 2, 2018
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

Members Present: Brett Rondeau, Dennis Pocerlich, William Bussey, Harold Maki, Rachel Coughtry

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Tom Toepfer-Highway Commissioner, Kevin Johnson-CVSO

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

Public Comment: None

Approval of Minutes of February 1, 2018: *Motion Bussey, Pocerlich to approve minutes of the February 1, 2018 Personnel Committee meeting. Motion Carried (3-0)*

Clarification of Language in the Personnel Manual Related to Holiday Pay: Recommended clarifications to the holiday policy language were reviewed. Suggestion was made to identify the definition of a “recognized holiday” within the policy. The committee allowed Toepfer to address the committee at this time. He stated that he disagrees with the proposed language and he believes that even if the policy is clarified, his crew should still be paid overtime for both the legal and recognized holidays that they worked over Christmas and New Years.

Motion Bussey, Rondeau to accept the clarifications as proposed to the holiday pay policy with the addition of a definition of “recognized holiday”. Motion Carried (4-1)

Motion Maki, Coughtry to pay overtime to those County employees that were called in to work on December 26 and December 29, 2017. Discussion took place. (Motion Carried 4-1)

Benefits when employee is called to Active Military Duty: Abeles-Allison reviewed the current policy language and explained how the policy aligns or exceeds state or federal allowances. Discussion was held whether sick leave and vacation should continue to accrue during the duration of any active duty, regardless of length. Discussion was held regarding whether the county should consider offering to supplement military wages if they are less than what the employee would have been making if still working. WRS contributions from the county will be made if the employee chooses to make their share of contributions upon return from deployment. County Administrator will consider the impact on Life Insurance through the WRS during deployment.

Review of Job Descriptions for Management Team Positions in the Highway Department: Anticipated retirements in the Highway Department are anticipated over the next couple of years. Job descriptions are being reviewed in anticipation of this. Suggestion from the committee to allow the Patrol Superintendent to obtain CDL within 60 days of hire.

Wage Schedule, 11th Step: Employees at the 11th step of the wage schedule currently receive the

annual indexing of the wage schedule. One suggestion under consideration is to give the difference between the CPI-U and the indexing amount as a stipend.

Motion Bussey, Coughtry to issue a bonus/stipend of 1.34% to employees that were at step 11 going into 2018. The bonus/stipend will include the annual wage scale indexing.

Motion Coughtry, Pocerlich to amend the initial motion to also calculate a bonus/stipend for those employees that were at step 11 in 2016 going into 2017. Motion Carried (5-0).

Vote was taken on the initial motion as amended. Motion Carried (5-0)

Benefit Adjustments in 2019: Discussion was held regarding offering an opt-out option for employees that have other health insurance coverage options through a spouse. Current HRA roll-over is 25% of unused funds. The county could consider modifying the roll-over amount.

Human Resources Support: Rondeau reported that he requested that this topic be placed on the agenda. The committee suggested that all exit interviews be reviewed by the Personnel Committee. Discussion was also held regarding staffing needs for Human Resources functions. This topic may be considered in the 2019 budget.

Reports:

- a. **Personnel Financial Reports, end of 2017 and end of February 2018:** There was a 1.7% increase in payroll and benefits costs in 2017 over 2016. As of February 2018, payroll and benefits costs YTD and about 1.3% over the same time in 2017.
- b. **Health Insurance Utilization:** No current information available.
- c. **Staffing Update:** Review of recent hires and current vacancies.

The committee did not go into closed session.

Meeting adjourned at 6:14pm.

Minutes respectfully submitted by Kristine Kavajecz