

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, July 5, 2018
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

Members Present: Dennis Pocernich, Tom Gordon, Tom Snilsberg

Members Excused: Brett Rondeau, Harold Maki

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Elizabeth Skulan-Human Services Director

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

Public Comment: None Received

Motion Pocernich, Snilsberg to approve minutes of the May 31, 2018 Personnel Committee meeting. Motion carried.

Financial Report: The committee reviewed the mid-year financial report. No significant concerns were identified.

Wellness: Security Health has recommended that the county introduce a voluntary health targets program to the wellness program for the 2019/2020 plan year. The program would identify 5 health targets for Tobacco use, BMI, Blood Pressure, LDL, and Glucose. Employees that meet the health targets would receive an additional 1% health insurance premium incentive. If the employee does not meet the 5 health targets, they would be required to show proof that they are working with their doctor to meet the targets, or complete 3 health coaching sessions with Security Health related to the target in order to receive the incentive.

Motion Pocernich, Snilsberg to introduce an additional 1% health insurance premium incentive to employees that meet the 5 health targets, or that meet the educational requirements for those health targets that are not met. This incentive shall be offered for the 2019/2020 health insurance plan year. Motion Carried.

2019 Health Insurance Plan Design: The committee discussed the three estimates that were provided by Security Health for plan design changes in 2019. Each of the 2 estimates use the existing plan design with slight modifications and their associated impact on premiums.

Motion Pocernich, Gordon to instruct the health insurance consultant to put the health insurance out for bids with the plan design recommendations provided by Security Health Plan. Motion Carried.

Non-Plan Design Health Insurance Considerations for 2019:

- Modified fee structure for employees with dual coverage.
- In-House Health Services
- HRA roll-over modification. Abeles-Allison provided an explanation of how the HRA works and the amounts of the contribution. Annual roll-over is currently 25% of

- unspent funds.
- Premium contribution at the HMO level. Employee to pay difference if selecting the POS plan.

Personnel Policy Modification:

The committee discussed a modification to the Tuition Reimbursement Program to include employees that want to take FIRE or EMS Certification courses.

Motion Pocernich, Gordon to modify the Tuition Reimbursement Program Policy to include FIRE and EMS Certification Courses. Motion Carried.

DHS Social Worker III Position: Elizabeth Skulan, Human Services Director was asked to provide an overview of the request for the Social Worker III position. Skulan explained that Joann Paraventi has about 30 years of experience as a Social Worker. Paraventi was instrumental during an extended absence of the Section Manager. There is not currently a Social Worker III in the Aging & Disability Services Section. The committee reviewed the revised job description and discussed the request.

Motion Pocernich, Snilsberg to authorize Social Worker III status for Joann Paraventi, placing her at Grade L, Step 8 on January 1, 2019 and approving the modifications to the job description as presented. Motion Carried.

2019 Staffing Discussion:

Abeles-Allison explained that there have been requests from 2 departments related to staffing modifications for 2019:

Land Records request to convert 2 contract employees to county employees.
Register of Deeds request for additional half time staff.

Telecommunicating Policy:

Motion Pocernich, Snilsberg to extend the Telecommuting pilot program through the end of December, 2018. Motion Carried.

Reports: Staffing Update was provided.

Motion Pocernich, Snilsberg to enter closed session pursuant to Wisconsin Statutes:

- §19.85(1)(c, e) to approve Closed Session Minutes of May 31, 2018*
- §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 and WPPA Local 216.*

Motion Carried. Entered closed session at 5:10pm.

Motion Pocernich, Snilsberg to return to open session. Motion Carried. Returned to open session at 5:21pm

Meeting adjourned at 5:21pm.

Minutes respectfully submitted by Kristine Kavajecz