

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, August 1, 2019
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

Members Present: Dennis Pocernich, Brett Rondeau, Tom Snilsberg, Tom Gordon

Members Excused: Harold Maki

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Denise Tarasewicz-Register of Deeds, Paul Houck (phone)

Meeting called to order at 4:00pm by Chairman Rondeau

Public Comment: none received.

Motion Pocernich, Gordon to approve minutes of the June 27, 2019 Personnel Committee meeting. Motion Carried (4-0).

Review of new positions requested in the 2020 County Budget: Denise Tarasewicz presented information requesting a PT staff person to assist with walk-in customers. The position would be funded by recording fees that are provided to the Land Records office. If given a choice between the PT counter/scanning position and the CIP scanning of Grantor/Grantee books, the counter/scanning position would be the priority.

Paul Houck joined the meeting via telephone to discuss his request to increase the PT Help Desk position to a FT position. He explained that the work load has grown considerably in the recent years. A proposal is also in place to utilize Dag Bystrom half-time for the NOVUS tax system. If this happens, it would reduce the amount of time he could dedicate to IT support. Preference would be to increase the current PT position to FT rather than adding a second PT position. The reason for this is the ability to see a project through rather than having to leave a project mid-day and pick it up the next day.

NOVUS tax system computer support trial: The current support person will be retiring in 2020. Attempt to solicit proposals for maintenance of the system resulted in excessive costs. The proposal is to have Dag Bystrom provide this service half time, with the other half of his time dedicated to Bayfield County IT. The plan is to trial this for one month in September. The other 4 counties involved will contribute 1/5th of the cost each to offset the expenses for Dag's time. Dag has asked for a commitment from Bayfield County that his job with the county is secured if the NOVUS agreement is discontinued.

Wage recommendations for 2020: One half percent was included in the budget recommendations for wage schedule adjustment. Abeles-Allison explained that the committee will be receiving a resolution requesting that the county reconsider the starting wage for a number of positions. The committee/County Board may also wish to consider re-evaluating starting wages for various positions.

Health Insurance Overview -Teamster Health Plan: Several scenarios were evaluated based

on variables such as enrollment, plan design, and HRA. The committee will continue to evaluate options.

Personnel Policies:

- a. End of Employment Vacation Policy: The policy would prevent the use of vacation or comp time during the last 2 weeks of employment. Concerns from Department Heads were shared with the committee.
- b. Maternity/Paternity Leave: The policy would allow for 2 weeks of paid leave time related to the birth or adoption of a child.
- c. Vacation/Leave Time during early employment: The policy would allocate 5 days of sick leave upon hire.

Motion Gordon, Snilsberg to approve all 3 policies presented, to be effective January 1, 2020. Motion Carried (4-0)

Reports

- a) Personnel Financial: A budget amendment is anticipated for the Human Services department related to the budget dollars for the CCS program from contractual to Personnel line items.
- b) Health Insurance Reports: No current update available.
- c) Staffing Update: Review of recent hires and resignations.

Motion Pocernich, Gordon to enter into closed session pursuant to Wisconsin Statutes:

- d. §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:
 - i. Approve Closed Session Minutes of June 27, 2019
 - ii. Update on recent disciplinary actions
 - iii. Review recent exit interviews.

Motion Carried. Entered closed session at 5:13pm.

Motion Gordon, Pocernich to return to open session. Motion Carried. Returned to open session at 5:20pm (4-0)

Meeting adjourned at 5:20 pm.

Minutes respectfully submitted by Kristine Kavajecz