

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, August 6, 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, Brett Rondeau

Members Excused:

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director

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

Public Comment: Lori Skaj commented that Personnel Committee and County Board minutes on the county web site need to be brought up to date. She also requested that the wellness program be waived for Teamster employees and that the premium incentive be awarded. A request was made to allow all of the Teamster HRA funds for 2020 to be rolled over to employees accounts rather than 25% of unused funds. Skaj also thanked the committee for allowing the Teamsters to continue with the Blue Cross/Blue Shield coverage through the Teamster Health Fund.

Minutes of the July 2, 2020 Personnel Committee Meeting: *Motion Strand, Snilsberg to approve the minutes of the July 2, 2020 Personnel Committee meeting. Motion Carried (5-0)*

COVID Workplace Updates: Abeles-Allison reported that most all staff are working on-site. Results of a recent employee survey were reviewed.

- 78.1% stated that the County is providing enough or more than enough safety measures regarding COVID-19. 21.9% stated that not enough safety measures are in place.
- 54 comments were received with suggestions. Several of these suggestions are being considered.
- 76.2% stated that an isolation office should be provided, where appropriate. 23.8% prefer not to offer an isolation office.
- 98% stated that telecommuting should be offered on a limited basis (28.6%) or offered to everyone (69.5%). 2% stated that no-one should be allowed to telecommute.
- 49.5% stated that they would choose to telecommute, while 29.5% stated that they would prefer to work on site, 13.3% have no preference and 7.6% stated that telecommuting is not applicable
- Nearly 43% of respondents indicated that they have school-aged children. The majority of these will have some form of virtual schooling.

COVID Personnel Policies: All departments have been asked to develop contingency plans if all or a portion of their staff became ill and were unable to work. Department Heads will be asked to work individually with employees that have dependents to establish schedules for the school-year. A percentage of employees may be permitted to telecommute to ensure that offices may remain open in the event of a COVID outbreak and also to accommodate school/work balance.

Personnel Policies:

Motion Pocernich, Milanowski to authorize that the Maternity/Paternity policy be extended to include Regular Part-Time employees on a pro-rated basis. Motion Carried (5-0)

Motion Pocernich, Strand to authorize that employees may access ICI insurance after exhausting sick leave. Paid leave may not be used to supplement ICI payments. This policy to be effective September 1, 2020. Motion Carried (5-0)

Health Department On-Call Policy: In Human Services we have an on-call policy. Discussed extending this to the Health Department beginning on March 19, when our emergency declaration was made, and ending when we lift our declaration. One public health sanitarian and one nurse would be eligible for on call scheduling. The topic will be discussed further after the closed session discussion on a related topic.

Human Resources Report: Report was distributed and reviewed by Kavajecz. Full report included with the minutes.

Personnel Financial Report: Personnel costs in all Departments are similar or below 2019 levels.

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 July 2, 2020*
 - ii. WPPA Negotiation Preparations*
 - iii. Employee specific compensation.*

Motion Carried. Entered closed session at 5:02pm Abeles-Allison and Kavajecz were allowed to remain in the meeting.

Motion Strand, Milanowski to return to open session. Motion Carried (5-0) Returned to open session at 5:29pm.

The committee resumed discussions regarding On-Call Pay for Public Health Nurses and Sanitarians.

Motion Pocernich, Strand to authorize on-call pay of \$1.50 per hour effective March 19, 2020 through December 31, 2020. One nurse shall be on-call all week during non-business hours and one Environmental Health Sanitarian shall be on-call on weekends. Motion Carried (5-0)

Meeting adjourned at 5:35 pm.

Minutes respectfully submitted by Kristine Kavajecz