

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, October 3, 2019
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

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

Members Excused:

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Dalton Collins, Martin Skaj, Kim Mattson, Gail Reha, Nikki Revak

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

Public Comment: Dalton Collins provided a handout for committee members and addressed the committee regarding Teamster HRA contributions for 2020.

Martin Skaj addressed the committee regarding the Teamster HRA contributions for 2020. Skaj also suggested that the county consider converting all employees to the Teamster Health Plan.

Motion Gordon, Snilsberg to approve minutes of the September 5, 2019 Personnel Committee meeting. Motion Carried (5-0). .

NOVUS Agreement/Commitment: Abeles-Allison reported that the NOVUS system is a 5-county software program for the tax system. The current software manager is retiring as of the end of 2019. The proposal is to have Dag Bystrom, current FT Bayfield County employee, serve as a half-time NOVUS manager, paid by the 5 counties. In addition, the current PT staff person in IT would be increase to full-time to fill in the additional half time that Bystrom would not be working directly for Bayfield County. Bystrom has requested an agreement that would ensure that his employment with Bayfield County would continue even if the NOVUS software were replaced in the future.

Motion Gordon, Maki to enter into an agreement with Bystrom that in the event that the NOVUS collaboration were to cease, Bystrom would be retained as a full-time Bayfield County employee. Motion Carried (5-0)

Health Insurance and HRA plans for 2020: Abeles-Allison reported that a lot of work has been put into looking into health insurance options. Security Health is proposing a 20% rate increase for our current plan. Utilization of the insurance has been significant, reflecting a 145% utilization over the past 12 months or 134% over the past 24 months.

There are currently 2 health insurance groups: Security Health Plan and Teamster Health Plan.

A group of employees has met twice to discuss the current Security Health Plan health insurance situation and options. The state health insurance plan is being investigated for participation. The current HRA allows \$2400 for single and \$4800 family for the Security Health Plan. The current HRA for Teamsters allows for \$5350 per employee. Abeles-Allison reported that the HRA was implemented many years ago when the High Deductible Health Plan was implemented

to offset the costs for employees. Teamster HRA may be used for any eligible medical, dental, vision expenses. The General Employee HRA may be used for deductible expenses.

Cost of Living Adjustments: Employers are all facing recruitment and retention challenges. Statistics from a regional wage survey were reviewed. Abeles-Allison explained that Bayfield County has authorized a structural wage scale indexing for most employees at .5% each year for the past several years, whereas most employers have been indexing their schedules by an average of 1.5-2%. This is resulting in Bayfield County's wages not remaining as competitive as they have in the past. He reported that a 1% wage scale adjustment would equate to approximately \$80,000. The total of 1.5% structural increase is recommended by the County Administrator for 2020. Monies were included in the 2020 draft budget within contingency for this purpose. The budget has not yet been finalized.

Motion Pocernich, Gordon to adjust the non-represented employee wage scale by 1.5% total for the 2020 budget. Motion Carried (5-0).

Reports

- a) Personnel Financial: Report reflects about a 3% increase in payroll expenses over the previous year.
- b) Staffing Update: Review of recent hires. Brief discussion was also held regarding looking into hiring a dedicated Human Resources Staff Person. The consensus of the committee is to research this topic.

Motion Snilsberg, Maki to enter closed session. The committee may enter in and out of closed session pursuant to Wisconsin Statutes:

- a. *§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 August 1, 2019*
 - ii. *Update on recent disciplinary actions*
 - iii. *Review recent exit interviews.*

Motion Carried (5-0). Entered closed session at 5:04pm.

Motion Gordon, Maki to return to open session. Motion Carried.

Meeting adjourned at 5:15 pm.

Minutes respectfully submitted by Kristine Kavajecz