



Bayfield County Administrator

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Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Assistant*

Paige Terry, *Clerk*

BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

Brett Rondeau, Chair **Fred Strand**
Tom Snilsberg, Vice Chair **Dennis Pocernich** **Marty Milanowski**

Dear County Board Members:

This letter is written to inform you of the Bayfield County Personnel Committee Meeting scheduled for **4:00pm Thursday, September 2, 2021**. **This meeting will be held Remotely and In Person at the Bayfield County Board Room, Bayfield County Courthouse, Washburn, WI. Supervisors and the public will be able to participate in the Meeting via voice either by using the internet link or phone number below.**

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 715-318-2087,,185409263#](#) United States, Eau Claire

Phone Conference ID: 185 409 263#

[Find a local number](#) | [Reset PIN](#)

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Please contact Bayfield County at 715-373-6181 or 715-373-6100 if you have access questions prior to the meeting. During the meeting if you have connection issues please email mark.abeles-allison@bayfieldcounty.wi.gov

Notice is hereby given that a majority of the Bayfield County Board may be present at the meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Bayfield County Board pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W.2d 408(1993), and must be noticed as such, although the County Board will not take any formal action at this meeting.

AGENDA

1. Call to order

2. Discussion and Possible Action Regarding Approval of Minutes of August 5, 2021
3. Public Comment
4. Discussion and Possible Action regarding COVID-19 Updates, Guidelines and Recommendations.
5. Discussion and Possible Action Regarding County Position Market analyses.
6. Discussion and Possible Action regarding 2022 CPI for wages and wage scale indexing.
7. Discussion regarding 2022 Health Insurance.
8. Discussion and Possible Action Regarding Temporary COVID Nurse Operations Manager.
9. Reports
 - a) Human Resources Report
 - b) Review Exit Interview Process
 - c) Personnel Financial Report as of August 31, 2021
10. The committee may enter in and out of closed session pursuant to Wisconsin Statutes §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.
 - i. Approve Closed Session Minutes of August 5, 2021
11. Adjourn

Should you have any questions in the meantime, please do not hesitate to contact the County Administrator's Office at 715 373-6181, mark.abeles-allison@bayfieldcounty.wi.gov

Sincerely,

Mark Abeles-Allison

Mark Abeles-Allison
Bayfield County Administrator

MAA/kak
Enc.

Any person planning to attend a Bayfield County meeting that has a disability requiring special accommodations should contact 373-6100, 24-hours before the scheduled meeting, so appropriate arrangements can be made.

cc: Ms. Lynn Divine, Bayfield County Clerk
Bayfield County Board of Supervisors
The Daily Press, via email

September 2, 2021, Personnel Narrative

Item 4: COVID variant levels are rising across the state and region. We are evaluating possible steps to protect our workforce and ensure county operations continue. Available ICU Beds are increasingly filled including pediatric ICU beds as cases amongst youth rise. With school resuming in the weeks ahead we are evaluating options with the goal of maintaining access to essential county services. We will have more information for the discussion on Thursday as it may impact masking, schooling, county personnel policies regarding travel, conferencing, etc.

Item 5: At the last meeting we discussed a request by the Sheriff's Committee for a wage/market adjustment for the Confidential Sheriff and Jail Secretaries. The Committee approved wage classifications for five other positions. Carlson-Dettman is proceeding with the Confidential and Public Health positions now, with the other four to be presented later in the year. We have not received the analyses yet; however, we anticipate having them at the upcoming meeting.

Item 6. We are anticipating receiving 2022 CPI Data for wages shortly. Once received we will share with the Committee. In the past we have used the January wage CPI to set the indexing of wages for the upcoming year for general and non-union employees.

Item 7: Health insurance premium changes for 2022 are anticipated soon. The County was informed that the State Insurance for non-State employees overall went up 5.8%, however each plan sets their own increase so we will see what the adjustments for the Cooperative Health Plan of Eau Claire. We have not received the TEAMSTER Health adjustments yet.

Item 8. With increasing COVID case numbers and re-mobilization of the Health Department for COVID Vaccines, Testing and Disease Investigations Kris and I met with the Health Officer regarding supervisory structuring. As we bring back part-time staff to assist, we recommend the Committee consider creating a temporary Covid Nursing Operations Manager position, promoting an existing public health nurse to this position. This will help our Health Officer stay on top of the

increasing demands of the department. Our recommendation would be to use ARPA funding for this.

Item 9. The Personnel Director HR Report is included in the packet in addition to a copy of the set of questions used for exit interviews.

The personnel financial report shows overall personnel expenditures within budget. Overall expenditures are down \$270k, this is attributed to being on our 17th payroll in 2021, last year at this time we had 18 payrolls. Controlling for that we are up about \$250k in comparison with last year or about 2%.

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, August 5, 2021
Meeting was Held Remotely through Microsoft Teams
and In Person in the Bayfield County Board Room**

Members Present: Dennis Pocernich, Tom Snilsberg, Fred Strand, Marty Milanowski, Brett Rondeau

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Elizabeth Skulan-Human Services Director (remote), Dalton Collins, Chief Deputy Andy Runice, Val Dietrich, Ben Dufford

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

Approval of Minutes of June 3, 2021: *Motion Milanowski, Snilsberg to approve minutes of the June 3, 2021 Personnel Committee meeting. Motion Carried (5-0)*

Public Comment: Dalton Collins, representing the Highway Department, asked if he could be allowed to speak when the item pertains to the Highway Department.

County Facility COVID Guidelines: Review of revised covid guidelines in relation to the revised CDC guidelines. Masks recommended for all persons in public areas whether vaccinated or not. Quarantine if exposed to someone with COVID or if experiencing symptoms of COVID until a negative COVID test is received.

Personnel Policy Section IV. Employee Conduct, Performance Evaluation, Discipline and Separation From Employment *Motion Strand, Milanowski to approve changes as proposed. Motion Carried (5-0)*

2022 Cost of Living Adjustment, WERC: State CPI-U has typically been used to establish cost of living (wage schedule indexing) adjustments. Estimate used for 2022 budget is 2%. CPI-U for January 2022 has not yet been released by the WERC. The CPI-U has been increasing slightly over the last couple of months.

Motion Milanowski, Pocernich to suspend the rules and allow Dalton Collins to comment. Motion Carried (5-0). Collins did not have any further comment.

Discussion Regarding 2022 Staffing Requests: Abeles-Allison reported that several proposals have been received for 2022 budget considerations.

- a. Two Jailers: Chief Deputy Andy Runice explained that there are currently 4 pt jailer positions. There has been a high turnover of these positions. The department is proposing to create two full-time positions and eliminate the four part-time positions. Strand commented that the Sheriffs Committee reviewed and recommended this proposal.
- b. One Deputy Sheriff: Runice reviewed the request for an additional Deputy Sheriff to help ensure that there are three deputies on duty at most times and coverage from 3am to 7am that was implemented during the recent side letter agreement.
- c. Reclassification of the Confidential Secretaries for the Sheriff's Office and Jail: The

Confidential Secretaries compared their job duties to those of the Health Department Office Manager. Request is to move the Confidential Secretaries to the same wage scale grade as the Health Department Office Manager. Abeles-Allison explained the difference between reclassifications of individuals and wage schedule adjustments for positions.

Some funds were included in the budget to conduct market analysis of several positions. The majority of the committee was supportive of conducting a market analysis for the Equipment Operator/Patrolman, Confidential Secretary, Forester, Human Services Specialists, Meal Drivers, Cooks and Public Health Nurses. The committee would like to discuss the Confidential Secretary wages at the next meeting for potential schedule adjustment.

- d. One Aging Services Staff: This was previously approved through ARPA funds.
- e. Convert contract employee to county employee-Land Conservation: Ben Dufford reviewed the request and financials related to this request.
- f. Part-time Addressing Technician-Land Records: To be discussed at the Executive Committee meeting.
- g. Maintenance Summer Intern: To be discussed at the Executive Committee meeting.
- h. Forestry Recreation Technician: Strand reviewed the request from Forestry and explained that the position could be funded by the Carbon Offset Program. The Forestry Committee will be considering the position at their meeting next week.
- i. Fairgrounds Maintenance: Has been a struggle this year. Consider making this a permanent position and possibly combining it with another seasonal or part-time position such as the addressing technician.
- j. Human Services Intern: Is currently in the budget. The purpose is to expose students to potential career opportunities early in their education.
- k. IT Intern: Anticipating a need for a position in the future and the position will be used to supplement the technician duties.

Health Insurance 2022: Currently waiting for health insurance rate increases for Teamster and State Health Plans. This is the last year for the State of Wisconsin surcharge. We anticipate a decrease in the health insurance rates for 2022 as a result of the eliminated surcharge. An analysis will be conducted of the cost of both plans for 2022.

Reports

- a) Human Resources Report: Kavajecz reviewed the report that was included in the packet.
- b) Personnel Financial Report as of June 30, 2021: At 43% total expenses as of the end of June. Overall about \$250,000 less than this time last year. All departments are within budget for this time of year.

Motion Pocernich, Snilsberg to enter into closed session pursuant to Wisconsin Statutes §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.

Approve Closed Session Minutes of June 3, 2021

Reclassification Request for Heather Gilbertson

Motion Carried (5-0) Elizabeth Skulan was permitted to remain in the closed session. Entered closed session at 4:50pm.

Motion Pocernich, Milanowski to return to open session. Motion Carried. Return to open session at 4:53 pm.

Meeting adjourned at 4:53pm

Minutes respectfully submitted by Kristine Kavajecz

Human Resources Report / Kris Kavajecz

August 2021

ACTIVITY	MONTH	YEAR-TO-DATE
Retirements	0	13
Worker's Comp Claims	1	15
Resignations	7	17
Terminations	0	1
Other	0	1

HIRES	MONTH	YEAR-TO-DATE
Full-Time	3	16
Part-Time	2	6
Temporary/Seasonal	1	24
Interviews	10	106

Recruitment / New Hire Snapshot

- Hayley Weyers-Youth Support and Services Specialist
- Heather Neumann-COVID Coordination Nurse
- Stephanie Tutor- CCS Service Facilitator
- Tony Britton- PT Jailer
- Gorgia Peterson-PT CCO
- Alannah Belanger transferred from DHS to Criminal Justice
- Joanne Sarver-Occasional Cook (retiree)
- Bob Anderson will begin as Highway Department Commissioner upon the retirement of Paul Johanik in September.
- Current Mechanic, Jacob Benson has been selected to begin as Highway Department Patrol Superintendent.
- Hires in the works:
 - Economic Support Specialist
 - Youth Justice Social Worker
 - DHS Clerk-Receptionist
 - Deputy Clerk of Court
 - PT Cook
 - Mechanic
- Currently recruiting for:
 - PT Jailers
 - Behavioral Health Social Worker
 - Planning and Zoning Clerk/Assistant
 - Eligibility List for Deputy Sheriff
- Other Activities:
 - Met with a Leadership Consultant to discuss potential leadership training program options.
 - Worked through several Leave of Absence/FMLA situations.
 - Conducted five new-hire/benefit orientations.
 - Completed six exit interviews.

- Assisted with coordination of the crowd participating in the Board of Adjustment hearing.
- Participated in a Department Head meeting and Executive Committee meeting.
- Worked with Sheriff's Office, County Administrator and Labor Attorney regarding felony charges against a Bayfield County Deputy Sheriff.
- Participated in a quarterly regional Human Resources meeting via Zoom.

BAYFIELD COUNTY EXIT INTERVIEW

Name: _____

Position: _____

Address: _____

Department: _____

City, State, Zip: _____

Last day of Work: _____

Phone: _____

Personal Email: _____

The information that you share with us is confidential and will be used to evaluate and improve the employee and employer relationship at this organization.

1. Why are you ending your employment with Bayfield County?

2. Is there anything Bayfield County can do to resolve this?

3. What did you like best about your job?

4. What did you like least about your job?

5. How would you rate your supervisor's performance?

___ Poor ___ Fair ___ Good ___ Very Good ___ Excellent

6. Please describe your relationship with your supervisor.

7. Please describe your relationship with your co-workers.

8. Is communication within your Department effective?

___ Poor ___ Fair ___ Good ___ Very Good ___ Excellent

Comments:

9. Does your department effectively communicate with other offices?

___ Poor ___ Fair ___ Good ___ Very Good ___ Excellent

Comments:

10. Do you feel you received adequate training and development during your employment with Bayfield County? ___ Yes ___ No

Comments:

11. What suggestions would you make for improvements in the Department and/or Bayfield County as a whole?

12. Please rate your feeling on the following items:

	Poor	Fair	Good	Very Good	Excellent	Comments
Rate of pay for your job						
Paid Holidays						
Paid Vacations						
Life Insurance						
Health Insurance						
Performance Evaluations						
Working Conditions						
Parking Facilities						

13. Would you be interested/available for part-time work for Bayfield County in the future? ____ Yes ____ No

If yes, what type of work?

14. Bayfield County has a number of volunteer opportunities (i.e., meal delivery, campground & trail assistance, etc.), would you be interested in volunteering? ____ Yes ____ No

Please share details of what you might like to do.

**15. Did you feel that the work distribution was fair? ____ Yes ____ No
Why?**

16. Are there other comments that you would like to share about your experience working for Bayfield County?

Signature of Employee: _____ Date: _____

Interviewer: _____

Title: _____ Date: _____



Personnel Financial Through August 31, 2021

Through 08/31/21
 Prior Fiscal Year Activity Included
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General									
EXPENSE									
Department 00 - General Fund	.00	.00	.00	.00	.00	681.37	(681.37)	+++	664.57
Department 01 - County Board	46,128.00	.00	46,128.00	3,738.78	.00	33,690.57	12,437.43	73	28,223.98
Department 02 - Clerk of Courts	354,045.00	.00	354,045.00	27,699.83	.00	228,102.59	125,942.41	64	233,437.49
Department 04 - Criminal Justice	179,141.00	.00	179,141.00	13,464.74	.00	93,127.19	86,013.81	52	88,402.44
Department 06 - Coroner	14,393.00	.00	14,393.00	527.49	.00	7,793.87	6,599.13	54	8,863.17
Department 07 - Administrator	277,521.00	.00	277,521.00	23,019.21	.00	189,432.57	88,088.43	68	181,436.88
Department 08 - District Attorney	172,292.00	.00	172,292.00	13,096.33	.00	109,640.73	62,651.27	64	112,382.57
Department 09 - Child Support	226,248.00	.00	226,248.00	15,272.27	.00	125,824.59	100,423.41	56	148,140.88
Department 10 - County Clerk	379,336.00	.00	379,336.00	28,105.78	.00	232,389.49	146,946.51	61	239,655.07
Department 12 - Treasurer	157,880.00	.00	157,880.00	12,523.40	.00	103,836.01	54,043.99	66	94,524.11
Department 13 - Land Records	408,641.00	.00	408,641.00	30,735.44	.00	262,863.84	145,777.16	64	246,098.61
Department 14 - Court House	262,591.00	.00	262,591.00	19,962.38	.00	164,366.67	98,224.33	63	163,310.00
Department 15 - Register of Deeds	170,851.00	.00	170,851.00	12,431.40	.00	97,949.53	72,901.47	57	107,010.69
Department 17 - Sheriff	3,847,480.00	.00	3,847,480.00	285,671.77	.00	2,378,588.58	1,468,891.42	62	2,499,456.07
Department 18 - Emergency Management	118,987.00	.00	118,987.00	8,500.65	.00	93,729.74	25,257.26	79	94,689.46
Department 19 - Veteran's Services	96,741.00	.00	96,741.00	7,502.98	.00	59,766.81	36,974.19	62	82,124.27
Department 20 - Health	960,747.00	.00	960,747.00	66,440.69	.00	474,670.76	486,076.24	49	577,309.67
Department 22 - Fair	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 23 - Tourism	190,386.00	.00	190,386.00	25,291.85	.00	119,375.50	71,010.50	63	111,158.41
Department 25 - UW Extension	92,478.00	.00	92,478.00	8,470.43	.00	61,360.53	31,117.47	66	58,705.61
Department 26 - Zoning	386,350.00	.00	386,350.00	30,515.67	.00	249,375.41	136,974.59	65	249,832.97
Department 28 - Land Conservation	264,472.00	.00	264,472.00	27,878.92	.00	191,709.77	72,762.23	72	170,078.59
Department 29 - Land Use Planning	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 31 - Information Services	309,839.00	.00	309,839.00	24,089.13	.00	198,510.84	111,328.16	64	201,914.94
Department 34 - Forestry	935,716.00	.00	935,716.00	70,841.41	.00	586,585.85	349,130.15	63	595,354.47
EXPENSE TOTALS	\$9,852,263.00	\$0.00	\$9,852,263.00	\$755,780.55	\$0.00	\$6,063,372.81	\$3,788,890.19	62%	\$6,292,774.92
Fund 100 - General Totals									
EXPENSE TOTALS	9,852,263.00	.00	9,852,263.00	755,780.55	.00	6,063,372.81	3,788,890.19	62%	6,292,774.92
Fund 100 - General Totals	(\$9,852,263.00)	\$0.00	(\$9,852,263.00)	(\$755,780.55)	\$0.00	(\$6,063,372.81)	(\$3,788,890.19)		(\$6,292,774.92)
Fund 235 - Human Services									
EXPENSE									
Department 00 - General Fund	.00	.00	.00	210.81	.00	1,516.51	(1,516.51)	+++	2,140.44
Department 47 - Comprehensive Community Support	.00	277,235.00	277,235.00	17,048.87	.00	150,806.39	126,428.61	54	.00
Department 48 - Community Support Program (CSP)	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 51 - Regional Crisis Initiative	3,850.00	.00	3,850.00	.00	.00	.00	3,850.00	0	.00
Department 52 - AMSO	612,005.00	.00	612,005.00	41,903.20	.00	403,403.82	208,601.18	66	401,984.32
Department 53 - Family Services	990,500.00	(277,235.00)	713,265.00	40,125.89	.00	364,373.43	348,891.57	51	489,827.83
Department 54 - Economic Support	390,909.00	.00	390,909.00	27,000.56	.00	256,803.75	134,105.25	66	263,794.42



Personnel Financial Through August 31, 2021

Through 08/31/21
 Prior Fiscal Year Activity Included
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 235 - Human Services									
EXPENSE									
Department 55 - Aging and Disabilities	202,268.00	.00	202,268.00	15,352.64	.00	202,181.38	86.62	100	188,606.32
Department 56 - GWAAR	298,744.00	.00	298,744.00	25,057.59	.00	170,134.62	128,609.38	57	192,854.08
Department 58 - ADRC-Bayfield Co	108,508.00	.00	108,508.00	11,985.02	.00	70,854.15	37,653.85	65	70,352.28
Department 59 - ADRC-North	118,268.00	.00	118,268.00	9,344.15	.00	76,424.97	41,843.03	65	78,326.41
EXPENSE TOTALS	\$2,725,052.00	\$0.00	\$2,725,052.00	\$188,028.73	\$0.00	\$1,696,499.02	\$1,028,552.98	62%	\$1,687,886.10
Fund 235 - Human Services Totals									
EXPENSE TOTALS	2,725,052.00	.00	2,725,052.00	188,028.73	.00	1,696,499.02	1,028,552.98	62%	1,687,886.10
Fund 235 - Human Services Totals	(\$2,725,052.00)	\$0.00	(\$2,725,052.00)	(\$188,028.73)	\$0.00	(\$1,696,499.02)	(\$1,028,552.98)		(\$1,687,886.10)
Fund 710 - Highway									
EXPENSE									
Department 71 - Highway Dept	2,258,443.00	.00	2,258,443.00	150,839.68	.00	1,419,352.11	839,090.89	63	1,467,785.13
EXPENSE TOTALS	\$2,258,443.00	\$0.00	\$2,258,443.00	\$150,839.68	\$0.00	\$1,419,352.11	\$839,090.89	63%	\$1,467,785.13
Fund 710 - Highway Totals									
EXPENSE TOTALS	2,258,443.00	.00	2,258,443.00	150,839.68	.00	1,419,352.11	839,090.89	63%	1,467,785.13
Fund 710 - Highway Totals	(\$2,258,443.00)	\$0.00	(\$2,258,443.00)	(\$150,839.68)	\$0.00	(\$1,419,352.11)	(\$839,090.89)		(\$1,467,785.13)
Grand Totals									
EXPENSE TOTALS	14,835,758.00	.00	14,835,758.00	1,094,648.96	.00	9,179,223.94	5,656,534.06	62%	9,448,446.15
Grand Totals	(\$14,835,758.00)	\$0.00	(\$14,835,758.00)	(\$1,094,648.96)	\$0.00	(\$9,179,223.94)	(\$5,656,534.06)		(\$9,448,446.15)