



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
Tom Snilsberg, Vice Chair
Fred Strand
Dennis Pocernich
Marty Milanowski

Dear County Board Members:

This letter is written to inform you of the Bayfield County Personnel Committee Meeting scheduled for **3:00pm Thursday, February 10, 2022**. 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,,443084006#](#) United States, Eau Claire

Phone Conference ID: 443 084 006#

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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 January 6, 2022
3. Public Comment
4. Discussion and Possible Action, Human Services CCS Staff Addition
5. Discussion, Human Services Staffing with changing demographics
6. Reports
 - a) Wage Assessment Update
 - b) Human Resources Report
 - c) EAP Utilization in 2021
 - d) Personnel Financial Report as of January 31, 2022
 - e) Strategic Planning
7. The committee may enter in and out of closed session pursuant to Wisconsin Statutes §19.85(1)
 - i. Approve Closed Session Minutes of November 4, 2021
 - ii. Union Negotiations, WPPA Sideletter review

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

Personnel Narrative, 3pm, Feb 10.

Item 4:

Bayfield County operates the Comprehensive Community Services Program in Human Services. This program expenses are reimbursed through the state CCS program. In 2020/2021 Bayfield County had 2.5 FTE approved. For the past several quarters we have been at 2 FTE. The Department has requested an increase to 3.0 FTE based in steadily increasing and constant caseloads.

CCS has expanded case loads now and the trend continues up. Growth is anticipated at an additional 1-2 per month taking into account discharges too.

Case numbers are in the 3 FTE range now. This program does benefit from state funding, we recommend an increase in staff to 3 FTE from the current 2.5.

Caseloads:

2021-2022

- August 27
- September 28
- October 27
- November 26
- December 30
- January (2022) 33

Estimates for February (see Tom's e-mail below for more information):

- As of February 4 35

Projections:

- End of February 38
- March 41
- April 43
- May 45

Projections based on following:

- *October- 6 referrals, resulting in 4 admissions*
- *November- 5 referrals, resulting in 3 admissions*
- *December- 13 referrals, resulting in 9 admissions with 3 still pending*
- *January- 3 referrals, resulting in 1 admission and 2 pending*
- *February- 1 referral, with 1 pending as of 2/4/22*

We received a total of 21 referrals from January 2021-September of 2021 resulting in 13 admissions.

Taking into account admissions projected at 2-3 new per month and discharges, 1 per month, we are projecting caseload growth of 2 per month.

Staffing Characterization and Industry Staffing Standards, by Tom Croteau, Bayfield County CCS Director

1) We provide multiple services to participants. This is through a combination of services provided in house by our staff and by contracted vendors. These services include:

- ***Communication and interpersonal skills training-*** aid in developing healthy communication and Interpersonal/social interaction skills
- ***Community skills development and enhancement-***including side-by-side supports to develop and strengthen knowledge of, and being a part of the community, as well as available resources.
- ***Employment related skills Training-***Aid in resume building, interview practice, job seeking and development of good employment habits, check-ins while on the job, assistance with furthering education
- ***Assistance with learning local transportation***
- ***Medication management-*** Aid in responsible medication ordering, packing, and taking as directed by prescriber.
- ***Physical health and monitoring-*** Assistance with coordinating doctor appointments, going to doctor appointments, and tracking physical health symptoms
- ***Individual and/or Family Psycho-education-*** provides education and information resources about mental health and/or substance use. May also include skills training.

- **Peer Support-** A person who has lived experience with mental health and/or substance use who is far enough in their recovery to assist others. “They have not walked your shoes but similar shoes.” They are certified by the State to assist with support peer to peer.
- **Therapy-**
 - *Individual and family psychotherapy can be provided with contracted providers*
 - *Equine therapy can be provided with contracted providers*
- **Wellness Management and Recovery-** *empowering participants to manage their own mental health and/or substance use, help them develop their own goals, and teach them knowledge and skills to help make informed treatment decisions.*
- **Groups-** Check with your Service Facilitator about the groups that are currently being offered
- **Substance abuse treatment-** *this includes outpatient substance abuse counseling, groups, and individual support around promoting sobriety.*
- **Rehabilitative supports within the home and community-side-by-side supports in daily life**
- **Crisis prevention and management-***developing a safety plan and coordination services to keep participant’s safe*

More Specific to youth

- **Mentoring-** *positive role modeling*
- **Social Development-** *aid in learning communication and Interpersonal Skills- aid in developing good social interaction skills*
- **Coping-***Healthy strategies and options for working through emotions*
- **Recovery education and illness management-** *aid in understanding mental health or substance abuse for both children and their family*
- **Crisis prevention and Management-***Development of a safety plan and coordinating with local agencies for supports during times when needed*
- **Coordination with current providers and therapists**
- **Assistance with setting up outside supports**

Other than specific psychotherapy, SUD counseling, and groups a Service Facilitator (SF) can provide almost all of these other services. Their primary function is to complete a comprehensive assessment, functional screen, and service plan. They then coordinate to ensure that the participant is receiving all of the supports that are on their service plan. They monitor all notes that are submitted for the service provided and help to ensure that the client is receiving adequate services but also the providers are well-informed and able to do their jobs to the best of their ability.

- 2) Ashland uses a case load of 12-15 per full-time SF. 4-5 months ago, this same question was asked on a state call of all the CCS programs. The reoccurring average for all that were mentioned was 15. There were outliers that were closer to 12 and some closer to 20. The common theme for the several CCS programs that were closer to 20 was that their SF's did no Service array work.

Item 5: The Aging and Disabilities Section in Human Services is reporting a “crisis and tipping” point situation with increasing cases and FEWER service providers available. We have discussed this happening for some time as has the State of Wisconsin, but staff report it is of crisis proportions in Bayfield County now with our rapidly growing senior population and staff shortages. Aging has increased number of dementia patients, that together with limited local dementia care beds has also created serious challenges. No specific recommendations at this time, working to gather information and raise awareness. Will be asking the Human Services Committee staff and committee for recommendations.

Item 6 Reports:

- We will have a short update on the wage assessment project
- Human Resources Report Attached.
- Emergency Assistance Program utilization increased dramatically in 2021.
- End of month of January was at 6%, this is lower than direct percent based on months in the year, 1/12 or 8.5% due to a portion of the first of two pays being put back to 2021.
- The County is in the process of carefully review compensation of county employees. Some strategic decision making and planning is needed to help support county positioning for the next five years. How do we ensure stability and competitiveness and priority of service delivery and quality.

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, January 6, 2022
Meeting was Held Remotely through Microsoft Teams
and In Person in the Bayfield County Board Room**

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

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson (remote), Elizabeth Skulan-Human Services Director, Sheriff Paul Susienka, Gail Reha (remote)

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

Approval of Minutes of November 4, 2021: *Motion Milanowski, Snilsberg to approve minutes of the November 4, 2021 Personnel Committee meeting. Motion Carried (5-0)*

Public Comment: None received

COVID Personnel Policy and area updates: Abeles-Allison reviewed current guidance from the Health Department and some statewide statistics on covid cases and hospitalizations. The revised Federal CDC guidelines are anticipated to be adopted by the state early next week, which will then be implemented at the county level.

COVID vaccine incentives. 3 suggestions were made to help incentivize vaccines and boosters:

- 1) Allow use of paid time to receive vaccinations if being provided at a location incidental to the work site.
- 2) Allow up to 1 day of paid leave time for recovery from COVID vaccination side effects if needed.
- 3) Include COVID booster shots and vaccinations as wellness incentive activity.

Motion Strand, Pocernich to implement the 2 vaccination incentive items. Motion Carried (5-0)

Demographics and educational and other incentives for Employee Recruitment and Retention options

a. Population Trends <https://www.forward-analytics.net/wp-content/uploads/2021/12/Census-2020-High-Quality-Print.pdf>

Trends show slowing of population. Key concern is the drop in the number of youth, which will reduce the number of potential applicants in the future. The county will need to consider contracting for services and reviewing level of service delivery if we are unable to recruit staff. Remote work where feasible may also need to be considered.

b. Tuition Assistance program; options in 2023

<https://www.bayfieldcounty.wi.gov/DocumentCenter/View/12415/REVISED-Personnel-Policies--Procedures-Manual-Published-2021-08-05> page 113

Loan repayment programs are currently being offered by some employers. Bayfield County does not have a loan repayment program, but has a tuition assistance

program. Suggestion is to consider increasing the amount allowed for the tuition assistance program up to \$2,500 per year per employee, up to \$10,000 county-wide. We have averaged 2-3 participants per year.

Law Enforcement Academy Sponsorship: One deputy has been hired, one has been offered a conditional position pending completion of Law Enforcement Academy. There are currently 2 positions vacant with an additional position anticipated to be vacant this Spring.

The concept of “sponsoring” recruits for academy was discussed. A draft Agreement was reviewed, which outlined the parameters for sponsorship. The draft agreement was included in the meeting packet. Summary of the agreement is that the county would pay for the recruit to attend academy, plus expenses, then the recruit would commit to employment for a minimum of 3 years. If academy was unsuccessful or employment ended within the 3 years, the recruit would be responsible for reimbursing the county for designated portions of the expenses. Sheriff pointed out that the wages are budgeted. The county prefers that the recruits have completed the required college credits to be considered for sponsorship.

Motion Pocernich, Milanowski to approve the amended draft Recruit Agreement and authorized the County Administrator and Human Resource Director to work out the details of the program with the Sheriff's office. Motion Carried. (5-0)

2. Reports

- a) **Leave Balances:** Summary of balances for sick and vacation balances was reviewed. These balances are accounted for (not unfunded).
- b) **Wage Assessment Process:** Presentation will be provided at the upcoming County Board meeting.
- c) **Human Resources Report:** Included in the packet.
- d) **Personnel Financial Report as of December 31, 2021:** The final week of pay in 2021 has not yet been included in the report. Final payroll and benefits costs are anticipated to be virtually identical to 2020.

Motion Pocernich, Milanowski to enter into closed session pursuant to Wisconsin Statutes §19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discussion and Possible action Regarding:

- i. Closed Session Minutes of November 4, 2021*
- ii. Wages and compensation of various positions.*
- iii. Negotiations with WPPA regarding Law Enforcement Recruits.*

Motion Carried (5-0). Entered closed session at 4:50pm.

Motion Milanowski, Pocernich to return to open session. Motion Carried (5-0). Returned to open session at 5:00pm

Meeting adjourned at 5:00 pm. Minutes respectfully submitted by Kristine Kavajecz



Personnel Financial Through January 31, 2022

Through 01/31/22
 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	.00	.00	+++	.00
Department 01 - County Board	49,519.00	.00	49,519.00	993.70	.00	993.70	48,525.30	2	869.42
Department 02 - Clerk of Courts	346,277.00	.00	346,277.00	22,404.71	.00	22,404.71	323,872.29	6	24,263.79
Department 04 - Criminal Justice	155,472.00	.00	155,472.00	9,757.26	.00	9,757.26	145,714.74	6	9,076.37
Department 06 - Coroner	15,031.00	.00	15,031.00	538.09	.00	538.09	14,492.91	4	527.48
Department 07 - Administrator	291,164.00	.00	291,164.00	18,087.67	.00	18,087.67	273,076.33	6	19,339.27
Department 08 - District Attorney	167,641.00	.00	167,641.00	10,565.50	.00	10,565.50	157,075.50	6	13,431.70
Department 09 - Child Support	218,283.00	.00	218,283.00	13,817.83	.00	13,817.83	204,465.17	6	12,730.70
Department 10 - County Clerk	355,205.00	.00	355,205.00	23,734.70	.00	23,734.70	331,470.30	7	23,825.49
Department 12 - Treasurer	155,144.00	.00	155,144.00	11,082.58	.00	11,082.58	144,061.42	7	12,600.26
Department 13 - Land Records	406,031.00	.00	406,031.00	24,302.31	.00	24,302.31	381,728.69	6	26,865.38
Department 14 - Court House	269,642.00	.00	269,642.00	21,303.25	.00	21,303.25	248,338.75	8	16,558.80
Department 15 - Register of Deeds	159,208.00	.00	159,208.00	11,146.05	.00	11,146.05	148,061.95	7	12,186.25
Department 17 - Sheriff	3,868,112.00	.00	3,868,112.00	210,063.95	.00	210,063.95	3,658,048.05	5	245,740.21
Department 18 - Emergency Management	107,323.00	.00	107,323.00	6,774.97	.00	6,774.97	100,548.03	6	8,108.20
Department 19 - Veteran's Services	107,498.00	.00	107,498.00	5,883.21	.00	5,883.21	101,614.79	5	5,406.66
Department 20 - Health	780,246.00	.00	780,246.00	47,747.46	.00	47,747.46	732,498.54	6	65,228.13
Department 22 - Fair	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 23 - Tourism	197,877.00	.00	197,877.00	9,177.35	.00	9,177.35	188,699.65	5	9,329.03
Department 25 - UW Extension	95,121.00	.00	95,121.00	5,197.70	.00	5,197.70	89,923.30	5	5,798.46
Department 26 - Zoning	379,748.00	.00	379,748.00	22,403.67	.00	22,403.67	357,344.33	6	25,087.53
Department 28 - Land Conservation	267,185.00	.00	267,185.00	18,272.09	.00	18,272.09	248,912.91	7	15,726.11
Department 29 - Land Use Planning	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 31 - Information Services	310,296.00	.00	310,296.00	18,419.58	.00	18,419.58	291,876.42	6	20,045.85
Department 34 - Forestry	1,000,277.00	.00	1,000,277.00	57,706.08	.00	57,706.08	942,570.92	6	59,370.04
EXPENSE TOTALS	\$9,702,300.00	\$0.00	\$9,702,300.00	\$569,379.71	\$0.00	\$569,379.71	\$9,132,920.29	6%	\$632,115.13
Fund 100 - General Totals									
EXPENSE TOTALS	9,702,300.00	.00	9,702,300.00	569,379.71	.00	569,379.71	9,132,920.29	6%	632,115.13
Fund 100 - General Totals	(\$9,702,300.00)	\$0.00	(\$9,702,300.00)	(\$569,379.71)	\$0.00	(\$569,379.71)	(\$9,132,920.29)		(\$632,115.13)
Fund 235 - Human Services									
EXPENSE									
Department 00 - General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 47 - Comprehensive Community Support	219,012.00	.00	219,012.00	14,361.22	.00	14,361.22	204,650.78	7	14,265.88
Department 48 - Community Support Program (CSP)	1,671.00	.00	1,671.00	.00	.00	.00	1,671.00	0	.00
Department 51 - Regional Crisis Initiative	3,850.00	.00	3,850.00	.00	.00	.00	3,850.00	0	.00
Department 52 - AMSO	581,919.00	.00	581,919.00	30,547.00	.00	30,547.00	551,372.00	5	53,162.69
Department 53 - Family Services	1,530,919.00	.00	1,530,919.00	34,087.27	.00	34,087.27	1,496,831.73	2	29,564.74
Department 54 - Economic Support	395,440.00	.00	395,440.00	22,261.03	.00	22,261.03	373,178.97	6	25,452.79



Personnel Financial Through January 31, 2022

Through 01/31/22
 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	151,883.00	.00	151,883.00	26,473.88	.00	26,473.88	125,409.12	17	31,317.99
Department 56 - GWAAR	277,326.00	.00	277,326.00	9,125.74	.00	9,125.74	268,200.26	3	10,775.76
Department 58 - ADRC-Bayfield Co	114,659.00	.00	114,659.00	2,445.21	.00	2,445.21	112,213.79	2	2,551.11
Department 59 - ADRC-North	115,346.00	.00	115,346.00	7,423.94	.00	7,423.94	107,922.06	6	8,104.87
EXPENSE TOTALS	\$3,392,025.00	\$0.00	\$3,392,025.00	\$146,725.29	\$0.00	\$146,725.29	\$3,245,299.71	4%	\$175,195.83
Fund 235 - Human Services Totals									
EXPENSE TOTALS	3,392,025.00	.00	3,392,025.00	146,725.29	.00	146,725.29	3,245,299.71	4%	175,195.83
Fund 235 - Human Services Totals	(\$3,392,025.00)	\$0.00	(\$3,392,025.00)	(\$146,725.29)	\$0.00	(\$146,725.29)	(\$3,245,299.71)		(\$175,195.83)
Fund 276 - American Rescue Plan 2021 Grant									
EXPENSE									
Department 20 - Health	53,645.00	.00	53,645.00	2,671.87	.00	2,671.87	50,973.13	5	.00
Department 56 - GWAAR	90,000.00	.00	90,000.00	3,406.05	.00	3,406.05	86,593.95	4	.00
EXPENSE TOTALS	\$143,645.00	\$0.00	\$143,645.00	\$6,077.92	\$0.00	\$6,077.92	\$137,567.08	4%	\$0.00
Fund 276 - American Rescue Plan 2021 Grant Totals									
EXPENSE TOTALS	143,645.00	.00	143,645.00	6,077.92	.00	6,077.92	137,567.08	4%	.00
Fund 276 - American Rescue Plan 2021 Grant Totals	(\$143,645.00)	\$0.00	(\$143,645.00)	(\$6,077.92)	\$0.00	(\$6,077.92)	(\$137,567.08)		\$0.00
Fund 710 - Highway									
EXPENSE									
Department 71 - Highway Dept	2,312,561.00	.00	2,312,561.00	266,711.01	.00	266,711.01	2,045,849.99	12	272,610.38
EXPENSE TOTALS	\$2,312,561.00	\$0.00	\$2,312,561.00	\$266,711.01	\$0.00	\$266,711.01	\$2,045,849.99	12%	\$272,610.38
Fund 710 - Highway Totals									
EXPENSE TOTALS	2,312,561.00	.00	2,312,561.00	266,711.01	.00	266,711.01	2,045,849.99	12%	272,610.38
Fund 710 - Highway Totals	(\$2,312,561.00)	\$0.00	(\$2,312,561.00)	(\$266,711.01)	\$0.00	(\$266,711.01)	(\$2,045,849.99)		(\$272,610.38)
Grand Totals									
EXPENSE TOTALS	15,550,531.00	.00	15,550,531.00	988,893.93	.00	988,893.93	14,561,637.07	6%	1,079,921.34
Grand Totals	(\$15,550,531.00)	\$0.00	(\$15,550,531.00)	(\$988,893.93)	\$0.00	(\$988,893.93)	(\$14,561,637.07)		(\$1,079,921.34)

Human Resources Report / Kris Kavajecz

As of: January 28, 2022

ACTIVITY		YEAR-TO-DATE
Retirements	1	1
Worker's Comp Claims	1	1
Resignations	3	3
Terminations	0	0
Other	1	1

HIRES		YEAR-TO-DATE
Full-Time	7	7
Part-Time	2	2
Temporary/Seasonal	0	0
Interviews	15	15
Exit Interviews	4	4

Details:

Retirement: Jeff Lightner, Custodian/Maintenance Technician 8.5 years

Resignations: Heather Neumann, Temporary FT COVID Nurse
Alyssa Dahlgren, Temporary FT Reproductive Health and COVID Nurse
Presley Nuutinen, FT Family Specialist

Other: Unfortunate passing of Susan Thibedeau, PT COVID Nurse

Hires: Andy Teal, FT Lakes Specialist (was contract employee prior to 2022)
Riley Heglund, FT Network and Security Administrator
Jonathan Berthel, PT Meal Delivery Driver
Val Gurske-Westlund, FT Family Specialist (was PT Jailer)
Andrew Liberski, FT Jailer (was PT Jailer)
Andrew San Diego, FT Jailer (was PT Jailer)
Marie Giles, FT Jailer (was PT Jailer)
Peter Havlik, PT Addressing Specialist
Ricky Shilts, FT Maintenance Technician

Currently recruiting for:

- Deputy Sheriff
- Behavioral Health Case Manager or Social Worker
- Meal Delivery Driver
- Forestry & Parks Office Manager
- PT Jailers
- PT Human Services Clerk
- Economic Support Specialist
- Deputy Treasurer
- PT Cook
- PT CCO
- Fairgrounds Caretaker

- IT Intern
- Service Facilitator
- Temporary FT Community Health Nurse
- Temporary Vaccination Nurses/Contact Tracers

Other Activities:

- Conducted feedback survey related to the In-Service Day
- Researched several possible policy modifications that have been suggested by staff.
- Addressed/addressing a number of performance and interpersonal situations in various offices.
- Worked with the Sheriff's Office and County Administrator to finalize the Deputy Sheriff Recruitment Program details and side letter with WPPA.
- Worked with Headwaters, Inc to place an intern through the Division of Vocational Rehabilitation. We will have a 3-month clerical intern paid by DVR in the Human Services Department.
- Met with several staff individually to review leave requests and questions/concerns regarding policies and/or benefits.
- Continue to work through COVID exposure/illness situations with departments.