



## Bayfield County Administrator

117 E 5<sup>th</sup> Street, PO Box 878, Washburn, WI 54891

Ph: 715-373-6181 Fx: 715-373-6153

Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Assistant*

Paige Terry, *Clerk*

---

### **SPECIAL MEETING** **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 Monday, February 28, 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,,193687037#](#) United States, Eau Claire

Phone Conference ID: 193 687 037#

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

[Learn More](#) | [Meeting options](#)

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](mailto: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 February 10, 2022
3. Public Comment
4. Market Analysis Presentation; Patrick Glynn
5. Reports
  - a) Human Resources Report
  - b) Personnel Financial Report as of February 28, 2022
6. The committee may enter in and out of 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, February 10, 2022
  - ii. Wage and compensation discussion, various positions.
  - iii. Teamster Negotiations.
  - iv. WPPA Negotiations
7. Discussion and Possible Action Regarding Market Analysis recommendations to the County Board.

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

**Minutes of the  
Bayfield County Personnel Committee Meeting  
3:00 PM, February 10, 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, Brett Rondeau

**Others Present:** Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Elizabeth Skulan-Human Services Director, Jim Crandall

Meeting called to order at 3:00pm by Chairman Rondeau

**Approval of Minutes of January 6, 2021:** *Motion Milanowski, Pocernich to approve minutes of the January 6, 2021 Personnel Committee meeting. Motion Carried (5-0)*

**Public Comment:** None received

**Human Services CCS Staff Addition:** Skulan provided an overview of the goals of the CCS program. The department currently has 2 Service Facilitators. The program is approximately 95% funded by the state. The cost to the county for an employee is approximately \$3,000. Case loads are currently warranting another Service Facilitator position, with additional cases anticipated. Normal caseload is 12-15 per Facilitator. There are currently 36 participants. The program previously had 2.5 staff persons. This was reduced during the pandemic as a result of reduced caseloads. There are currently an additional 10 referrals.

*Motion Pocernich, Milanowski to authorize three full-time Service Facilitators. Motion Carried.*

**Human Services Staffing with changing demographics:** Average age of residents in Bayfield County is 52. We are the oldest county in the state. Traditional service providers are struggling to provide services. The workforce shortage and complexities related to the pandemic have accelerated the need for services in the county. Skulan shared two stories of client situations and the difficult decisions being made by local providers, which then result in requests to the ADRC staff to fill the gap in services.

1. Reports

- a) Wage Assessment Update: Carlson-Dettmann continuing to work on the assessment. A presentation is expected at the next County Board meeting. Hoping for a final report in March.
- b) Human Resources Report: Review of the report included in the packet. Report that staff are feeling the pressures of the employment market, political climate and workloads as a result of reduced services in the community. Discussed non-traditional ideas that may help with recruitment and retention such as child care and flexible schedules.
- c) EAP Utilization in 2021: Review of a summary from the EAP provider on the number of contacts for 2021 and the types of contacts.

- d) Personnel Financial Report as of January 31, 2022:
- e) Strategic Planning

*Motion Pocernich, Milanowski to enter into closed session pursuant to Wisconsin Statutes §19.85(1). Motion Carried (5-0) Entered closed session at 3:40pm.*

*Motion Milanowski, Strand to return to open session. Motion Carried (5-0 ). Returned to open session at 3:47pm*

*Meeting adjourned at 3:47pm. Minutes respectfully submitted by Kristine Kavajecz*



# Personnel Financial Through February 28, 2022

Through 02/28/22  
 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
<b>Fund 100 - General</b>									
<b>EXPENSE</b>									
Department 00 - General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 01 - County Board	49,519.00	.00	49,519.00	4,129.04	.00	5,122.74	44,396.26	10	6,098.68
Department 02 - Clerk of Courts	346,277.00	.00	346,277.00	26,218.36	.00	48,623.07	297,653.93	14	51,795.88
Department 04 - Criminal Justice	155,472.00	.00	155,472.00	12,379.35	.00	22,136.61	133,335.39	14	20,435.92
Department 06 - Coroner	15,031.00	.00	15,031.00	538.08	.00	1,076.17	13,954.83	7	1,620.14
Department 07 - Administrator	291,164.00	.00	291,164.00	22,695.11	.00	40,782.78	250,381.22	14	42,357.41
Department 08 - District Attorney	167,641.00	.00	167,641.00	13,429.78	.00	23,995.28	143,645.72	14	26,509.83
Department 09 - Child Support	218,283.00	.00	218,283.00	15,054.25	.00	28,872.08	189,410.92	13	27,986.67
Department 10 - County Clerk	355,205.00	.00	355,205.00	27,731.70	.00	51,466.40	303,738.60	14	52,091.77
Department 12 - Treasurer	155,144.00	.00	155,144.00	10,753.42	.00	21,836.00	133,308.00	14	24,904.98
Department 13 - Land Records	406,031.00	.00	406,031.00	30,537.10	.00	54,839.41	351,191.59	14	59,044.84
Department 14 - Court House	269,642.00	.00	269,642.00	20,178.65	.00	41,481.90	228,160.10	15	36,520.53
Department 15 - Register of Deeds	159,208.00	.00	159,208.00	12,457.65	.00	23,603.70	135,604.30	15	23,597.22
Department 17 - Sheriff	3,868,112.00	.00	3,868,112.00	263,137.60	.00	473,201.55	3,394,910.45	12	533,820.60
Department 18 - Emergency Management	107,323.00	.00	107,323.00	8,468.04	.00	15,243.01	92,079.99	14	17,233.16
Department 19 - Veteran's Services	107,498.00	.00	107,498.00	7,873.88	.00	13,757.09	93,740.91	13	12,909.24
Department 20 - Health	780,246.00	.00	780,246.00	58,366.27	.00	106,113.73	674,132.27	14	113,297.29
Department 22 - Fair	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 23 - Tourism	197,877.00	.00	197,877.00	11,392.46	.00	20,569.81	177,307.19	10	20,429.57
Department 25 - UW Extension	95,121.00	.00	95,121.00	6,928.04	.00	12,125.74	82,995.26	13	12,764.78
Department 26 - Zoning	379,748.00	.00	379,748.00	26,460.27	.00	48,863.94	330,884.06	13	55,386.43
Department 28 - Land Conservation	267,185.00	.00	267,185.00	23,811.28	.00	42,083.37	225,101.63	16	34,547.92
Department 29 - Land Use Planning	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 31 - Information Services	310,296.00	.00	310,296.00	24,281.03	.00	42,700.61	267,595.39	14	44,133.84
Department 34 - Forestry	1,000,277.00	.00	1,000,277.00	70,155.52	.00	127,861.60	872,415.40	13	130,693.02
<b>EXPENSE TOTALS</b>	<b>\$9,702,300.00</b>	<b>\$0.00</b>	<b>\$9,702,300.00</b>	<b>\$696,976.88</b>	<b>\$0.00</b>	<b>\$1,266,356.59</b>	<b>\$8,435,943.41</b>	<b>13%</b>	<b>\$1,348,179.72</b>
<b>Fund 100 - General Totals</b>									
<b>EXPENSE TOTALS</b>	<b>9,702,300.00</b>	<b>.00</b>	<b>9,702,300.00</b>	<b>696,976.88</b>	<b>.00</b>	<b>1,266,356.59</b>	<b>8,435,943.41</b>	<b>13%</b>	<b>1,348,179.72</b>
<b>Fund 100 - General Totals</b>	<b>(\$9,702,300.00)</b>	<b>\$0.00</b>	<b>(\$9,702,300.00)</b>	<b>(\$696,976.88)</b>	<b>\$0.00</b>	<b>(\$1,266,356.59)</b>	<b>(\$8,435,943.41)</b>		<b>(\$1,348,179.72)</b>
<b>Fund 235 - Human Services</b>									
<b>EXPENSE</b>									
Department 00 - General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 47 - Comprehensive Community Support	219,012.00	.00	219,012.00	18,065.21	.00	32,426.43	186,585.57	15	31,576.76
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	38,249.67	.00	68,796.67	513,122.33	12	99,278.10
Department 53 - Family Services	1,530,919.00	.00	1,530,919.00	41,000.21	.00	75,087.48	1,455,831.52	5	71,518.77
Department 54 - Economic Support	395,440.00	.00	395,440.00	26,845.53	.00	49,106.56	346,333.44	12	56,015.33



# Personnel Financial Through February 28, 2022

Through 02/28/22  
 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
<b>Fund 235 - Human Services</b>									
<b>EXPENSE</b>									
Department <b>55 - Aging and Disabilities</b>	151,883.00	.00	151,883.00	21,480.09	.00	47,953.97	103,929.03	32	56,271.06
Department <b>56 - GWAAR</b>	277,326.00	.00	277,326.00	19,363.75	.00	28,489.49	248,836.51	10	31,375.42
Department <b>58 - ADRC-Bayfield Co</b>	114,659.00	.00	114,659.00	7,869.49	.00	10,314.70	104,344.30	9	10,888.39
Department <b>59 - ADRC-North</b>	115,346.00	.00	115,346.00	9,099.92	.00	16,523.86	98,822.14	14	17,394.51
<b>EXPENSE TOTALS</b>	<b>\$3,392,025.00</b>	<b>\$0.00</b>	<b>\$3,392,025.00</b>	<b>\$181,973.87</b>	<b>\$0.00</b>	<b>\$328,699.16</b>	<b>\$3,063,325.84</b>	<b>10%</b>	<b>\$374,318.34</b>
Fund <b>235 - Human Services</b> Totals									
<b>EXPENSE TOTALS</b>	<b>3,392,025.00</b>	<b>.00</b>	<b>3,392,025.00</b>	<b>181,973.87</b>	<b>.00</b>	<b>328,699.16</b>	<b>3,063,325.84</b>	<b>10%</b>	<b>374,318.34</b>
Fund <b>235 - Human Services</b> Totals	<b>(\$3,392,025.00)</b>	<b>\$0.00</b>	<b>(\$3,392,025.00)</b>	<b>(\$181,973.87)</b>	<b>\$0.00</b>	<b>(\$328,699.16)</b>	<b>(\$3,063,325.84)</b>		<b>(\$374,318.34)</b>
<b>Fund 276 - American Rescue Plan 2021 Grant</b>									
<b>EXPENSE</b>									
Department <b>20 - Health</b>	53,645.00	.00	53,645.00	.00	.00	2,671.87	50,973.13	5	.00
Department <b>56 - GWAAR</b>	90,000.00	.00	90,000.00	4,539.20	.00	7,945.25	82,054.75	9	.00
<b>EXPENSE TOTALS</b>	<b>\$143,645.00</b>	<b>\$0.00</b>	<b>\$143,645.00</b>	<b>\$4,539.20</b>	<b>\$0.00</b>	<b>\$10,617.12</b>	<b>\$133,027.88</b>	<b>7%</b>	<b>\$0.00</b>
Fund <b>276 - American Rescue Plan 2021 Grant</b> Totals									
<b>EXPENSE TOTALS</b>	<b>143,645.00</b>	<b>.00</b>	<b>143,645.00</b>	<b>4,539.20</b>	<b>.00</b>	<b>10,617.12</b>	<b>133,027.88</b>	<b>7%</b>	<b>.00</b>
Fund <b>276 - American Rescue Plan 2021 Grant</b> Totals	<b>(\$143,645.00)</b>	<b>\$0.00</b>	<b>(\$143,645.00)</b>	<b>(\$4,539.20)</b>	<b>\$0.00</b>	<b>(\$10,617.12)</b>	<b>(\$133,027.88)</b>		<b>\$0.00</b>
<b>Fund 710 - Highway</b>									
<b>EXPENSE</b>									
Department <b>71 - Highway Dept</b>	2,312,561.00	.00	2,312,561.00	163,402.76	.00	430,113.77	1,882,447.23	19	439,486.28
<b>EXPENSE TOTALS</b>	<b>\$2,312,561.00</b>	<b>\$0.00</b>	<b>\$2,312,561.00</b>	<b>\$163,402.76</b>	<b>\$0.00</b>	<b>\$430,113.77</b>	<b>\$1,882,447.23</b>	<b>19%</b>	<b>\$439,486.28</b>
Fund <b>710 - Highway</b> Totals									
<b>EXPENSE TOTALS</b>	<b>2,312,561.00</b>	<b>.00</b>	<b>2,312,561.00</b>	<b>163,402.76</b>	<b>.00</b>	<b>430,113.77</b>	<b>1,882,447.23</b>	<b>19%</b>	<b>439,486.28</b>
Fund <b>710 - Highway</b> Totals	<b>(\$2,312,561.00)</b>	<b>\$0.00</b>	<b>(\$2,312,561.00)</b>	<b>(\$163,402.76)</b>	<b>\$0.00</b>	<b>(\$430,113.77)</b>	<b>(\$1,882,447.23)</b>		<b>(\$439,486.28)</b>
Grand Totals									
<b>EXPENSE TOTALS</b>	<b>15,550,531.00</b>	<b>.00</b>	<b>15,550,531.00</b>	<b>1,046,892.71</b>	<b>.00</b>	<b>2,035,786.64</b>	<b>13,514,744.36</b>	<b>13%</b>	<b>2,161,984.34</b>
Grand Totals	<b>(\$15,550,531.00)</b>	<b>\$0.00</b>	<b>(\$15,550,531.00)</b>	<b>(\$1,046,892.71)</b>	<b>\$0.00</b>	<b>(\$2,035,786.64)</b>	<b>(\$13,514,744.36)</b>		<b>(\$2,161,984.34)</b>