



Bayfield County Administrator

117 E 5th 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*

BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

Brett Rondeau, Chair **Fred Strand**
Mary Dougherty, 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, June 2, 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,,356491224#](#) United States, Eau Claire

Phone Conference ID: 356 491 224#

[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

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 May 5, 2022

3. Public Comment

4. Discussion and Possible Action Regarding Staffing modifications

- a. Veteran Services and Emergency Management
- b. Full-Time Cook
- c. Temporary Full-Time CCO
- d. Permanent Nursing Supervisor
- e. Maintenance Staff

5. Discussion and Possible Action Regarding Funeral Leave Policy.

6. Reports

- a) Flexible Benefits Administrator
- b) Telecommuting Focus Group
- c) Human Resources Report
- d) Personnel Financial Report as of May 31, 2022

7. 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. Approve Closed Session Minutes of April 7, 2022
- ii. Discussion and Possible Action Regarding Reclassification of the Highway Department Patrol Superintendent Position.
- iii. Discussion and Possible Action Regarding Reclassification of Planning and Zoning Office Manager

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.

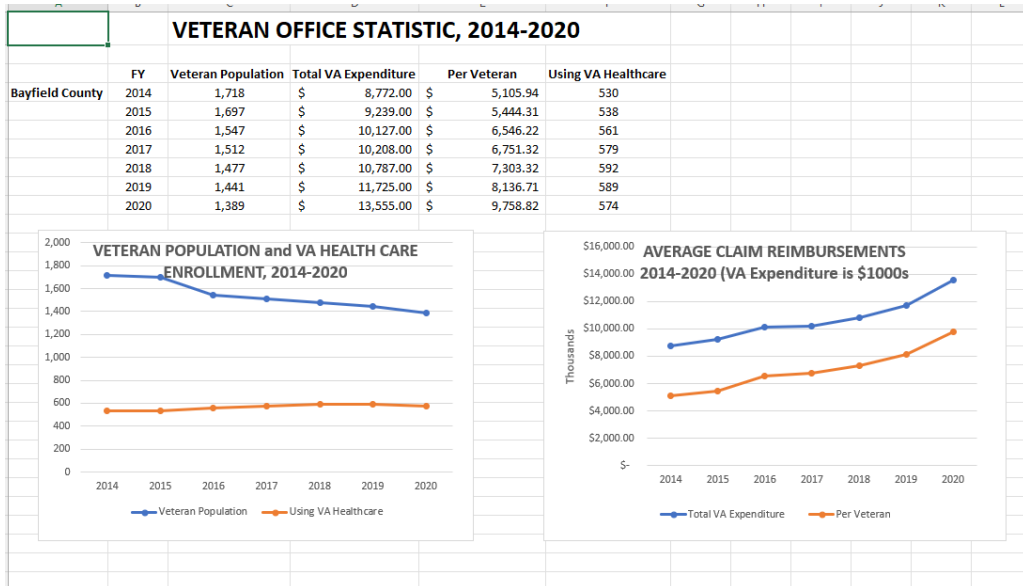
cc: Ms. Lynn Divine, Bayfield County Clerk
Bayfield County Board of Supervisors
The Daily Press, via email

JUNE 2, PERSONNEL COMMITTEE NARRATIVE

Item 4: We would like to discuss a number of personnel restructuring / modification issues as detailed below:

- a. The Veteran/Emergency Management offices currently share one full time support staff person. This arrangement was established years ago to help ensure office coverage when one or both of the Department Heads was out of the office.

In 2019 the Veteran’s Office filled their half time position with a Veteran’s Benefit Specialist that could file claims along with the Veteran Service Officer. Since then the office has increased productivity (claims have doubled) for Veterans. While veteran population is shown to be decreasing, participating in the VA health care program is increasing.



The Veterans Service Office would also like to consider applying for grants to allow for supplemental staff time in the future dedicated to veterans issues. This could result in supplemental hours.

The Emergency Management Office is advocating for a separate Emergency Management Specialist or Deputy to provide assistance similar to but in addition to current duties including attendance and participation in offsite events as listed below:

Deputy EM Duties:

AED Monthly checks
Bayfield County Fair
Clean Sweep
Invoice Expensing
Revenue Deposits
Emergency Shelter Program
WICAM ID Cards
Social Media & Webpage updating

Meetings:

EMS Council
Fire Assn
Sheriff's Committee (as needed)
Regional WEM
LEPC

Recommendation: Approve dividing this single full-time position into two half time position beginning January 1, 2023.

- b. We are struggling to find cook staff in the jail and senior meal program. We have had two plus part timers in the past and now have only one working limited hours. We have advertised for part-time help for months with no applications. We continue to advertise but have also started advertising for a full-time position hoping this would increase applications.

Recommendation: Authorize full time cook hiring if we cannot find a part timer.

- c. The dispatch center has advertised for part time dispatchers for a long time. No applicants are coming forward. Dispatch is anticipating retirements in the next 12-24 months. Six months of part time training is common. In addition to advertising for part time dispatch

Recommendation: Authorize full time dispatch position hiring if we cannot find a part timer.

- d. During COVID the Health Department was allowed to designate a nurse supervisor to help oversee the many new employees and activities.. We would like to discuss continuing with a supervisory position. There are currently 12 positions in the health department, in addition to the four in the WIC office where there is a dedicated supervisor.
- e. We have 3.5 fte staff in maintenance right now with some extra hours allocated for sanitizing. We would like to request continuing additional hours for sanitizing in 2022 and increase the position to full time in 2023. This will help coincide with potential retirements in the next several years.

Item 5: At the last personnel meeting we discussed amendments to our Funeral Leave Policy. We received feedback from department heads and have made some additional adjustments. The policy in the packet is our recommendation.

Item 6.

- We are discussing internally switching to a new flexible benefits administrator. We have been with the current firm for over a decade, but we are having continuing issues with our current provider. If we make a change it will need to be soon as employee familiarization and orientation is critical.
- The Telecommuting focus group had their first meeting. Discussion was diverse. Update to be provided at the meeting.
- Kris will share the HR report.
- The Personnel Financial report for end of May shows overall personnel expenditures at 34% at the end of the 5th month of the year (41%).
 - General fund is at 36%
 - Human Services 26%
 - Highway 41%
 - In comparison with 2021 expenditures, we are \$120,000 lower overall this year. Retirements and vacancies account for most of this.

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, May 5, 2022
Meeting was Held Remotely through Microsoft Teams
and In Person in the Bayfield County Board Room**

Members Present: Dennis Pocernich, Mary Dougherty, Fred Strand Marty Milanowski, Brett Rondeau

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Luke Kleczka-Jail Administrator, Elizabeth Skulan-Human Services Director,

Meeting called to order at 4:00pm by

Elect Chair and Vice Chair:

Motion Milanowski to nominate Rondeau for Chairman

Motion Pocernich, Milanowski to close nominations and cast a unanimous vote for Rondeau for Chairman. Motion Carried (5-0)

Motion Strand to nominate Dougherty for Vice-Chair.

Motion Pocernich, Milanowski to close the nominations and case a unanimous vote for Dougherty for Vice-Chairman. Motion Carried (5-0)

Minutes of April 7, 2022: *Motion Milanowski, Pocernich, to approve minutes of the April 7, 2022 Personnel Committee meeting. Motion Carried (5-0)*

Public Comment: None received

Human Services CCS Behavioral Health Work Hours: Currently 2 CCS Service Facilitators working 37.5 hours per week. Both have requested to work 40 hours. A third CCS Service Facilitator and Behavioral Health Case Managers/Social Workers will be added to the section. Would like the option for these staff to work 40 hours per week. The CCS program is funded 95%-98% by federal/state dollars. Several other departments currently work 40-hour work weeks.

Motion Milanowski, Dougherty to authorize CCS Section employees be allowed to work up to 40 hours per week. Motion Carried (5-0)

Jail Hierarchy, Corporal and Sergeant Job Description: Kleczka reported that the Jail has recently moved to 12-hour shifts. The structure now is set up as teams so there is a Corporal assigned to each shift with their team. Kleczka provided an overview of the transition of the Jail Hierarchy over the past several years. The Jail Corporal job description was revised to more accurately reflect the actual duties being performed by the Corporals since the Sergeant positions were eliminated. A number of additional duties, program oversight and direct supervision of staff have been taken on by the Corporals. A recommendation was made to convert the Jail Corporal positions to Jail Sergeant positions effective January 1, 2023, in order to budget for the

modifications.

Motion Pocernich, Milanowski to revise the job description for Jail Sergeants. Motion Carried (5-0)

Motion Milanowski, Dougherty to convert Corporals to Jail Sergeants effective January 1, 2023. Motion Carried (5-0)

Personnel Policy Discussion

- a. Leave time: Review of a proposed modification to the funeral leave policy. The proposed modification will be discussed with Department Heads.
- b. Hours per year: Mixed feedback has been received from staff and Department Heads. Some in favor of working 37.5-hour work weeks and some prefer 40 hour work weeks. Point was made that

Reports

- a) Human Resources Report: Review of recent hires, resignations and retirements.
- b) Personnel Financial Report as of April 30, 2022: Expenses are very close to this same time last year, slightly less than last year. Highway is slightly above the expenses at this time last year, partially due to heavy snow response hours in the past couple of months.
- c) COVID Response Staffing Update: Maintenance staff hours were increased for additional cleaning due to COVID. Those additional hours are anticipated to end in the near future. An update was provided on staffing in the Health Department.
- d) An update was provided on recent meetings with staff that have expressed concerns with their placement on the wage schedule following the market analysis. Individual questions should be directed to the County Administrator or Human Resources Director.

The committee did not go into closed session.

Meeting adjourned at 4:50 pm. Minutes respectfully submitted by Kristine Kavajecz

BAYFIELD COUNTY JOB DESCRIPTION

1. **Department: Maintenance/Custodial**

2. **Employee Name**

3. **Position Title: Cleaning Person – Morning Shift**

4. **Position Purpose:**

To provide general cleaning services of the Courthouse, Annex, and other county facilities as required.

5. **Qualifications**

- A. High school diploma or GED equivalency
- B. Two (2) or more years of commercial cleaning work experience.
- C. Experience in snow plowing and using small equipment (lawnmower, floor scrubber, snowblower, **weed eater**, etc.)
- D. Valid Driver's License

6. **Knowledge, Skills, and Abilities**

- A. Knowledge of methods, materials and equipment used in general cleaning and maintenance work.
- B. **Knowledge of methods, materials and equipment used in general lawn care activities.**
- C. Capability to make sound judgments in emergencies.
- D. Availability to work evening / morning shifts.
- E. Ability to work cooperatively with maintenance and Courthouse staff.
- F. Ability to work independently with limited supervision.
- G. **Ability to learn how to handle alarms in various pieces of equipment.**
- H. Ability to read and interpret equipment operating instructions, memos and material safety data sheets related to cleaning supplies.
- I. Ability to determine and maintain appropriate inventory of cleaning supplies and equipment.
- J. Understanding of confidentiality laws and requirements.

- K. Self-starting individual.
- L. Responsibility to report energy / utility waste issues including running faucets, toilets, heaters, thermostats, etc.
- K. Ability to set and reset security and alarm systems.
- L. Available to work varied shifts.

7. **Examples of Duties**

- A. Perform a variety of building and grounds custodial duties such as:
 - i. Cleaning restrooms:
 - 1. Toilets
 - 2. Mirrors
 - 3. Floors
 - 4. Sinks
 - 5. Urinals
 - 6. Walls and stalls
 - 7. Replace paper, soap, and sanitary items
 - ii. Dusting/polishing woodwork
 - iii. Vacuuming/cleaning Carpeting
 - iv. Sweeping, scrubbing, and waxing floors
 - v. Washing windows
 - vi. Washing walls
 - vii. Emptying recycling and refuse bins
 - viii. **Sanitizing common areas and restrooms**
 - ix. **Sweeping and mopping stairwells**
- B. Snow shoveling / occasional snow blowing.
- C. Occasional snow plowing
- D. General lawn care (mowing, weed whipping, landscaping, raking, **tree and shrub pruning, pick up of litter**, etc.)
- E. **Assisting other Maintenance personnel with various tasks or projects**
- F. **Bring outgoing Courthouse mail down to Post Office and picking up daily incoming mail**
- G. **Occasional painting**
- H. Perform other duties as assigned by the Maintenance Supervisor

8. **Physical Requirements:**

- A. Ability to lift and carry up to 50lbs.
- B. Ability to walk, bend, squat, **stand**, push, and pull for extended periods of time while performing position related tasks such as mopping, shoveling, raking, **mowing, weed eating**, climbing stairs, and sweeping, **etc.**
- C. Occasional heavy lifting or moving of office furniture and cleaning supplies.
- D. Vision required to determine areas that need cleaning, see dirt, see results of cleaning.
- E. Hearing to safely perform the duties of the position.
- F. Ability to read and interpret directions and labels on signage, memos, cleaning equipment, and supplies.

9. Title of Immediate Supervisor:

Maintenance Supervisor

10. Nature of Supervision Exercised Over Employee's Work:

Moderate

11. Titles and Numbers of Persons Supervised by Employee (in whole or part)

None

12. Nature of Supervision Exercised by Employee:

None

13. Contacts with Public – Nature of and Frequency

Limited contact with the public. There is regular contact with co-workers while cleaning is being performed and when requests are made by **other County** employees or **other County** departments.

14. List the Date the Employee Began Service in the Department and the Previous Position(s) Held, Including Dates and Title for Each Position

15. Date _____ Employee's Signature _____

16. Certification of Accuracy of Foregoing Statements and Additional Information or Comments on Employee's Duties

Date _____ Title _____ Supervisor's Signature _____

PROPOSED POLICY AMENDMENT

June 2022

Effective Date: Immediately

3.6 Funeral Leave

In the event of a death in the immediate family of a full-time employee, such employee shall be granted a leave of absence with pay for period of up to three (3) days. Members of the immediate family shall include: registered domestic partner ~~or significant other that the employee cohabitates with~~, son-in-law and daughter-in-law, wife, husband, child, mother, father, mother-in-law, father-in-law, brother, sister, grandmother, grandfather, grandchildren, step-parent, and step children. This shall include foster children living at home ~~or anyone that the employee has legal guardianship of~~.

~~An employee may be granted up to one day off with pay when a full-time employee is requested to serve as a pallbearer at a funeral, or to serve as a member of a color guard, he/she may be granted time off with pay for a period not to exceed one (1) day or to attend a funeral of an aunt, uncle, niece, nephew, or child of a significant other.~~

Regular part-time employees are eligible for funeral leave benefits. Funeral leave pay for regular part-time employees will be paid on a pro-rata basis, under the formula in paragraph 1.1.2 of this Manual.



Personnel Financial Through May 31, 2022

Through 05/31/22
 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	+++	404.54
Department 01 - County Board	49,519.00	.00	49,519.00	7,398.88	.00	21,116.08	28,402.92	43	20,575.36
Department 02 - Clerk of Courts	346,277.00	.00	346,277.00	27,630.52	.00	130,244.26	216,032.74	38	134,392.25
Department 04 - Criminal Justice	155,472.00	.00	155,472.00	15,036.23	.00	62,051.55	93,420.45	40	54,648.71
Department 06 - Coroner	15,031.00	.00	15,031.00	538.07	.00	5,058.71	9,972.29	34	3,902.32
Department 07 - Administrator	291,164.00	.00	291,164.00	24,009.10	.00	110,677.58	180,486.42	38	111,411.89
Department 08 - District Attorney	167,641.00	.00	167,641.00	13,474.45	.00	63,871.47	103,769.53	38	65,486.56
Department 09 - Child Support	218,283.00	.00	218,283.00	17,089.49	.00	75,498.68	142,784.32	35	73,799.20
Department 10 - County Clerk	355,205.00	.00	355,205.00	28,489.57	.00	135,717.59	219,487.41	38	137,394.76
Department 12 - Treasurer	155,144.00	.00	155,144.00	10,945.85	.00	47,116.06	108,027.94	30	61,819.10
Department 13 - Land Records	406,031.00	.00	406,031.00	31,414.91	.00	147,767.43	258,263.57	36	155,047.46
Department 14 - Court House	269,642.00	.00	269,642.00	20,470.67	.00	102,370.83	167,271.17	38	96,349.26
Department 15 - Register of Deeds	159,208.00	.00	159,208.00	12,582.53	.00	61,163.99	98,044.01	38	58,367.84
Department 17 - Sheriff	3,868,112.00	.00	3,868,112.00	282,843.38	.00	1,289,700.36	2,578,411.64	33	1,400,999.77
Department 18 - Emergency Management	107,323.00	.00	107,323.00	9,134.21	.00	41,646.38	65,676.62	39	64,992.66
Department 19 - Veteran's Services	107,498.00	.00	107,498.00	8,437.44	.00	38,352.02	69,145.98	36	34,870.83
Department 20 - Health	780,246.00	.00	780,246.00	71,710.43	.00	313,442.34	466,803.66	40	252,059.71
Department 22 - Fair	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 23 - Tourism	197,877.00	.00	197,877.00	14,561.73	.00	59,116.83	138,760.17	30	56,519.99
Department 25 - UW Extension	95,121.00	.00	95,121.00	6,899.17	.00	31,739.93	63,381.07	33	33,620.00
Department 26 - Zoning	379,748.00	.00	379,748.00	38,324.94	.00	141,366.63	238,381.37	37	146,094.70
Department 28 - Land Conservation	267,185.00	.00	267,185.00	26,037.17	.00	114,655.37	152,529.63	43	94,123.11
Department 29 - Land Use Planning	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 31 - Information Services	310,296.00	.00	310,296.00	25,040.18	.00	116,711.62	193,584.38	38	116,397.77
Department 34 - Forestry	1,000,277.00	.00	1,000,277.00	78,529.46	.00	348,676.02	651,600.98	35	340,872.92
EXPENSE TOTALS	\$9,702,300.00	\$0.00	\$9,702,300.00	\$770,598.38	\$0.00	\$3,458,061.73	\$6,244,238.27	36%	\$3,514,150.71
Fund 100 - General Totals									
EXPENSE TOTALS	9,702,300.00	.00	9,702,300.00	770,598.38	.00	3,458,061.73	6,244,238.27	36%	3,514,150.71
Fund 100 - General Totals	(\$9,702,300.00)	\$0.00	(\$9,702,300.00)	(\$770,598.38)	\$0.00	(\$3,458,061.73)	(\$6,244,238.27)		(\$3,514,150.71)
Fund 235 - Human Services									
EXPENSE									
Department 00 - General Fund	.00	.00	.00	.00	.00	.00	.00	+++	648.90
Department 47 - Comprehensive Community Support	219,012.00	.00	219,012.00	16,326.48	.00	84,603.46	134,408.54	39	91,842.34
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	47,417.46	.00	205,885.39	376,033.61	35	253,231.89
Department 53 - Family Services	1,530,919.00	.00	1,530,919.00	44,901.17	.00	206,550.10	1,324,368.90	13	215,495.31
Department 54 - Economic Support	395,440.00	.00	395,440.00	25,649.88	.00	120,071.76	275,368.24	30	156,017.13



Personnel Financial Through May 31, 2022

Through 05/31/22
 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	21,869.50	.00	109,643.36	42,239.64	72	124,473.40
Department 56 - GWAAR	277,326.00	.00	277,326.00	19,027.07	.00	85,150.60	192,175.40	31	97,305.76
Department 58 - ADRC-Bayfield Co	114,659.00	.00	114,659.00	9,529.36	.00	38,190.93	76,468.07	33	39,088.33
Department 59 - ADRC-North	115,346.00	.00	115,346.00	9,490.61	.00	44,167.47	71,178.53	38	45,344.27
EXPENSE TOTALS	\$3,392,025.00	\$0.00	\$3,392,025.00	\$194,211.53	\$0.00	\$894,263.07	\$2,497,761.93	26%	\$1,023,447.33
Fund 235 - Human Services Totals									
EXPENSE TOTALS	3,392,025.00	.00	3,392,025.00	194,211.53	.00	894,263.07	2,497,761.93	26%	1,023,447.33
Fund 235 - Human Services Totals	(\$3,392,025.00)	\$0.00	(\$3,392,025.00)	(\$194,211.53)	\$0.00	(\$894,263.07)	(\$2,497,761.93)		(\$1,023,447.33)
Fund 276 - American Rescue Plan 2021 Grant									
EXPENSE									
Department 20 - Health	53,645.00	.00	53,645.00	.00	.00	2,671.87	50,973.13	5	.00
Department 56 - GWAAR	90,000.00	.00	90,000.00	4,654.00	.00	21,735.05	68,264.95	24	.00
EXPENSE TOTALS	\$143,645.00	\$0.00	\$143,645.00	\$4,654.00	\$0.00	\$24,406.92	\$119,238.08	17%	\$0.00
Fund 276 - American Rescue Plan 2021 Grant Totals									
EXPENSE TOTALS	143,645.00	.00	143,645.00	4,654.00	.00	24,406.92	119,238.08	17%	.00
Fund 276 - American Rescue Plan 2021 Grant Totals	(\$143,645.00)	\$0.00	(\$143,645.00)	(\$4,654.00)	\$0.00	(\$24,406.92)	(\$119,238.08)		\$0.00
Fund 710 - Highway									
EXPENSE									
Department 71 - Highway Dept	2,312,561.00	.00	2,312,561.00	156,998.53	.00	939,789.18	1,372,771.82	41	896,918.29
EXPENSE TOTALS	\$2,312,561.00	\$0.00	\$2,312,561.00	\$156,998.53	\$0.00	\$939,789.18	\$1,372,771.82	41%	\$896,918.29
Fund 710 - Highway Totals									
EXPENSE TOTALS	2,312,561.00	.00	2,312,561.00	156,998.53	.00	939,789.18	1,372,771.82	41%	896,918.29
Fund 710 - Highway Totals	(\$2,312,561.00)	\$0.00	(\$2,312,561.00)	(\$156,998.53)	\$0.00	(\$939,789.18)	(\$1,372,771.82)		(\$896,918.29)
Grand Totals									
EXPENSE TOTALS	15,550,531.00	.00	15,550,531.00	1,126,462.44	.00	5,316,520.90	10,234,010.10	34%	5,434,516.33
Grand Totals	(\$15,550,531.00)	\$0.00	(\$15,550,531.00)	(\$1,126,462.44)	\$0.00	(\$5,316,520.90)	(\$10,234,010.10)		(\$5,434,516.33)