



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, *Human Resources Director*

Paige Terry, *Clerk*

BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

Brett Rondeau, *Chair* Fred Strand
Mary Dougherty, *Vice-Chair* Dennis Pocerlich Marty Milanowski

***** AMENDED *****

Dear County Board Members:

This letter is written to inform you of the Bayfield County Personnel Committee Meeting scheduled for **1:30pm Thursday, August 18, 2022**. This meeting will be held Remotely and In Person at the **Bayfield County Emergency Operations Center (EOC), Bayfield County Annex Building, 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](#)

Meeting ID: 227 807 103 785

Passcode: dDHq4K

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 715-318-2087,,364290188#](#) United States, Eau Claire

Phone Conference ID: 364 290 188#

[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 July 28, 2022
3. 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
 - ii. Strategy Regarding Union Negotiations
 - iii. WPPA Union Negotiations
 - iv. 2023 Reclassification Requests & Human Services Social Worker
4. Discussion and Possible Action Regarding County Personnel Policies: Vacation Carry-Over duration, extension from three months to six months
5. Public Comment
6. Reports
 - a) New Position Requests, Budget 2023
 - b) Personnel Financial Report as of July 31, 2022

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 Committee Narrative, August 18, 2022

Item 3: WPPA negotiations.

Item 4. Current county vacation policy is to allow up to 1 week to carry over for three months. We have received feedback that it would help to allow the one week to be allowed for an extended period of time. I would recommend we extent this to six months.

Item 6:

- a. A list of position requests for 5.77 fte new or increased staff is attached. These have been reviewed by committees. These have been entered into the budget at the department level. County Admin will review and make recommendations for proposed budget.
- b. Personnel Financial: 52% overall budget. This is about \$10k **over** where we were last year. In comparison in June of this year we were \$75k **under** 2021. In May we were \$120k **under** 2021. Wage adjustments and positions filling are catching up with us quickly

**Minutes of the
Bayfield County Personnel Committee Meeting
5:00 PM, July 28, 2022
Meeting was Held Remotely through Microsoft Teams
and In Person in the Bayfield County Board Room**

Members Present: Fred Strand, Marty Milanowski, Brett Rondeau

Members Excused: Dennis Pocernich, Mary Dougherty

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Zak Radzak-Teamster Health Fund, Robert Doblak-Teamster Health Fund, Martin Skaj, Lori Skaj, Michael Moore, Dalton Collins, Sheree Collins, David Kontny

Meeting called to order at 5:00pm by Chairman Rondeau

Motion Strand, Milanowski to approve minutes of the July 7, 2022 Personnel Committee meeting. Motion Carried (3-0)

Public Comment: Dalton Collins asked if employees will be allowed to speak during the Teamster Health discussion.

Lori Skaj expressed concern with any proposed change to the current health plan and HRA offered to Teamster employees. Also expressed that she feels this is retaliation for giving the Highway Department staff a raise earlier this year. As a healthcare worker, she expressed concern with a limit on the providers that could be accessed and the difficulty of getting a referral when needed.

Sheree Collins shared that she has worked the last 2 summers for the Highway Department. The Department was recognized as Department of the Year for 2022. Thank You. Would like to see the county retain the Teamster Health Plan. Asked why the county would consider switching when all of the employees are happy with the current plan.

Presentation, Teamsters Health Insurance: Abeles-Allison displayed the health plan coverage comparison that was presented at the last meeting. He reported that following the previous meeting, the Teamsters requested to make a presentation.

Teamster representative Dalton Collins provided a packet of information including a petition from staff requesting to retain the Teamster Health Plan. The packet also contained a photo of the department with recognition as Department of the Year and Snowplow Awareness and Operator Appreciation Resolution. Union members pay a \$45 union membership fee per month for union representation. Collins reviewed the costs of the current plans. Disability and Dental insurances would be additional costs under the State Plan. Death and Dismemberment is included in the Teamster plan. Collins stated that if the HRA is taken away, employees would go broke. HRA is used to pay for deductibles, co-insurances, co-pays, dental, vision costs. Without the HRA, employees would have to pay those costs.

Teamster Representative Martin Skaj brought up the question of the cost for the plans that include Mayo Clinic coverage, which is currently included in the Teamster Health Plan

coverage. Skaj reiterated what Collins stated. Suggested that the county could consider putting all county employees on the Teamster Health Plan.

Robert Doblar with Teamster Health Plan explained that the Teamsters pay a composite premium (one flat premium for every employee regardless of single/family status). The group could explore a single/family option vs a composite premium. Mayo would be out of network, which is a concern for members. There is no out of network coverage with the state plan. Children out of state would not have out of network coverage. HRA currently offsets the out of pocket costs that the employees experience with the Teamster Health Plan.

Radzak expressed that the members are very passionate about retaining the Teamster Health Plan and HRA. He stated that several employees will leave employment if the insurance changes. Currently there are 3 single employees that would save on premiums with the state plan. For the others, there would be an additional premium equivalent to approximately 30 cents per hour.

Lori Skaj expressed that referrals are typically not approved if another provider is available in the network.

Reports

- a) Human Resources Report:** *Motion Milanowski, Strand to receive the Human Resources report and place on file. Motion Carried (3-0)*

Motion Milanowski, Strand 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: Approval of July 7, 2022 Closed Session Minutes, Strategy Regarding Union Negotiations, and WPPA Union Negotiations. Motion Carried (3-0) Entered closed session at 5:49 pm.

Motion Milanowski, Strand to return to open session at 6:30pm

Explanation of the Social Worker Tech position. This position to be placed on the next agenda for formal approval. Consensus is support for the position.

Meeting adjourned at 6:35pm.

Minutes respectfully submitted by Kristine Kavajecz

**BAYFIELD COUNTY
STAFFING CHANGES
ACTUAL CHANGES IN 2022
&
PROPOSED CHANGES IN 2023**

2022 Staffing Additions: Approx. 10.75 FTE

Full-Time Assistant Zoning Administrator
Full-Time Deputy Sheriff
Full-Time Jailer, Sheriff
Full-Time Recreation Specialist, Forestry
Full-Time CCS Service Facilitator, Human Services
Full-Time Youth Support and Services Coordinator, Human Services
Full-Time Economic Support Specialist, Human Services
Full-Time Aquatic Invasive Species Technician (was formerly contracted employee)
Part-Time Addressing Specialist
Full-Time CCO (converted PT employee to FT rather than hiring 2 PT)
Two Part-Time Meal Delivery Drivers
Full-Time Cook (was part-time)
Full-Time Clerk of Court (converted PT employee to FT rather than hiring 2 PT)
District Attorney Clerk .25 temporary increase
Nurse Supervisor position (wage increase only)
PT Summer IT Intern

2023 Additional Staffing Requests (5.77 fte):

1.0fte Information Technology Department: The IT Department is requesting an additional **Full-Time Network Administrator**.

1.5fte Highway Department: The Highway Department is requesting three (3) **Part-Time Patrol positions** that could be used as additional staff for special projects, assisting other departments such as Forestry, and to fill-in when regular staff are unable to work, such as injuries, illnesses, or vacations. The county has utilized up to seven (7) summer seasonal staff in the past. These staffers would work approximately six months out of the year.

1.0fte Health: **Full-Time Public Health Nurse**, primarily responsible for the Reproductive Health Program.

.5 fte District Attorney Office: **Full-Time Clerk** increase from half-time to full-time (1950 hours) for 2023. This position was temporarily approved for an increase in hours in 2022 from half-time to 75% time.

.5 fte. Maintenance Cleaning Person: **Full-Time Cleaning Person** was originally hired for half-time. She has been working 87% time (35 hours per week) since the beginning of the pandemic. The proposal is to make this a permanent full-time position at 40 hours per week.

.06 fte: Emergency Management: The **Support staff** position was previously a full-time position combined with the Veteran's Service Office. This position is proposed to be separated from the Veteran's Service office and is proposed to be budgeted at 20 hours per week.

.25 fte. Veteran's Service Office: The **Support staff** position was previously a full-time position combined with the Emergency Management Office. This position is proposed to be separated from the Emergency Management office and is proposed to be budgeted at 75% time or approximately 28.125 hours per week. This would be an increase of 487.5 hours per year. At 75%, the position would be eligible for all benefits.

.5fte. Sheriff: **Full Time Clerk** Position is currently half-time.

.23fte Zoning: The Planning and Zoning Office is requesting a **seasonal Intern** to assist with seasonal work-load during the busy summer months.

.23fte Forestry: Forestry and Parks is requesting a **seasonal Intern** to assist with park/yurt/trails and special projects over the summer.



Personnel Financial Through July 31, 2022

Through 07/31/22
 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 | +++ | 681.37 |
| Department 01 - County Board | 49,519.00 | .00 | 49,519.00 | 7,654.41 | .00 | 32,886.08 | 16,632.92 | 66 | 29,951.79 |
| Department 02 - Clerk of Courts | 346,277.00 | .00 | 346,277.00 | 38,817.60 | .00 | 196,530.98 | 149,746.02 | 57 | 200,402.76 |
| Department 04 - Criminal Justice | 155,472.00 | .00 | 155,472.00 | 17,923.37 | .00 | 92,696.74 | 62,775.26 | 60 | 79,662.45 |
| Department 06 - Coroner | 15,031.00 | .00 | 15,031.00 | 2,179.64 | .00 | 7,776.43 | 7,254.57 | 52 | 7,266.38 |
| Department 07 - Administrator | 291,164.00 | .00 | 291,164.00 | 33,422.91 | .00 | 167,786.73 | 123,377.27 | 58 | 166,413.36 |
| Department 08 - District Attorney | 167,641.00 | .00 | 167,641.00 | 20,775.80 | .00 | 98,727.38 | 68,913.62 | 59 | 96,544.40 |
| Department 09 - Child Support | 218,283.00 | .00 | 218,283.00 | 23,701.01 | .00 | 116,129.61 | 102,153.39 | 53 | 110,552.32 |
| Department 10 - County Clerk | 355,205.00 | .00 | 355,205.00 | 40,143.66 | .00 | 204,051.73 | 151,153.27 | 57 | 204,283.71 |
| Department 12 - Treasurer | 155,144.00 | .00 | 155,144.00 | 15,486.59 | .00 | 73,387.31 | 81,756.69 | 47 | 91,312.61 |
| Department 13 - Land Records | 406,031.00 | .00 | 406,031.00 | 44,353.25 | .00 | 223,536.27 | 182,494.73 | 55 | 232,128.40 |
| Department 14 - Court House | 269,642.00 | .00 | 269,642.00 | 28,929.94 | .00 | 151,611.16 | 118,030.84 | 56 | 144,404.29 |
| Department 15 - Register of Deeds | 159,208.00 | .00 | 159,208.00 | 18,106.21 | .00 | 91,853.41 | 67,354.59 | 58 | 85,518.13 |
| Department 17 - Sheriff | 3,868,112.00 | .00 | 3,868,112.00 | 411,246.70 | .00 | 1,981,286.59 | 1,886,825.41 | 51 | 2,092,916.81 |
| Department 18 - Emergency Management | 107,323.00 | .00 | 107,323.00 | 12,863.47 | .00 | 63,644.38 | 43,678.62 | 59 | 85,229.09 |
| Department 19 - Veteran's Services | 107,498.00 | .00 | 107,498.00 | 12,627.02 | .00 | 59,417.99 | 48,080.01 | 55 | 52,263.83 |
| Department 20 - Health | 780,246.00 | .00 | 780,246.00 | 89,029.29 | .00 | 464,106.81 | 316,139.19 | 59 | 405,698.80 |
| Department 22 - Fair | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Department 23 - Tourism | 197,877.00 | .00 | 197,877.00 | 25,803.48 | .00 | 99,904.93 | 97,972.07 | 50 | 94,083.65 |
| Department 25 - UW Extension | 95,121.00 | .00 | 95,121.00 | 10,520.33 | .00 | 49,764.15 | 45,356.85 | 52 | 52,890.10 |
| Department 26 - Zoning | 379,748.00 | .00 | 379,748.00 | 48,311.52 | .00 | 225,357.80 | 154,390.20 | 59 | 218,859.74 |
| Department 28 - Land Conservation | 267,185.00 | .00 | 267,185.00 | 56,639.11 | .00 | 203,290.57 | 63,894.43 | 76 | 163,830.85 |
| Department 29 - Land Use Planning | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Department 31 - Information Services | 310,296.00 | .00 | 310,296.00 | 36,044.00 | .00 | 177,796.82 | 132,499.18 | 57 | 174,421.71 |
| Department 34 - Forestry | 1,000,277.00 | .00 | 1,000,277.00 | 108,144.61 | .00 | 536,416.15 | 463,860.85 | 54 | 515,744.44 |
| EXPENSE TOTALS | \$9,702,300.00 | \$0.00 | \$9,702,300.00 | \$1,102,723.92 | \$0.00 | \$5,317,960.02 | \$4,384,339.98 | 55% | \$5,305,060.99 |
| Fund 100 - General Totals | | | | | | | | | |
| EXPENSE TOTALS | 9,702,300.00 | .00 | 9,702,300.00 | 1,102,723.92 | .00 | 5,317,960.02 | 4,384,339.98 | 55% | 5,305,060.99 |
| Fund 100 - General Totals | (\$9,702,300.00) | \$0.00 | (\$9,702,300.00) | (\$1,102,723.92) | \$0.00 | (\$5,317,960.02) | (\$4,384,339.98) | | (\$5,305,060.99) |
| Fund 235 - Human Services | | | | | | | | | |
| EXPENSE | | | | | | | | | |
| Department 00 - General Fund | .00 | .00 | .00 | 442.74 | .00 | 740.09 | (740.09) | +++ | 1,305.70 |
| Department 47 - Behavioral Health & Community | 219,012.00 | .00 | 219,012.00 | 31,749.53 | .00 | 138,585.73 | 80,426.27 | 63 | 133,757.52 |
| Department 48 - Community Support Program (CSP) | 1,671.00 | .00 | 1,671.00 | 248.05 | .00 | 248.05 | 1,422.95 | 15 | .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 | 61,949.24 | .00 | 313,907.38 | 268,011.62 | 54 | 361,500.62 |
| Department 53 - Family Services | 1,530,919.00 | .00 | 1,530,919.00 | 58,840.83 | .00 | 306,345.45 | 1,224,573.55 | 20 | 324,247.54 |
| Department 54 - Economic Support | 395,440.00 | .00 | 395,440.00 | 42,882.38 | .00 | 190,847.36 | 204,592.64 | 48 | 229,803.19 |



Personnel Financial Through July 31, 2022

Through 07/31/22
 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 | 35,756.59 | .00 | 166,032.43 | (14,149.43) | 109 | 186,828.74 |
| Department 56 - GWAAR | 277,326.00 | .00 | 277,326.00 | 24,680.99 | .00 | 130,898.48 | 146,427.52 | 47 | 145,077.03 |
| Department 58 - ADRC-Bayfield Co | 114,659.00 | .00 | 114,659.00 | 10,580.90 | .00 | 58,319.84 | 56,339.16 | 51 | 58,869.13 |
| Department 59 - ADRC-North | 115,346.00 | .00 | 115,346.00 | 12,486.00 | .00 | 65,536.30 | 49,809.70 | 57 | 67,080.82 |
| EXPENSE TOTALS | \$3,392,025.00 | \$0.00 | \$3,392,025.00 | \$279,617.25 | \$0.00 | \$1,371,461.11 | \$2,020,563.89 | 40% | \$1,508,470.29 |
| Fund 235 - Human Services Totals | | | | | | | | | |
| EXPENSE TOTALS | 3,392,025.00 | .00 | 3,392,025.00 | 279,617.25 | .00 | 1,371,461.11 | 2,020,563.89 | 40% | 1,508,470.29 |
| Fund 235 - Human Services Totals | (\$3,392,025.00) | \$0.00 | (\$3,392,025.00) | (\$279,617.25) | \$0.00 | (\$1,371,461.11) | (\$2,020,563.89) | | (\$1,508,470.29) |
| Fund 276 - American Rescue Plan 2021 Grant | | | | | | | | | |
| EXPENSE | | | | | | | | | |
| Department 20 - Health | 53,645.00 | (41,000.00) | 12,645.00 | .00 | .00 | 2,671.87 | 9,973.13 | 21 | .00 |
| Department 56 - GWAAR | 90,000.00 | .00 | 90,000.00 | 6,639.37 | .00 | 33,028.43 | 56,971.57 | 37 | .00 |
| EXPENSE TOTALS | \$143,645.00 | (\$41,000.00) | \$102,645.00 | \$6,639.37 | \$0.00 | \$35,700.30 | \$66,944.70 | 35% | \$0.00 |
| Fund 276 - American Rescue Plan 2021 Grant Totals | | | | | | | | | |
| EXPENSE TOTALS | 143,645.00 | (41,000.00) | 102,645.00 | 6,639.37 | .00 | 35,700.30 | 66,944.70 | 35% | .00 |
| Fund 276 - American Rescue Plan 2021 Grant Totals | (\$143,645.00) | \$41,000.00 | (\$102,645.00) | (\$6,639.37) | \$0.00 | (\$35,700.30) | (\$66,944.70) | | \$0.00 |
| Fund 710 - Highway | | | | | | | | | |
| EXPENSE | | | | | | | | | |
| Department 71 - Highway Dept | 2,312,561.00 | .00 | 2,312,561.00 | 257,706.21 | .00 | 1,357,715.33 | 954,845.67 | 59 | 1,263,744.87 |
| EXPENSE TOTALS | \$2,312,561.00 | \$0.00 | \$2,312,561.00 | \$257,706.21 | \$0.00 | \$1,357,715.33 | \$954,845.67 | 59% | \$1,263,744.87 |
| Fund 710 - Highway Totals | | | | | | | | | |
| EXPENSE TOTALS | 2,312,561.00 | .00 | 2,312,561.00 | 257,706.21 | .00 | 1,357,715.33 | 954,845.67 | 59% | 1,263,744.87 |
| Fund 710 - Highway Totals | (\$2,312,561.00) | \$0.00 | (\$2,312,561.00) | (\$257,706.21) | \$0.00 | (\$1,357,715.33) | (\$954,845.67) | | (\$1,263,744.87) |
| Grand Totals | | | | | | | | | |
| EXPENSE TOTALS | 15,550,531.00 | (41,000.00) | 15,509,531.00 | 1,646,686.75 | .00 | 8,082,836.76 | 7,426,694.24 | 52% | 8,077,276.15 |
| Grand Totals | (\$15,550,531.00) | \$41,000.00 | (\$15,509,531.00) | (\$1,646,686.75) | \$0.00 | (\$8,082,836.76) | (\$7,426,694.24) | | (\$8,077,276.15) |