



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 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, November 3, 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.

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Phone Conference ID: 967 875 424#

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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. Public Comment
3. Discussion and Possible Action Regarding Approval of Minutes of October 27, 2022
4. 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, October 27, 2022
 - ii. WPPA Negotiations Discussion
 - iii. County Admin / Employee Evaluations
5. Review County Tuition Reimbursement program
6. Review Employee Evaluation Process and Procedure
7. Discussion regarding Standards of Conduct Policy
8. Reports
 - a) Personnel Financial Report as of October 31, 2022
 - b) HR Report

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

NOVEMBER 3, NARRATIVE, PERSONNEL COMMITTEE

Item 5: The County Tuition reimbursement process is up to \$500 per semester, \$1000 max per year. Funding is provided to encourage employees to continue their education when it benefits the county and services provided to citizens.

Suggestions are attached from an employee to discuss increasing this based on educational costs.

Item 6. Employee evaluations are done quarterly for new employees and annually for all others. Evaluations are due by December 15th this year. An overall Meets Expectations rating or higher is required of employees to proceed to the next step in the wage classification system. NeoGov is the software used to conduct and record evaluations.

4.2 Performance Evaluation

Bayfield County recognizes the value of employee performance evaluations. The goal of this policy is to promote the utmost productivity of all County employees. The performance evaluation process is intended to:

- a. Assess an employee's work effectiveness.
- b. Help improve individual performance.
- c. Identify training needs.
- d. Recognize employee accomplishments and good work.
- e. Identify job requirements and standards.
- f. Guide in decisions affecting placement, transfers, salary, consideration, promotions, demotions, and terminations.

Employee performance is evaluated on an ongoing basis over the course of a year. In addition, the County conducts formal written evaluations for all employees on a quarterly basis during the first year of employment with the County and on an annual basis thereafter.

Item 7: Section IV of the County Personnel Manual, pdf page 41-48 here addresses employee conduct.

<https://www.bayfieldcounty.wi.gov/DocumentCenter/View/13893/REVISED-Personnel-Policies--Procedures-Manual-Published-2022-08-24>

The introductory paragraph is shown here:

4.1 Standards of Employee Conduct

The purpose of this policy is to state Bayfield County's general approach to administering equitable and consistent discipline for unsatisfactory conduct in the workplace. Bayfield County's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial.

In addition to the procedures, rules and standards outlined in this Manual and any departmental policies and procedures, the following work rules and standards for work at Bayfield County provide a basic outline for expected employee conduct while employed with the County. This list of work rules and standards is not meant to be all inclusive nor exclusive, but is an indication of what the County expects from its employees. Work rules and standards are also found in numerous other documents, e. g. collective bargaining agreements, the County's safety manual and Departmental materials. Violations of any of the County's rules or standards found in this Manual or any other source will be considered employee misconduct and will subject the employee to disciplinary action up to and including discharge from employment.

We would like to review this section and discuss potential modifications over the next couple of meetings. At this meeting we provide a general overview of the various sections:

- Property and Premises
- Attendance
- Performance
- Conduct
- Records
- Ethics
- Fraud Prevention

**Minutes of the
Bayfield County Personnel Committee Meeting
2:00 PM, October 27, 2022
Meeting was Held In Person in the County Board Room**

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

Excused:

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Rich Burghaus, David Renz Jr, Chris Benton, David Dawson

Meeting called to order at 2:00pm by Chairman Rondeau

Public Comment:

Minutes of October 6, 2022: *Motion Milanowski, Pocernich to approve minutes of the October 6, 2022 Personnel Committee meeting as corrected. Motion Carried (5-0)*

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. Approve October 6, 2022 Closed Session Minutes, WPPA Union Negotiations. Motion Carried (5-0). Entered Closed session at 2:00 pm.

Motion Pocernich, Milanowski to return to open session. Motion Carried (5-0) Returned to open session at 4:07 pm.

Meeting adjourned at 4:07pm.

Minutes respectfully submitted by Kristine Kavajecz

September 21, 2022

Kristine Kavajecz, Mark Abeles-Allison, and Personnel Committee
Bayfield County
County Administrators Office
117 E 5th Street
Washburn, WI 54891

Dear Bayfield County,

This letter is to formally request your consideration in increasing the Tuition Assistance Program reimbursement amount county-wide for those who participate in the Bayfield County Tuition Assistance Program. Currently Bayfield County will reimburse 66% of educational costs up to \$500 per semester, with a maximum of \$1,000 per calendar year if the acceptable accredited course work is directly related to the employee's current job, would improve their skills on a job, and after all other financial aid has been used.

Looking at the University of Wisconsin System tuition for the 2022-2023 academic year the average annual in-state resident tuition is \$5,862.56 based on 26 campuses. Employees may qualify for federal or state grants and possibly be chosen for a scholarship but for many they do not qualify. \$5,862.56 is a considerable sum of money to pay out of pocket or to take out student loan debt, even worse it may cause an employee to make the decision to not pursue further education based on financial burden. <https://uwhelp.wisconsin.edu/counselors/navigating-financial-aid/uw-system-tuition-chart/>

Benefits of increasing the Bayfield County Tuition reimbursement amount can help increase employee loyalty, reduce turnover, increase productivity, show employee's Bayfield County cares to invest in their employees, as well as providing Bayfield County with a pool of highly skilled employees. Increasing the reimbursement amount can help alleviate the financial burden of employees attending college and lower the overall amount of student loan debt an employee may need to take out making for a happier and more financially stable employee and family unit.

I would like to propose two scenarios of increasing the Bayfield County Tuition Assistance reimbursement; option A: to increase the per semester amount to \$1,000, with a maximum of \$2,000 per calendar year or option B: to increase the per semester amount to \$750.00, with a maximum of \$1,500 per calendar year.

College tuition, like everything else increases as time goes on, the current benefit of \$1,000 reduces the cost by 17% however increasing to \$1,500 per calendar year could help reduce the cost by 25% for employees and if increased to \$2,000 per calendar year it could help reduce the cost by 34% based on the annual tuition in Wisconsin costing \$5,862.56.

Thank you for your consideration,

Alannah Belanger



Personnel Financial Through October 31, 2022

Through 10/31/22
 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	7,721.82	.00	48,569.04	949.96	98	45,810.54
Department 02 - Clerk of Courts	346,277.00	.00	346,277.00	27,469.12	.00	281,469.42	64,807.58	81	280,760.85
Department 04 - Criminal Justice	155,472.00	.00	155,472.00	12,721.84	.00	130,859.86	24,612.14	84	117,547.65
Department 06 - Coroner	15,031.00	.00	15,031.00	538.08	.00	10,790.12	4,240.88	72	10,436.67
Department 07 - Administrator	291,164.00	.00	291,164.00	23,686.26	.00	239,168.41	51,995.59	82	235,470.88
Department 08 - District Attorney	167,641.00	.00	167,641.00	14,292.33	.00	142,153.11	25,487.89	85	135,846.96
Department 09 - Child Support	218,283.00	.00	218,283.00	16,928.50	.00	166,915.11	51,367.89	76	156,369.08
Department 10 - County Clerk	355,205.00	.00	355,205.00	28,166.68	.00	288,928.51	66,276.49	81	288,601.15
Department 12 - Treasurer	155,144.00	.00	155,144.00	10,785.44	.00	105,903.55	49,240.45	68	128,872.53
Department 13 - Land Records	406,031.00	.00	406,031.00	28,669.67	.00	321,043.25	84,987.75	79	324,473.33
Department 14 - Court House	269,642.00	.00	269,642.00	20,310.36	.00	212,542.28	57,099.72	79	204,291.49
Department 15 - Register of Deeds	159,208.00	.00	159,208.00	12,583.45	.00	129,603.30	29,604.70	81	122,812.28
Department 17 - Sheriff	3,868,112.00	.00	3,868,112.00	298,162.74	.00	2,847,985.16	1,020,126.84	74	2,942,969.74
Department 18 - Emergency Management	107,323.00	.00	107,323.00	9,134.54	.00	91,047.98	16,275.02	85	110,731.01
Department 19 - Veteran's Services	107,498.00	.00	107,498.00	9,887.81	.00	89,402.81	18,095.19	83	74,772.81
Department 20 - Health	780,246.00	.00	780,246.00	65,993.00	.00	668,086.23	112,159.77	86	577,335.31
Department 22 - Fair	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 23 - Tourism	197,877.00	.00	197,877.00	15,139.88	.00	162,330.98	35,546.02	82	146,696.18
Department 25 - UW Extension	95,121.00	.00	95,121.00	6,438.30	.00	71,794.32	23,326.68	75	75,025.92
Department 26 - Zoning	379,748.00	.00	379,748.00	37,664.95	.00	336,281.63	43,466.37	89	303,523.91
Department 28 - Land Conservation	267,185.00	.00	267,185.00	26,115.35	.00	293,764.95	(26,579.95)	110	236,975.10
Department 29 - Land Use Planning	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 31 - Information Services	310,296.00	.00	310,296.00	25,041.19	.00	252,920.40	57,375.60	82	245,910.31
Department 34 - Forestry	1,000,277.00	.00	1,000,277.00	76,979.82	.00	768,741.60	231,535.40	77	729,808.86
EXPENSE TOTALS	\$9,702,300.00	\$0.00	\$9,702,300.00	\$774,431.13	\$0.00	\$7,660,302.02	\$2,041,997.98	79%	\$7,495,723.93
Fund 100 - General Totals									
EXPENSE TOTALS	9,702,300.00	.00	9,702,300.00	774,431.13	.00	7,660,302.02	2,041,997.98	79%	7,495,723.93
Fund 100 - General Totals	(\$9,702,300.00)	\$0.00	(\$9,702,300.00)	(\$774,431.13)	\$0.00	(\$7,660,302.02)	(\$2,041,997.98)		(\$7,495,723.93)
Fund 235 - Human Services									
EXPENSE									
Department 00 - General Fund	.00	.00	.00	.00	.00	740.09	(740.09)	+++	1,516.51
Department 47 - Behavioral Health & Community	219,012.00	.00	219,012.00	25,214.20	.00	209,336.36	9,675.64	96	184,898.37
Department 48 - Community Support Program (CSP)	1,671.00	.00	1,671.00	.00	.00	330.70	1,340.30	20	.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	48,625.33	.00	454,409.36	127,509.64	78	478,042.01
Department 53 - Family Services	1,530,919.00	.00	1,530,919.00	36,151.29	.00	418,987.77	1,111,931.23	27	442,935.56
Department 54 - Economic Support	395,440.00	.00	395,440.00	30,455.80	.00	281,007.96	114,432.04	71	312,358.27



Personnel Financial Through October 31, 2022

Through 10/31/22
 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	28,012.28	.00	237,148.78	(85,265.78)	156	237,474.30
Department 56 - GWAAR	277,326.00	.00	277,326.00	18,967.58	.00	192,901.55	84,424.45	70	215,714.17
Department 58 - ADRC-Bayfield Co	114,659.00	.00	114,659.00	9,299.46	.00	89,135.76	25,523.24	78	89,634.23
Department 59 - ADRC-North	115,346.00	.00	115,346.00	9,167.65	.00	93,039.25	22,306.75	81	95,066.47
EXPENSE TOTALS	\$3,392,025.00	\$0.00	\$3,392,025.00	\$205,893.59	\$0.00	\$1,977,037.58	\$1,414,987.42	58%	\$2,057,639.89
Fund 235 - Human Services Totals									
EXPENSE TOTALS	3,392,025.00	.00	3,392,025.00	205,893.59	.00	1,977,037.58	1,414,987.42	58%	2,057,639.89
Fund 235 - Human Services Totals	(\$3,392,025.00)	\$0.00	(\$3,392,025.00)	(\$205,893.59)	\$0.00	(\$1,977,037.58)	(\$1,414,987.42)		(\$2,057,639.89)
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	12,675.98
Department 56 - GWAAR	90,000.00	.00	90,000.00	4,654.01	.00	46,990.42	43,009.58	52	.00
EXPENSE TOTALS	\$143,645.00	(\$41,000.00)	\$102,645.00	\$4,654.01	\$0.00	\$49,662.29	\$52,982.71	48%	\$12,675.98
Fund 276 - American Rescue Plan 2021 Grant Totals									
EXPENSE TOTALS	143,645.00	(41,000.00)	102,645.00	4,654.01	.00	49,662.29	52,982.71	48%	12,675.98
Fund 276 - American Rescue Plan 2021 Grant Totals	(\$143,645.00)	\$41,000.00	(\$102,645.00)	(\$4,654.01)	\$0.00	(\$49,662.29)	(\$52,982.71)		(\$12,675.98)
Fund 710 - Highway									
EXPENSE									
Department 71 - Highway Dept	2,312,561.00	.00	2,312,561.00	159,706.02	.00	1,851,655.48	460,905.52	80	1,737,420.84
EXPENSE TOTALS	\$2,312,561.00	\$0.00	\$2,312,561.00	\$159,706.02	\$0.00	\$1,851,655.48	\$460,905.52	80%	\$1,737,420.84
Fund 710 - Highway Totals									
EXPENSE TOTALS	2,312,561.00	.00	2,312,561.00	159,706.02	.00	1,851,655.48	460,905.52	80%	1,737,420.84
Fund 710 - Highway Totals	(\$2,312,561.00)	\$0.00	(\$2,312,561.00)	(\$159,706.02)	\$0.00	(\$1,851,655.48)	(\$460,905.52)		(\$1,737,420.84)
Grand Totals									
EXPENSE TOTALS	15,550,531.00	(41,000.00)	15,509,531.00	1,144,684.75	.00	11,538,657.37	3,970,873.63	74%	11,303,460.64
Grand Totals	(\$15,550,531.00)	\$41,000.00	(\$15,509,531.00)	(\$1,144,684.75)	\$0.00	(\$11,538,657.37)	(\$3,970,873.63)		(\$11,303,460.64)

Human Resources Report / Kris Kavajecz

As of October 31, 2022

ACTIVITY		YEAR-TO-DATE
Retirements	0	4
Worker's Comp Claims	1	24
Resignations	0	28
Terminations	0	1
Other	0	1

HIRES		YEAR-TO-DATE
Full-Time	1	31
Part-Time	0	17
Temporary/Seasonal	2	29
Interviews	6	149
Exit Interviews	0	19

Details:

Retirement: None

Resignations: None

Other: None

Hires: Nicole Levelius, Jailer
Sebastian Tenney, Jailer
Brittany Letica, Deputy Sheriff
Jerry Esala, Occasional Supervisory Support

Other Activities:

- Provided materials for the Bretting Center Job Fair.
- Participated in a couple of Website Re-design meetings regarding new technology to consider on the web site.
- Attended the Wisconsin Association of County Personnel Directors Conference (WACPD) in Sturgeon Bay. Primary presentations were provided on the topics of Resiliency, Labor Law Updates, Total Reward Compensation and a review of the State Life and Income Continuation Insurance Programs. It is always interesting to hear about challenges that are occurring in other parts of the state. Always makes me grateful to work for Bayfield County!
- Negotiations with WPPA continued.
- Conducted three informational sessions for the 2023 benefits open enrollment. Also participated in a couple of informational webinars with various vendors that provided benefits for county employees.
- Advertised several new positions as approved in the 2023 budget.
- Continuing to work on innovative ways to attract additional applicants, particularly for Social Work/Case Manager type positions, which are extremely difficult to recruit for.
- Compiled and distributed nearly 50 letters to staff that are converting to a 2080 hour work year in 2023, ensuring that the department, payroll and employee are all notified of the modifications.

- Worked with a couple of Department Heads on performance and/or communication situations. With over 200 employees, we are fortunate to have a small number of these situations. This speaks volumes for the quality of employees and supervisory staff.
- Finalized the Teamster Contract and distributed to appropriate parties.
- Spent considerable time working on union negotiation data research.
- Met with our worker's compensation broker to discuss the "mod factor" for 2023. This is the rate we pay for worker's compensation insurance, which directly correlates to claims experience (monies paid out). The mod factor uses claims that have occurred over the past 3 years. For the number of staff we have, our claims are fairly low and we continue to receive very positive feedback from our risk management consultants on our safety procedures and worker's compensation policies with regard to return to work and accommodations.