

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, April 6, 2023
Meeting was Held In Person in the County Board Room**

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

Excused:

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson-Accountant, Bob Anderson-Highway Commissioner, Mary Motiff-Tourism Director, Elizabeth Skulan-Human Services Director
Teamsters: Rod Alstead, Martin Skaj, Dalton Collins, Zak Radzak

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

Public Comment: None Received

Minutes of March 2, 2023: *Motion Milanowski, Strand to approve minutes of the March 2, 2023 Personnel Committee meeting. Motion Carried (5-0)*

Presentation by Teamsters, Zak Radzak: Rod Alstead reported that during union negotiations, the board agreed that they would re-evaluate the negotiated increase and the CPI-U. A handout was provided listing the CPI-U history. The CPI-U for January 1, 2023 was 7.17%, the union negotiated a 3% increase. Radzak thanked the board for awarding a 5% mid-year increase in 2022. Request was made for a 4.17% increase. Dalton Collins expressed appreciation for the 5% mid-year increase in 2022, but does not want to see the Teamster wages fall behind. Rate increase for the Teamster Health Insurance for 2023 was 1.42%.

Creation of new positions and placement of existing staff into those positions:

CCS Substance Abuse Counselor: Skulan reported that CCS participants that have Substance Abuse issues must receive Substance Abuse counseling as part of the program. Addition of this position will allow the service to be provided in-house rather than contract and will provide an additional incentive for staff to increase their skills and wage. The CCS program pays for nearly 100% of the cost of the program. One staff person has achieved their Substance Abuse Certification and is proposed to be reclassified to this position. Skulan stated that certification would not be an automatic trigger for reclassification.

Temporary CCS Direct Care Service Array Worker: Skulan reported that this individual was originally a staff member, then moved into an intern position with the county. They will fill a need for array services temporarily over the summer months.

Motion Dougherty, Milanowski to create the CCS Substance Abuse Counselor position and CCS Direct Care Service Array Worker as presented. Motion Carried (5-0)

Land Records, Land Information Specialist: Proposal for a ¾ time position in the Land Records Office to assist with Real Property Lister position. There has been a significant increase in land transactions in the last 4 years which has significantly increased the workload of the Real Property Lister.

911 Dispatch positions, 2 (CCO): Addition of 2 CCO's to fulfill the requirements to be eligible for the Joint Dispatch Grant. Funding has been approved by the Executive Committee.

Tourism/Fair: Current 62% Fair Coordinator position is proposed to be increased to help with oversight of additional services at the Fairgrounds. Getting the campground certified and reconstructing the Fair Premium catalog per the new state regulations is driving the need for additional staff time. This position also coordinates the winter storage at the Fairgrounds. The request is to make the position a ¾ time position for 2023.

Committee discussed where the funding will come from for the requests that have been discussed.

Motion Pocerlich, Milanowski to authorize a permanent 50% part-time position for the Land Records Office. Motion Carried (5-0)

Motion Strand, Pocerlich to authorize the hiring of two additional full-time CCO positions. Motion Carried (5-0)

Motion Dougherty, Pocerlich to authorize the creation of a full-time Tourism Specialist position in place of the 62% Fair Coordinator position. Motion Carried (5-0)

2023 Staffing Update:

Civilian Communications Operators (911 Dispatchers)

Public Health Nursing Operations Manager

Temporary Zoning Office Assistant

Temporary Real Property Lister Assistance

PT Cooks

Seasonal Highway Equipment Operators

2024 Staff Planning:

Finance: Currently discussing the structure of the finance and payroll functions in the county and evaluating the best structure for our county. Structure of these functions vary county to county.

Human Resources:

Personnel Policy Review

a. Telecommunications Policy

- b. **Uniform and Tools:** Paying \$270 per year for “uniform” items. It was noted that many counties offer uniform/boot allowances for highway and Forestry/Parks staff. Zoning was not identified by other counties as being included in the uniform policy.
- c. **Emergency Responder Leave:** Two language modifications were recommended for the policy. Recommendations include: adding “EMS Agency to 3.7.1 and “Annually’ to 3.7.2a.

Reports

Diversity, Equity and Inclusion: WCA stresses the importance of DEI. The meeting packet included some facts and figures.

Personnel Financial Report as of March 31, 2023: Report was included in the meeting packet and was reviewed by the committee. Overall at 21% of budgeted expenditures year to date.

Human Resources Report: Two reports were reviewed.

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 Closed Session Minutes, March 2, 2023. Motion Carried (5-0) Entered closed session at 5:26 pm.

Motion Dougherty, Strand to return to open session. Motion Carried (5-0). Returned to open session at 5:40 pm.

Meeting adjourned at 5:40pm.

Minutes respectfully submitted by Kristine Kavajecz