

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, April 7, 2022
Meeting was Held Remotely through Microsoft Teams
and In Person in the Bayfield County Board Room**

Members Present: Dennis Pocernich (remote), Tom Snilsberg (remote), Fred Strand (remote), Marty Milanowski, Brett Rondeau

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson, Kim Lawton-District Attorney, Sara Wartman-Health Director, Kellen McHale, Elizabeth Skulan-Human Services Director, Jody Heffner, Gail Reha, Deb Kmetz, Andy Mika

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

Motion Milanowski, Strand to approve minutes of the February 28, 2022 Personnel Committee meeting. Motion Carried (5-0)

Public Comment: None Received

District Attorney Staffing Issues: Lawton reported that the District Attorney office is approaching crisis point with staffing needs. Part-time staff person has been accruing too many hours as a result of caseload and need to cover the office for other staff leaves. Additional caseload is occurring as a result of Marcy's law and an increase in crimes and severity of crimes.

Lawton provided a proposal to move the Part-time Clerk position to Full-time. Two additional solutions were also provided, which included non-prosecution of certain non-violent crimes or the transfer of certain cases to Corporation Counsel. If Victim-Witness activities were made full-time, some reimbursement may be available through the state.

Question was asked if the staffing need is temporary or cyclical, or if it is anticipated to be an ongoing need.

Request to place this as an action item on the County Board Agenda.

Human services on-call policies: Skulan reviewed a request to modify the on-call compensation for Social Workers and Case Managers. On-Call is assigned for all after hours, weekend and holidays. Comparables were provided for policies in neighboring counties. Three recommendations were made: Increase pay to \$2.00 per hour while on call; Minimum of one hour compensation for call response. Minimum of three hour compensation for on-site response.

Recommendation is to approve the first two recommendations, set a minimum compensation for on-site response at two hours.

Motion Milanowski, Pocernich to authorize increasing on-call pay to \$2.00 per hour, authorize a minimum of one hour compensation for call response and a two hour minimum compensation for on-site response situations. Compensation shall be in the form of comp-time accrued. Policy

shall be effective the first day of the next full pay period. Motion Carried (5-0)

Vacation accruals, Paid Time Off (PTO) policies and Dental Benefits: Several comments have been received by employees and departments as a result of the market analysis. Specific comments relate to the amount of paid leave time allocated including sick and vacation. Several employees have suggested that the county consider a paid time off (PTO) plan rather than separate sick and vacation allocations. Kavajecz explained the current disability insurance coverages available to employees. Several employees also suggested that a county-paid dental plan should be considered.

County Flex and telecommuting policies: Discussed the need to review and revise the telecommuting policy to reflect the needs of the county, employees and citizens. The intent is to convene a committee of employees, supervisors and Personnel Committee member to review this topic.

Personnel Policy

- a. **30 Days Minimum Notice for Department Head Notice:** The wording in the Personnel manual requests 30-day notice from Department Heads for resignation. Recommendation to change the language to require a 30-day notice of intent to resign or retire. Motion Milanowski, Strand to modify the wording to “shall” provide 30day notice. Motion Carried (5-0)
- b. **County Comp Time Policy:** Current policy allows employees to carry compensatory banks of up to 7 days. There are several employees that have accumulated comp time in excess of the policy. Recommendation to direct departments to work toward reducing those comp time banks to allowable levels over the next 12 months.

Market analysis implementation: Overall the market analysis has been received well. There are a couple of groups of employees that have expressed concerns. Specifically, employees that have been employed less than 2 years and will be placed at step 1. Also recently promoted employees that are being placed at step 1.

Reports

- a) **Human Resources Report:** Reviewed by Kavajecz
- b) **Personnel Financial Report as of March 31, 2022:** Reviewed. No Concerns at this time.
- c) **1950, 2015 and 2080 hour schedule coordination:** Review of expectations for Salaried staff and flexibility with work schedules. Hourly employees utilize time sheets.

Motion Milanowski, Pocerlich 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:

- i. *Closed Session Minutes, February 28, 2022*
- ii. *Discussion and Possible Action regarding compensation for specific individuals.*
- iii. *WPPA Negotiation Strategy*

Motion Carried (5-0). Entered closed session at 5:21pm Deb Kmetz was permitted to remain in closed session for discussion regarding her position.

Motion Milanowski, Snilsberg to return to open session. Motion Carried. Returned to open session at pm:10.

Employee wage and hour adjustments: No discussion necessary.

Snilsberg was thanked for his service.

Meeting adjourned at 6:12 pm. Minutes respectfully submitted by Kristine Kavajecz