

PERSONNEL COMMITTEE MINUTES

March 14, 2019
Clark County Courthouse
County Board Room

Chairman Krempasky called the meeting to order at 9:33 AM.

Roll Call

Roll call was taken with the following committee members present: Arlene Kodl, Jerome Krempasky, and Sharon Rogers.

Committee Members Absent: Al Bower.

Attendance

Others in attendance some time during the meeting were as follows: Marcus Aumann, Parks & Campground Manager for Forestry & Parks; Jacob Brunette, County Attorney; Harold Dillenbeck, Maintenance Engineer; Terri Domaszek, Comptroller; Wayne Hendrickson, County Board Chairman, Joan Jalling, CCRLC; Deb Pagel, CliftonLarsonAllen (CLA) formerly known as Schenk (via telephone), Heather Roman, Assistant Comptroller; Jane Schmitz, CCRLC; Randy Sebesta, County Board Member; Jim Smagacz, County Board Member; Sue Voigt, Community Services Associate Director; Janilee Zvolena, Personnel Manager; and Emile J Miller, LTE Personnel Assistant.

Minutes

Motion made by Arlene Kodl, seconded by Sharon Rogers to approve the Personnel Committee minutes from the February 14, 2019 meeting. Voice vote taken with all "aye"; motion carried.

Wage Rate Changes

Motion made by Sharon Rogers, seconded by Arlene Kodl to approve the wage rate changes as submitted. Voice vote taken with all "aye"; motion carried.

Motion made by Sharon Rogers, seconded by Arlene Kodl to approve the 2019 seasonal pay schedule with the additional change under "Seasonal Employee Administration" as presented by Marcus Aumann, Parks & Campground Manager for Forestry & Parks. Voice vote taken with all "aye"; motion carried.

Motion made by Sharon Rogers, seconded by Arlene Kodl to postpone action on the Retention Incentive (Step Increase) for Maintenance – Buildings & Grounds Worker as presented by Harold Dillenbeck, Maintenance Engineer until the Class and Comp Study is approved. If the study does not pass the County Board, then Harold should bring this concern back to the committee. Voice vote taken with all "aye"; motion carried.

**At 9:45 AM, Harold Dillenbeck left the meeting.
At 9:45 AM, Deb Pagel joined the meeting via telephone.**

Wage and Comp Study: Update to Report from CliftonLarsonAllen (CLA) formerly known as Schenk

Motion made by Sharon Rogers, seconded by Arlene Kodl to forward the report dated March 14, 2019 to the County Board for informational purposes only, along with wage and comp cost analysis entitled, "Cost if Everyone Went up to a Step in May 2019". Voice vote taken with all "aye"; motion carried.

At 10:41 AM, Deb Pagel left the meeting.

Administrative Compensation Policy

Motion made by Arlene Kodl, seconded by Sharon Rogers to approved the Administrative Compensation Policy presented by Personnel Manager Janilee Zvolena with the changes to "Section 4.4: Step Adjustment" and forward to the County Board. Voice vote taken with all "aye"; motion carried.

At 11:06 AM, Terri Domaszek left the meeting.

Employee Parking Policy

The committee would like this brought to the attention of Department Heads at their next meeting.

At 11:23 AM, Marcus Aumann, Jane Schmitz, Jim Smagacz, & Sue Voigt left the meeting.

Resolution 14-3-19: Ratification of Collective Bargaining Agreement Between Clark County and Teamsters Union Local 662 – Courthouse

Motion made by Arlene Kodl, seconded by Sharon Rogers to approve Resolution 14-3-19 as presented by County Attorney Jake Brunette and forward to the County Board. Voice vote taken with all "aye"; motion carried.

At 11:26 AM, Jake Brunette left the meeting.

Clark County Rehabilitation and Living Center Personnel Issues or Changes

Joan Jalling shared a handout with committee members on the starting wage that has been established for certain positions at the RLC. In particular, showing their process of years of experience when hiring an RN from 0-5, 5-9, 10-14, 15+.

Joan shared that in 2014 they had to discharge an employee and as of February 26, 2019, they were notified that they won the case in Circuit Court.

Personnel Manager Report

Personnel Manager's report was presented by Janilee Zvolena highlighting the following areas:

- Clark County Background Information Disclosure has been updated by County Attorney Jake Brunette due to a situation that occurred with an applicant's responses.
- Security Administrative Services "Cost Savings: Utilization Review Activity Report" for the current period of 10/1/18 to 12/31/18 and the year-to-date report period of 1/1/18 to 12/31/18.
- Security Health Plan Annual Review for 2018
- Jane Dienger, Safety Auditor with DSPS, was here last week and met with Personnel Manager, Janilee; Forestry and Parks Administrator, Rick Dailey; and Maintenance Engineer, Harold Dillenbeck.
- Minutemen (worker's comp) will be here today to introduce themselves to Janilee and go over procedures.
- Wisconsin Employment Relations Commission is conducting a secret ballot election, commencing at noon Thursday, March 14, 2019 through noon on Wednesday, April 3, 2019. The annual election requires that at least 51% of eligible employees vote "yes" for the union to be certified and continue representing eligible employees. In the event the annual election yields at least 51% but the number of dues paying members decreases, the county does run the risk of no longer being represented by the union and losing health insurance benefits as union representation is a requirement for participation in the health fund.
- Grievance hearing on Tuesday, March 26, 2019 at 10:30 AM, which is a closed hearing.

Vouchers

Motion made by Arlene Kodl, seconded by Sharon Rogers to receive and file vendor payment history reports for February 2019. Voice vote taken with all "aye"; motion carried.

Work Comp

Motion made by Sharon Rogers, seconded by Arlene Kodl to receive and file the open work comp claims over \$2,500 as presented. Voice vote taken with all "aye"; motion carried.

Unemployment Charges

Motion made by Arlene Kodl, seconded by Sharon Rogers to receive and file the unemployment charges for February 2019 as presented. Voice vote taken with all "aye"; motion carried.

Miscellaneous Items that May Legally Come Before the Committee

Nothing at this time.

Next Meeting Date and Time

The next regularly meeting is scheduled for Thursday, April 11, 2019 at 9:30 AM in the County Board Room at the Clark County Courthouse in Neillsville.

Adjournment

Motion by Arlene Kodl, seconded by Sharon Rogers to adjourn. Voice vote taken with all "aye"; motion carried. Meeting adjourned at 11:50 AM.

*Submitted by:
Emile J. Miller
LTE Personnel Assistant
Clark County Personnel Office*