



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: January 10, 2011

TIME: 4:00 p.m.

PLACE: Administrative Office Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Status of Deferred Compensation Transition
4. Restriction on use of motorcycles in the course of travel for County business
5. Proposed Ethics Code
6. Placement of Sheriff's Department Non-Represented Employees on to the non-represented pay plan
7. Corporation Counsel office space

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) and (g) to consider the following matters:

8. Status of Negotiations
9. Pending litigation

If the committee has convened in closed session, it will reconvene in open session.

10. Adjournment

Date: January 5, 2011

Norbert A. Vogt, Chair
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

PERSONNEL COMMITTEE

January 10, 2011; 4:00 p.m.

PRESENT: Supervisors Vogt, Schmidt, Hansen and Markwardt. Supervisor Rappe was excused.

ALSO PRESENT: Supervisors Weiss, Brey and Metzger; Kurt Mihelich and Chris Henderson of M3 Financial; Patricia Koppa, Register in Probate; Rob Hermann, Sheriff; Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:00 p.m. Supervisor Rappe was excused. All other members were present.

The minutes from the December 6, 2010 meeting were approved upon a motion by Markwardt and seconded by Schmidt. Motion carried unanimously.

There was no correspondence or public input.

The conversion of the County's Deferred Compensation Program from Nationwide to ING was discussed with Kurt Mihelich and Chris Henderson of M3 Financial. Kurt explained the methodology used in determining how the existing funds would be mapped over to new funds with ING. The consensus of the Committee was to proceed with the proposed fund lineup as presented.

At the request of Supervisor Weiss, the Committee discussed the restriction on the use of motorcycles in the course of travel for County business. Sharon Cornils gave the history of the travel policy and explained that when the County went from a self-insured program to fully insured, the insurance company required that we have a policy in place that would prohibit the use of motorcycles in the course of County travel. Now that the County is self-insured for worker's compensation, the County could make a policy decision to allow motorcycles again if they are willing to assume the additional risk.

The Committee reviewed the proposed revisions to the Ethics Code. Steve Rollins reported that the revisions to Sections 30.11 and 30.20 should be the last revisions that need to be made. A motion was made by Supervisor Vogt and seconded by Hansen to present the Code to the Board with all of the revisions that have been made. Discussion took place regarding programs such as "Shop with a Cop". Under the Code as written, this program would not be allowed, however, the County Board could authorize participation in the program by County Board resolution. The Committee asked that it be brought to the Board in January with an effective date of March 1, 2011. After discussion, the motion carried unanimously.

Discussion took place regarding placement of the Sheriff's Department non-represented employees and the JDC Supervisors on the non-represented pay plan. The Committee approved this in June of 2010 but then passed a motion to delay action until a later date.

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of January 10, 2011; page 2

Under the County Code, this would be a reclassification of positions and therefore the Personnel Committee could implement the change. It does not require County Board approval. The Committee did not feel now was the time to be making this change but felt it was important to have all non-represented employees on the same pay scale. After considerable discussion a motion was made by Markwardt and seconded by Schmidt to implement the change and put all non-represented Sheriff's Department employees and the JDC Supervisors on the non-represented pay schedule effective 1/1/2012. Motion carried unanimously.

Office space in the Courthouse was discussed. Steve Rollins advised the Committee that there were rumors going around about remodeling on the 3rd floor and several departments being moved including his department. He wanted the Committee to know that he spoke to Jeff Beyer and Bob Ziegelbauer and there are no plans to make any changes at this time.

A motion was made by Schmidt and seconded by Hansen to convene in closed session at 5:15 p.m. pursuant to Wis. Stats. §19.85(1)(e) and (g) to consider the status of negotiations and pending litigation. Motion carried unanimously.

The Committee discussed the status of negotiations.

There was no new information on any pending litigation.

The Committee reconvened in open session at 5:30 upon a motion by Schmidt and seconded by Markwardt. Motion carried unanimously.

The next meeting was scheduled for Tuesday, February 8, 2011 at 4:00 p.m.

A motion was made by Schmidt and seconded by Markwardt to adjourn at 5:30 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: February 8, 2010

TIME: 4:00 p.m.

PLACE: Administrative Office Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Resolution amending Manitowoc County Board Rule 18 (Exclusion of County Board members from meetings)
4. Establishment of group health trust for Post Employment Health Plan
5. Request to waive step increase – Health Department Non-Represented Employee
6. Services provided to Manitowoc Public Library

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) and (g) to consider the following matters:

7. Status of Negotiations
8. Pending litigation

If the committee has convened in closed session, it will reconvene in open session.

9. Adjournment

Date: February 1, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

PERSONNEL COMMITTEE

February 8, 2011; 4:00 p.m.

PRESENT: Supervisors Vogt, Markwardt, Rappe and Hansen. Supervisor Schmidt was excused.

ALSO PRESENT: County Board Supervisors Metzger and Vogel; Mrs. Vogel; Pat Koppa, Register in Probate; Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:00 p.m. by Chairman Vogt. The minutes from the January 10, 2011 meeting were approved upon a motion by Markwardt, seconded by Hansen and carried unanimously.

There was no correspondence or public input.

The Committee discussed the resolution amending County Board Rule 18 which relates to exclusion of County Board Members from meetings. The amendment provides a definition of who is a family member and is consistent with the definition used in the newly enacted ethics code and revised nonrepresented employee policy manual. A motion was made by Hansen and seconded by Rappe to approve the proposed resolution and present it to the County Board at its February meeting. Motion carried unanimously.

The Committee discussed the establishment of a group health trust for the post employment health plan (PEHP). A motion was made by Markwardt and seconded by Rappe to remove Bank of America as Trustee of the Manitowoc County Post Employment Health Plans and authorize naming ING National Trust as Successor of the Manitowoc County Post Employment Health Plans. This action is necessary in order to continue the conversion process to ING of the County's Deferred Compensation Plan and Post Employment Health Plans currently with Nationwide Retirement Solutions. Motion carried unanimously.

A request was made by Amy Wergin, Nurse Manager of the County Health Department, to forego the step increase due her effective January 23, 2011. Amy had her performance management plan completed and is eligible for the step increase, but has asked that her step increase be deferred due to budget concerns in her department. A motion was made by Rappe and seconded by Markwardt to thank Amy for her request and her consideration of her department's budget and to approve deferring Amy's step increase for one year. Motion carried unanimously.

Sharon Cornils' services to the Manitowoc County Library were discussed. Sharon addressed the inaccuracies in Matt Kadow's letter to the Editor published in the Herald-Times-Reporter on Tuesday, January 25, 2011. Sharon stated that it was the City who opted to terminate its labor relations services to the Library Board. County Executive Bob Ziegelbauer then contacted Sharon and asked if she would be willing to provide those services to the Library. An agreement was reached with the Library Board that the

Personnel Committee minutes
Of February 8, 2011; page 2

County would bill the Library \$95 per hour for Sharon's time. Sharon does not receive any additional compensation for providing this service.

A motion was made by Rappe and seconded by Markwardt to convene in closed session at 4:15 p.m. pursuant to Wis. Stats. §19.85(1)(e) and (g) to discuss the status of negotiations and pending litigation. Motion carried unanimously.

The status of negotiations was discussed. Sharon will be having a conference call with the mediator and the AFSCME staff representative on Friday, February 11th.

Steve Rollins brought the Committee up to date on pending litigation.

A motion was made by Hansen and seconded by Rappe to reconvene in open session at 4:45 p.m. Motion carried.

The next meeting was scheduled for Monday, March 7, 2011 at 4:00 p.m.

A motion was made by Rappe and seconded by Hansen to adjourn at 4:45 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: March 7, 2010

TIME: 4:00 p.m.

PLACE: Administrative Office Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Veteran Service Officer Report
4. Impact of Proposed Budget Repair Bill

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) and (g) to consider the following matters:

5. Status of Negotiations
6. Pending litigation

If the committee has convened in closed session, it will reconvene in open session.

7. Adjournment

Date: March 2, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
March 7, 2011; 4:00 p.m.

PRESENT: Supervisors Vogt, Rappe, Schmidt, Markwardt and Hansen
ALSO PRESENT: Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive;
Jane Babcock, Veterans Service Officer; Sharon Cornils, Personnel Director; and Diane Schmidt,
Personnel Coordinator

The meeting was called to order at 4:00 p.m. All members were present. The minutes from the February 8, 2011 meeting were approved unanimously upon a motion by Rappe and seconded by Markwardt. Motion carried unanimously.

There was no correspondence or public input.

Jane Babcock came to the Committee to answer any questions the Committee members may have had after her presentation to the County Board in February. She told the Committee that it looks like State Veterans benefits related to education will likely disappear in two years. In 2008, \$63 million was available, but that number was reduced to \$5.5 million last year. She is looking into a computer software program called "Vetrospect" which will improve automation of information and will allow their office to look at claims in the system and know where they are in the process. Supervisor Markwardt asked Jane about space needs and she said the Public Works Department was looking at that issue.

The Committee discussed the impact of the budget repair bill. Sharon outlined a timeline of the changes that may need to be made if and when the bill passes. There will be many issues that may have to be addressed, but employees will be treated fairly and any changes that are made will be done thoughtfully.

Bob Ziegelbauer emphasized that Manitowoc County will continue to be an organization that people will want to work for and hopefully employees will want to enjoy long careers with the County. Supervisor Markwardt asked if anything will change with how salaries and benefits are set for elected officials. Salaries will still be set for the term, but we will have to look at how that is done.

There is no change to the status of negotiations.

The Committee discussed pending litigation.

The next meeting was scheduled for Monday, April 4th at 4:00 p.m.

A motion was made by Schmidt, seconded by Rappe and carried unanimously to adjourn at 5:05 p.m.

Kevin Schmidt, Secretary Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: March 15, 2010

TIME: 6:45 p.m.

PLACE: County Board Meeting Room, UW-Manitowoc County

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call.
2. Resolution authorizing notice to AFSCME Locals 986, 986-A and 986-B (2011 Wisconsin Act 10 §9332)
3. Adjournment

Date: March 11, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
March 15, 2011; 6:45 p.m.

PRESENT: Supervisors Vogt, Rappe, Schmidt, Markwardt. Supervisor Hansen was excused.

ALSO PRESENT: Supervisor Laurie Burke, Supervisor Rita Metzger, Steve Rollins, Corporation Counsel; Bob Blashe, Information Systems Director; Sharon Cornils, Personnel Director.

The meeting was called to order at 6:45 p.m. Supervisors Vogt, Rappe, Schmidt and Markwardt were present. Supervisor Hansen was excused.

A motion to approve a resolution authorizing notice to AFSCME Locals 986, 986-A and 986-B (2011 Wisconsin Act 10 §9332) was made by Supervisor Markwardt, seconded by Supervisor Schmidt and carried 3-1, with Supervisor Rappe voting no.

A motion to adjourn was made by Schmidt, seconded by Markwardt and carried unanimously. Meeting was adjourned at 6:55 p.m.

Kevin Schmidt, Secretary Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: March 16, 2010

TIME: 4:00 p.m.

PLACE: Administrative Office Building, 1110 South 9th Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Authorization for the creation of an additional Aegis System Administrator position – Information Systems Department
4. Proposed process and priorities to be followed in implementing the impact of the Budget Repair Bill
5. Adjournment

Date: March 11, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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PERSONNEL COMMITTEE

March 16, 2011; 4:00 p.m.

PRESENT: Supervisors Vogt, Rappe, Markwardt, Schmidt and Hansen

ALSO PRESENT: Supervisors Panosh and Metzger; Bob Blashe, Information Systems Director; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director; and Diane Schmidt

The meeting was called to order at 4:00 p.m. The minutes from the March 7th and March 15th, 2011 meetings were approved upon a motion by Schmidt, seconded by Markwardt and carried unanimously.

The Committee discussed the request from the I.S. Department to create another Aegis System Administrator position for the Department. The position is needed to provide additional support for the motor data terminal system for law enforcement. As the radio expansion program moves forward the need for support will be even greater. The system needs to be supported 7 days a week, 24 hours per day, 365 days per year. Bob Blashe told the Committee he had money in his budget to fund the position for the balance of 2011 and he would include it in the 2012 budget if approved. Supervisor Hansen expressed his concern that we were talking about layoffs in the Highway Department which won't happen due to the passage of the budget repair bill and now we are also going to add a position. Bob Blashe stated there was no one else in his department that could cover for the current Aegis System Administrator because unless you work on the system every day, it's very complex. A motion was made by Rappe and seconded by Schmidt to approve the request and refer it to the County Board. Motion carried 4-1 with Supervisor Hansen voting no.

The Committee discussed the process they would like to follow going forward with the many issues that will need to be addressed due to the budget repair bill (BRB). First, Sharon distributed a revised fact sheet that clarified the WRS contribution for Elected Officials which is 6.65%, not 5.8% as previously stated.

The Committee discussed their meeting schedule and decided that they would hold meetings the first and third Mondays of the month starting at 5:15 p.m. at the Communication and Technology Building; however due to a conflict, the next meeting will be on Tuesday, April 5th at 4:45 p.m. and then Monday, April 18th at 5:15 p.m. The agendas and memos will be posted online for employee's information. Sharon informed the Committee that there would be many items that need to be addressed. One of the most immediate issues is the disparity that the BRB causes between protective employees represented by WPPA and the non-represented protective employees. Some recommendations will be made at the next meeting to address that disparity.

A motion was made by Schmidt and seconded by Rappe to adjourn at 5:15 p.m. Motion carried.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: April 7, 2011
TIME: 4:45 p.m.
PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Resolution authorizing out of state travel for Aimee Augustine, Deputy County Veterans Service Officer
4. Update on status of Budget Repair Bill
5. Request to waive advertising requirement for summer help – Highway Department
6. Request to delay implementation of 4 – 10 hour day schedule at Highway Department and schedule the 4 - 10 schedules on a staggered basis (Monday – Thursday/Tuesday – Friday) to provide coverage Monday – Friday
7. Proposal to require that all paychecks be paid through direct deposit
8. Proposal to eliminate floating holiday for non-represented, Highway Department, Supportive Services and Human Services Professional employees and make Good Friday and New Year's Eve Day full holidays – effective January 1, 2012
9. Proposal to utilize Non-Represented Policy 4.01 Hiring Procedure for Regular Positions for all positions other than positions represented by Local 5068 (Health Department employees) and Sheriff's Deputies represented by Wisconsin Professional Police Association

Agenda items 9 – 11 are listed for initial discussion and consideration. No action is expected to be taken on these agenda items.

10. Consideration of request to provide equivalent funding of health savings accounts in 2011 for non-represented employees and employees represented by AFSCME Locals.
11. Impact of budget repair bill on non-represented protective Sheriff's Department employees compared to represented protective Sheriff's Department employees
12. Creation of Grievance Procedure as required by 2011 Wisconsin Act 10
13. Update on transition of deferred compensation program from Nationwide to ING
14. Reimbursement approved by the Early Retiree Reinsurance Program

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(b) and (e) to consider the following matters:

15. Status of Negotiations with Sheriff's Department employees represented by Wisconsin Professional Police Association
16. Update on status of the possible discipline of a Sheriff's Department employee
17. *Status of Negotiations with AFSCME Locals 986, 986A and 986B*

If the committee has convened in closed session, it will reconvene in open session.

18. Adjournment

Date: March 31, 2011
Amended: 4/6/2011

Norbert A. Vogt, Chair
By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

April 7, 2011; 4:45 p.m.

PRESENT: Supervisors Vogt, Rappe, Hansen, Markwardt and Schmidt

ALSO PRESENT: Supervisor Behnke, Jane Babcock, Veterans Service Officer; Brian Glaeser, Road Superintendent; Sheriff Rob Hermann; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director; Diane Schmidt, Personnel Coordinator.

The meeting was called to order at 4:50 p.m. The minutes from the March 16, 2011 meeting were approved upon a motion by Markwardt and seconded by Schmidt. Motion carried unanimously.

There was no correspondence or public input.

The Committee discussed a request from Jane Babcock to authorize Aimee Augustine, Deputy Veterans Service Officer, to attend the National County VSO conference in Biloxi, Mississippi from June 6-10. Money is in her budget to cover the cost of Aimee's attendance and her attendance will allow her to work toward becoming accredited. A motion was made by Hansen, seconded by Rappe and carried unanimously to forward a resolution to the County Board recommending Aimee's attendance at this conference.

The Committee was updated on the status of the Budget Repair Bill (BRB). Sharon advised the Committee that since there was an injunction in effect on implementation of the bill, any recommendations made for change to the status quo would be contingent on the law being implemented.

The Committee discussed the request to waive the advertising requirement for summer help at the Highway Department. If the BRB becomes effective, the Highway department would be looking at hiring 4 seasonal parks workers. If we advertise we are likely to receive in excess of 200 applications, and since there really are no qualifications to use as a screening tool, it would be difficult to hire the "most qualified" candidates. A motion was made by Rappe and seconded by Hansen to deny the request to allow posting the positions at the Highway Department exclusively and instead directed staff to conduct a full recruitment for the positions, and use a lottery system to select the successful candidates. The motion carried 4-1 with Supervisor Markwardt voting no. This action is contingent on implementation of the BRB.

The Committee discussed the request from the Highway Department to delay implementation of the 4-10 hr. work day schedule until the middle of May and also to allow the Highway Department to stagger the schedule so we have some employees working Monday – Thursday and others working Tuesday – Friday. A motion was made by Markwardt and seconded by Schmidt to approve the request contingent on the BRB being implemented. Motion carried unanimously.

A proposal to require direct deposit for all employees was discussed. Currently 72% of the County employees participate in direct deposit. Upon a motion by Hansen, seconded

by Schmidt the request was approved contingent upon passage of the BRB. Motion carried unanimously.

The Committee discussed a proposal to eliminate the floating holiday for employees and make the two half-day holidays (Good Friday and December 31st) full day holidays effective in 2012. A motion was made by Markwardt and seconded by Rappe to approve the request contingent on implementation of the BRB. Motion carried unanimously.

The Committee considered a proposal to utilize the non-represented employee hiring procedure for all regular positions. This policy would not apply to employees represented by WPPA and the represented Health Department employees. A motion was made by Vogt, seconded by Markwardt and approved unanimously to approve the proposal contingent upon implementation of the BRB.

The proposal regarding funding of the HSA's for non-represented staff was discussed. All AFSCME and WPPA union employees received the full deposit (\$1500 for single coverage; \$3000 for family coverage) into their HSA. The non-represented employees and the represented Health Department employees did not receive any HSA deposit. If the budget repair bill is implemented, the proposal is as follows: recover ½ of the cost of the HSA deposit from Union employees and to deposit \$750 single/\$1500 family into non-represented health savings accounts. The goal is to achieve fundamental fairness in funding of HSA's in 2011 and then to totally eliminate County funding of HSA's in 2012. The same offer would be made to the Health Department employees.

The Committee discussed the impact the budget repair bill has on non-represented protective employees in the Sheriff's Department as compared to deputies represented by WPPA. The employees represented by WPPA are exempt from the 5.8% required contribution to Wisconsin Retirement System while the non-represented protective employees would be required to contribute the 5.8%. The Committee reviewed a spreadsheet showing the impact of this disparity.

The Committee received an outline of a proposed grievance procedure that will have to be implemented if the BRB is implemented. This item will be placed on the next agenda for more discussion.

Sharon Cornils updated the Committee on the implementation of ING as Manitowoc County's deferred compensation administrator.

The Committee was brought up to date on the Early Retiree Reinsurance Program (ERRP). This is a federal program that was implemented as part of health care reform to help offset the cost of claims for early retirees. The County received its first

reimbursement of \$19,447.87. Quarterly submissions for reimbursement will continue to be made so long as the Program remains funded.

The Committee voted to convene in closed session at 5:36 p.m. pursuant to Wis. Stats. §19.85 (1)(b) and (e) to consider the status of negotiations with employees represented by the Wisconsin Professional Police Association; an update on the status of possible discipline of a Sheriff's Department employee; and the status of negotiations with the AFSCME locals.

Sharon informed the Committee that mediation was scheduled for Wednesday, April 13th with employees represented by WPPA.

The Committee was apprised of a possible disciplinary situation involving a Sheriff's Department employee.

The status of negotiations and the offer made to the AFSCME locals was discussed with the Committee.

A motion was made by Schmidt and seconded by Hansen to reconvene in open session at 6:06 p.m. Motion carried.

The next meeting was scheduled for Monday, April 18th at 5:15 p.m. Supervisor Hansen asked to be excused from that meeting.

A motion was made by Schmidt and seconded by Hansen to adjourn at 6:07 p.m. Motion carried.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: April 18, 2011
TIME: 5:15 p.m.
PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Update on status of Budget Repair Bill

Agenda items 4 – 9 are dependent upon implementation of 2011 Wisconsin Act 10

4. Proposal to eliminate option to accrue compensatory time
5. Proposal to change calculation of pro-ration of benefits for part-time employees from bi-annual to annual
6. Proposal to change normal work week for full-time employees in Supportive Services, Human Services Professionals, clerical staff of Sheriff's Department and non-represented staff to 37.50 hours per week (5 – 7.50 hour days)
7. Proposal to modify overtime calculation to conform to Fair Labor Standards Act with the exception of payment of overtime for time worked on a holiday
8. Creation of Grievance Procedure as required by 2011 Wisconsin Act 10
9. Consideration of funding of health savings accounts for non-represented employees

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(b), (e) and (g) to consider the following matters:

10. Status of Negotiations with Sheriff's Department employees represented by Wisconsin Professional Police Association
11. Update on status of the possible discipline of a Sheriff's Department employee
12. Status of Negotiations with AFSCME Locals 986, 986A and 986B
- 13. Report on HUD Civil Rights Complaint**

If the committee has convened in closed session, it will reconvene in open session.

14. Adjournment

Date: April 12, 2011

Amended: April 14, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

April 18, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Rappe, Markwardt and Schmidt. Supervisor Hansen was excused.

ALSO PRESENT: Chairperson Paul Tittl; Supervisors Metzger, Burke, Weiss and Behnke; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Rob Hermann, Sheriff; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes of the April 7, 2011 meeting were approved upon a motion by Markwardt, seconded by Schmidt and carried unanimously.

Sharon distributed resolutions for the County Board meeting on Tuesday, April 19th.

Public input was declared open at 5:20 a.m.

Heath Miller addressed the Committee regarding the recent layoffs at the Highway Department. He voiced his concern about laying off highway workers when they were willing to accept the contract offer made by the County. He also made reference to the number of employees who remain employed in the department and the number of supervisory staff remaining.

Patricia Koppa addressed the Committee about the proposal to change the normal work week for certain employees from 38 hours/week to 37.5 hours/week. In her office she only has one staff member. Legally she cannot close her office and she should not have contact with members of the public that she is also seeing in court. Therefore, she is very opposed to reducing the hours for her staff.

Rob Hermann addressed the Committee regarding the proposal modify the calculation of overtime to conform to the Fair Labor Standards Act. If the enabling legislation passes, it will not apply to the protective employees; therefore, their ability to earn overtime will be unchanged and the opportunity for overtime for the supervisors in patrol will be diminished. This would cause another inequity in how the two groups of employees are compensated.

Public input was closed at approximately 5:35 p.m.

Sharon Cornils reported to the Committee that there has been no change on the status of the budget repair bill.

The Committee discussed the proposal to eliminate the accrual of compensatory time. Sharon told the Committee that this proposal would not impact the Health Department because their contract is settled through 2013; however Amy Wergin wanted the Committee to know that she likes having the option of compensatory time rather than paying overtime. Sharon explained how compensatory time is accrued and why there are differing caps in place for the bargaining units. This proposal is being made to address the large liability that compensatory time places on the County's finances and how the value of the compensatory time increases over time. It is becoming more difficult for employees to schedule the compensatory time off due to reduced staffing and the increasing seniority of the employee group means that vacation is also being accrued at higher rates which must be scheduled off. The proposal before the Committee

recommends a policy change that would require that overtime be paid and the option of compensatory time would no longer exist. The policy would provide a window of time by which all existing compensatory time would have to be scheduled off or it would be paid out at the end of that time. The Committee asked that this item be placed on the next Personnel Committee agenda for further discussion.

A proposal to change the proration calculation for part-time benefits to an annual basis for all employees was discussed. Non-represented and Sheriff's Department part-time employees currently have their benefits prorated on an annual basis, and Supportive Services and Human Services Professionals have the pro-ration completed twice per year. Pro-rating benefits on an annual basis allows employees to make annual benefit selections with the knowledge of what their expenses will be, and the benefit to the County is reduced administrative time and expense. A motion was made by Vogt and seconded by Schmidt to approve the change pending passage of enabling legislation. Motion carried. A resolution will be drafted for the May County Board meeting.

The Committee discussed a proposal to change the normal work week for certain employees from 38 hrs/week to 37.5 hrs/week. Sharon explained how the work week varies in the different departments, and how full-time employees in those departments are provided an additional half-hour off when the day off occurs on a Monday. This practice evolved because the existing labor agreements guarantee a certain number of days of holiday, vacation and sick leave rather than a number of hours. Reducing the standard work week by one-half hour would reduce the annual hours worked by 26 hours for each affected full time employee. The Committee asked that this item be placed on the next Personnel Committee agenda for further discussion.

The proposal to modify the overtime calculation to conform to the Fair Labor Standards Act (FLSA) was discussed by the Committee. Under the FLSA, only hours worked are counted when calculating overtime and overtime is paid only when an employee works over 40 hours in a week. (There is a partial exemption to this rule for corrections officers and Sheriff's deputies who are eligible for overtime when they work over 171 hours in a 28-day period.) The County currently pays overtime in many other scenarios such as over 8 hours in a day, outside the guaranteed work day, over 38 hours/week. The Committee asked that this item be placed on the next Personnel Committee agenda for further discussion.

Sharon reviewed the draft of a grievance procedure with the Committee using the current non-represented employee grievance procedure as a starting point. The grievance procedure would be available to anyone who has been issued a suspension, termination or wants to file a formal complaint about a workplace safety issue.

Sharon reviewed the steps of the grievance procedure. The Committee approved the first three steps of the process and asked that this item be placed on the next Personnel Committee agenda to continue the discussion of step 4, the impartial hearing process.

The Committee discussed funding of the Health Savings Accounts (HSA's) for non-represented employees. Bob Ziegelbauer told the Committee he was looking to phase in total responsibility of funding the employee's HSA's to the employees in 2012. All AFSCME and WPPA employees received the full deposit for 2011. If the enabling legislation is passed, the proposal is to recover ½ of the cost of the HSA deposit from Union employees and to deposit \$750/single or \$1500/family into the non-represented employees' health savings accounts. This same offer will be made to the Nurses. There would not be a County contribution to health savings accounts in 2012. A motion was made by Markwardt and seconded by Vogt to approve the recommendation and forward a resolution to the May County Board meeting. Motion carried.

The Committee voted to convene in closed session at 7:07 p.m. pursuant to Wis. Stats. §19.85(1)(b), (e) and (g) to consider the status of negotiations, the status of the possible discipline of a Sheriff's Department employee and a report on a HUD Civil Rights Complaint.

The status of negotiations with WPPA was discussed. In closed session a motion was made by Schmidt and seconded by Rappe to support the Union's offer subject to ratification by the Union membership. The motion carried 4-0.

The disciplinary situation of a Sheriff's Department employee was discussed.

The status of negotiations with the AFSCME units was discussed.

Steve Rollins brought the Committee up to date regarding a HUD Civil Rights Complaint involving a proposed CBRF in the Town of Schleswig.

The Committee reconvened in open session at 7:55 p.m.

The next meetings were scheduled for May 2nd and May 16th at 5:15 p.m. at the Communications & Technology building. Supervisor Rappe stated he would not be present on May 2nd.

A motion was made by Schmidt and seconded by Markwardt to adjourn at 7:56 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: May 2, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Update on status of 2011 Wisconsin Act 10 (Budget Repair Bill) and future schedule of meetings

Agenda items 4 – 8 are dependent upon implementation of enabling legislation

4. Proposal to eliminate option to accrue compensatory time
5. Proposal to change normal work week for full-time employees in Supportive Services, Human Services Professionals, clerical staff of Sheriff's Department and non-represented staff to 37.50 hours per week (5 – 7.50 hour days)
6. Proposal to modify overtime calculation to conform to Fair Labor Standards Act with the exception of payment of overtime for time worked on a holiday
7. Creation of Grievance Procedure as required by 2011 Wisconsin Act 10
8. Discussion of short term disability plans and how they work
9. Marketing for third party administrator for health insurance plan

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(g) to consider the following matters:

10. Pending employment discrimination litigation

If the committee has convened in closed session, it will reconvene in open session.

11. Adjournment

Date: April 27, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Personnel Committee
May 2, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Hansen, Markwardt and Schmidt. Supervisor Rappe was excused.

ALSO PRESENT: Steve Rollins, Corporation Counsel; Supervisor Rita Metzger; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. Sharon distributed correspondence from Steve Rollins regarding fund-raising. The minutes from the April 18, 2011 meeting were approved upon a motion by Schmidt, seconded by Markwardt and carried unanimously.

Public input was declared open at 5:20 p.m.

Sue Ader, a Human Services Professional, read a statement on behalf of herself, Tania Reindl, Linda Schroeder and Cindy Schroeder. Her major areas of concern included the possible elimination of compensatory time. She also stated that she was very disappointed the County did not accept the contract settlement they voted on.

Rick Tisler, Deputy Sheriff, spoke in regard to the proposed elimination of compensatory time and overtime calculations. He is opposed to the proposed changes and came to address any questions the Committee had regarding the letter he sent to the Committee. The Committee did not have any questions for him.

Jeff Horneck, Deputy Sheriff, spoke about his concerns related to the potential elimination of compensatory time and a potential change in overtime calculations. He invited the Committee to contact him with any questions.

Sharon distributed a spreadsheet to the Committee outlining state-budget related litigation and the timelines associated with that litigation.

The proposal to eliminate the accrual of compensatory time was discussed by the Committee. Sharon reviewed a report prepared by the Comptroller's office which shows the value of the compensatory time on the books as of April 2, 2011 to be valued in excess of \$110,000. That does not include the cost of social security and Wisconsin retirement contributions. Discussion followed regarding how compensatory time grows in value as employees progress through pay schedules and the increasing difficulty in granting compensatory time off due to reduced staff. Adding to the complexity is a new requirement by the Wisconsin Retirement System that requires that compensatory time that is paid out should be reflected in the year in which it was earned.

The Committee requested that a list of options of how to modify the current compensatory time practices be brought to the next meeting. Supervisor Markwardt would like to see uniformity in the number of hours that can be earned.

The proposal to change the normal work hours for full-time employees in Supportive Services, Human Services Professionals, clerical staff of the Sheriff's Department and non-represented

Personnel Committee Minutes
Of May 2, 2011; page 2

staff from 38 hours per week to 37.50 hours was discussed. A motion was made by Markwardt and seconded by Hansen to approve the change effective when enabling legislation passes. Motion carried unanimously.

The Committee reviewed a spreadsheet that shows the total overtime paid in 2010 by department and then a comparison of how the actual overtime paid in the first pay period of 2010 would be reduced if only FLSA standards were used to calculate overtime. The Personnel Department will be creating a report that analyzes the difference between actual overtime paid in 2010 versus the overtime that would have been paid if only FLSA standards were followed.

The Committee discussed the creation of a grievance procedure. A draft dated 4/28/11 was distributed. Steve Rollins went through the changes that were made and the rationale for them. The Committee will review the draft and discuss at the next meeting.

Sharon discussed short term disability plans and how they work. She said it was put on the agenda simply to give the Committee something to start thinking about. Bob Ziegelbauer pointed out that this is something we will need to study for some time before we would implement any plan and if we want to implement a short term disability plan it wouldn't be until 2013. He also stressed that this would be a prospective change and no one would lose any sick leave benefits they currently have.

Sharon informed the Committee of the process being used to go to the market to look at third party administrators (TPA's) for health insurance. It looks like there might be some good options for the Committee to consider. A recommendation should be made to the Personnel Committee in June. If a change in TPA's is approved by the Committee we would work toward an effective date of January 1, 2012.

The Committee convened in closed session at 6:38 p.m. pursuant to Wis. Stats. §19.85(1)(g) to consider the pending employment discrimination complaint. Supervisor Hansen left the meeting at this time.

The discrimination litigation was discussed.

The Committee reconvened in open session at 6:49 p.m. The next meeting was scheduled for Monday, May 16, 2011 at 5:15 p.m. A motion was made by Schmidt and seconded by Markwardt to adjourn at 6:50 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

2nd AMENDED MEETING NOTICE

DATE: May 16, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Update on status of 2011 Wisconsin Act 10 (Budget Repair Bill) and future schedule of meetings
4. *Discussion of prohibition of the use of motorcycles in the course of travel for County business and how this prohibition relates to elected officials*

Agenda items 5 – 7 are dependent upon implementation of enabling legislation

5. Options for changes in compensatory time accrual and payout
6. Study of how overtime paid in 2010 compares to overtime required by the Fair Labor Standards Act
7. Grievance Procedure

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(g) to consider the following matters:

8. *Negotiations with Highway Department Local 986, AFSCME, AFL-CIO*
9. Pending employment discrimination litigation

If the committee has convened in closed session, it will reconvene in open session.

10. Adjournment

Date: May 10, 2011

Amended: May 12, 2011

Amended: May 13, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

PERSONNEL COMMITTEE

May 16, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Hansen, Rappe and Markwardt. Supervisor Schmidt was excused.

ALSO PRESENT: Supervisors Burke, Weiss and Metzger; County Board Chairperson Tittl; Steve Rollins, Corporation Counsel; Gary Kennedy, Highway Commissioner; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. Four members were present and Supervisor Schmidt was excused. The minutes from the May 2, 2011 meeting were approved upon a motion by Hansen and seconded by Rappe. Motion carried unanimously.

Under the public input portion of the meeting, Joe Keil, Deputy Sheriff, expressed his concerns about proposals to eliminate or curtail the accrual of compensatory time and also the basis for paying overtime. He described several situations when he is called away from his family to respond to situations in the County and having that comp. time available to take off at a different time is very beneficial. He said if the County wanted to save money they shouldn't have unnecessarily spent money on buildings such as the Courthouse steps, the C & T building and the Highway shops. He also suggested the County implement a one-half percent sales tax to generate more money for the County.

Tania Reindl spoke on behalf of several Human Services Professionals. She asked that rather than eliminate comp. time, the Committee look at alternatives to how it is accumulated now. They support allowing employees to earn compensatory time and take it by a date certain. Flex time is not the answer because sometimes it is hard to flex the time in the same pay period. She reminded the Committee that their Local voted to accept the 5.8% retirement contribution and changes in health insurance, but that was turned down by the County. She also said it is unfair to compare them to the private sector. Their business increases in bad times unlike the private sector.

Jeff Horneck, Deputy Sheriff, spoke regarding the demand for services at the Sheriff's Department. He also said that in bad times there is more crime so the need for their services increases, not decreases. He calculated that the changes being requested of them in retirement, health insurance and changes in overtime and comp. time represent about a 22% decrease for him.

Rob Hermann, Sheriff, expressed his concerns that changes in overtime and compensatory time will adversely affect his department. There is already going to be a disparity between his officers and the supervisory staff if Act 10 passes. If the Committee were to adopt the FLSA standard of overtime only after 171 hours in 28 days, an officer would have to work 21 hours outside of his normal schedule before he would get any overtime. He also asked the Committee to be very careful before making any changes to the current sick leave policy that would replace sick leave with a short-term disability plan.

There was no update on the status of Wisconsin Act 10. The next Personnel Committee meeting was scheduled for Monday, June 6, 2011 at 5:15 p.m. at the C & T Building. Supervisor Markwardt said he would not be here for that meeting.

The Committee discussed the prohibition of the use of motorcycles in the course of travel for County business as it affects elected officials. County Board Chairman Tittl made reference to a State Senator who travels by motorcycle in the course of his business. Steve Rollins explained that the County policy prohibits County Board Supervisors from riding a motorcycle to and from meetings because they are paid mileage and are covered by worker's compensation while traveling. Chairman Tittl asked that the County check with our insurance carrier and also get a legal opinion from the Attorney General to see if they agree that Supervisors would be covered while traveling from home to a meeting. If they say yes, he will accept the current policy and will not question it further. Supervisor Weiss stated that the number of motorcycle accidents has decreased and there is a greater chance of getting injured in a moped or bicycle accident and there is no prohibition on riding one of those.

The Committee considered two options for changes in the current compensatory time accrual and payout policy. They are as follows:

1. Eliminate the accrual of comp. time.
2. Establish a uniform threshold for the amount of comp. time employees can accrue and then payout any unused comp. time at the end of the year.

Supervisor Hansen said he likes giving employees the option. Board Chairman Tittl suggests a payout of anything over a certain number of hours. After considerable discussion, a motion was made by Supervisor Hansen and seconded by Rappe to allow employees to accumulate up to 50 hours of compensatory time. At the end of the calendar year employees will be paid out and their bank be brought back down to zero. Motion carried with Supervisors Hansen, Rappe, Markwardt, Vogt and Tittl voting aye.

Sharon distributed information regarding the Fair Labor Standards Act and a chart showing the current overtime rules for the County. She also distributed a comparison of overtime paid in 2010 versus what would have been paid in overtime if the County was paying overtime according to what is required by the FLSA. This issue will be placed on the agenda for the next meeting.

The Committee discussed the proposed grievance procedure. A motion was made by Markwardt and seconded by Hansen to distribute the proposed grievance procedure to County Board members at the May 17th meeting and then place this item on the June County Board meeting for discussion and possible action. Chairman Tittl feels the Personnel Committee needs to be involved in the process before it goes to an impartial hearing examiner. Corporation Counsel explained that the reason the grievance procedure does not include this as part of the process is because if either the employee or the department director appeal the hearing examiner's decision it will go to the full County Board and if the Personnel Committee has prior knowledge of the case it would

be difficult for them to be impartial when it comes to the Board. There was also some concern about the Board having the final say if an appeal is made. Corporation Counsel explained that Wisconsin Act 10 requires the Board be the final authority. After the discussion, the motion carried with Chairman Tittl voting no.

The Committee unanimously voted to convene in closed session at 7:23 p.m. pursuant to Wis. Stat. §19.85 (1) (e) and (g) to consider negotiations with the Highway Department employees and pending employment discrimination litigation.

The status of highway department negotiations was discussed.

The Committee was brought up to date on the status of employment discrimination litigation.

The Committee reconvened in open session at 8:00 p.m.

A motion was made by Hansen and seconded by Markwardt to adjourn at 8:00 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: June 6, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Report of economic interest – Corporation Counsel
4. Update on status of 2011 Wisconsin Act 10 (Budget Repair Bill) and future schedule of meetings
5. Update on proposals for third party administrator services for self funded health insurance plan

Agenda items 6 – 7 are dependent upon implementation of enabling legislation

6. County Executive report:
 - a. Analysis of how overtime paid in 2010 compares to overtime required by the Fair Labor Standards Act, and the cost of paying overtime to employees working on holidays
 - b. Recommended change to calculation of overtime
 - c. Proposal to cease the practice of allowing employees to use paid time off to bring their total hours for the week in excess of the regular operating hours of the Department
 - d. Status of proposed Grievance Procedure
7. Proposal to eliminate practice of extending insurance at active employee cost for the month following separation from employment for employees who receive a second paycheck in a month
8. *Medicaid Subrogation Litigation*

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) and (g) to consider the following matters:

9. Negotiations with Sheriff's Department employees represented by WPPA
10. Status of negotiations with AFSCME Locals 986, 986-A and 986-B
11. Pending employment discrimination litigation

If the committee has convened in closed session, it will reconvene in open session.

12. Adjournment

Date: June 2, 2011

Amended: June 3, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

PERSONNEL COMMITTEE

June 6, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Rappe, Hansen and Schmidt. Supervisor Markwardt was excused.

ALSO PRESENT: Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Paul Tittl, County Board Chairman; Rita Metzger, County Board Supervisor; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. A motion was made by Hansen, seconded by Rappe and carried unanimously to approve the minutes from the May 16, 2011 meeting. There was no correspondence.

Public Input:

Cindy Schroeder, Human Services Professional, spoke in reference to the changes being made in anticipation of the passing of enabling legislation at the State level. She referred to some of the comments Bob Ziegelbauer made at the meeting he had for employees in March at the UW-Center regarding the budget repair bill. At that time Bob said any changes would be made slowly and after careful consideration and employees would be informed along the way. She highlighted all of the changes that have already been approved and more to come. She also indicated that their bargaining unit was willing to accept changes through bargaining but the County turned them down.

Jena Kortens, Human Services Professional, spoke in reference to all of the court ordered supervised visits that Social Workers need to conduct and how many of those are conducted after hours due to school schedules or work schedules for parents. She stated that many child abuse or neglect cases happen after hours as well and that's why the Social Workers receive overtime. She also said she receives calls from foster parents at all hours if they need assistance with a child in their home.

Diane Leonhard, Staff Accountant at Human Services, made reference to the change in hours from 38 to 37.5 hours per week. She said employees don't purposely use extra hours to get overtime, the job requires it. She also made reference to times when she worked extra hours to catch up due to taking time off for an ill family member.

Tania Reindl, Human Services Professional, expressed that she feels misled by the presentation given by Bob Ziegelbauer and Sharon Cornils in March regarding their reassurance that any changes would be made slowly and would be minor changes. She emphasized their willingness to accept changes which were not accepted by the Board. She also addressed the FLSA and sick leave policies that are being considered. She said the spirit and compassion of employees is diminishing. They work long hours and days sometimes due to their need to "serve and protect". Tania also referenced a comment made by Supervisor Hansen at the May 16th meeting that there has to be trust here by the employees and Tania said employees don't have that trust.

Joe Keil, Deputy at the Sheriff's Department is tired of the employee bashing. He said there is wasteful spending at the County and State level that needs to end. He cited examples of extraordinary hours he's put in for various programs and projects such as DARE, locker searches, etc. and appreciates the recognition the Committee gave to the benefit of accruing compensatory time.

Gregg Schetter, Inspector at the Sheriff's Department, talked about the impact of implementing FLSA standards for law enforcement. His employees would have to work an additional 21 hours in a 4-week period before they would get overtime pay. The ability to manage the workforce is difficult when they are doing more with less. He gave the example of a detective working their normal 40 hour work week and then working 10 hours on a Saturday and Sunday for a homicide investigation and not getting any overtime pay for it. He said the Sheriff's Department has very dedicated employees who also value their family time.

Rob Hermann, Sheriff, talked about a corrections officer that would have to work 69.5 additional hours before getting overtime if he took a week of vacation in a four week period. Rob questions whether or not the fair labor standards act (FLSA) is really fair. He is concerned that hiring and keeping good employees is going to be difficult if the FLSA standards are adopted. He also feels it is difficult to compare private and public sector, because other organizations offer incentives for working weekends or extra projects, etc.

Chairman Vogt noted the report of economic interest submitted to the Committee by Steve Rollins regarding Steve's attendance at a WMMIC meeting on 5/16/11.

Bob Ziegelbauer updated the Committee on the status of Wisconsin Act 10. He anticipates this will be passed by the end of June and effective by mid-late July.

Sharon Cornils brought the Committee up to date on the third-party administrator proposals the County received for health insurance administration. She said she would have a recommendation for the Committee by the next meeting. No change in plan design is being contemplated. The purpose of looking at other third party administrators is to make sure we are getting the most aggressive discounts on services and that fees paid for stop loss insurance and administrative services are as competitive as possible.

Bob Ziegelbauer gave a presentation to the Committee regarding changes that are dependent on implementation of enabling legislation. He feels the proposals are fair and modest. He wanted to respond to statements made that the County has continually made "all or nothing" proposals. The reason that proposals had to be made in that fashion is that we needed the savings generated by all employees accepting the concessions to keep the promises that were made as part of the proposals.

Bob then presented information showing the increased employee costs vs. revenues and also how those increased costs compare to the CPI. He said the quicker the County tightens up their overtime/comp. time policy and other benefits, the more successful we

will be at saving good jobs. Supervisor Rappe asked Mr. Ziegelbauer for the actual revenue figures for the last few years.

Sharon Cornils presented information on a study that compared actual overtime paid in 2010 to what overtime would have been required if the County simply followed Fair Labor Standards Act requirements. The current practice of some bargaining units allowing employees to use paid time off to bring the total hours of the week in excess of the normal operating hours was discussed.

County Executive Ziegelbauer then presented a proposed change to overtime eligibility rules to pay overtime as required by the FLSA, but to continue to pay overtime for time worked on holidays. A proposal to eliminate the practice of allowing employees to use paid time off to bring total hours in the week in excess of the normal operating hours was also discussed.

Committee discussion followed. Supervisor Hansen stated that he is concerned about using the FLSA as a minimum and asked for any available comparison data as to how other employers in the Midwest calculate overtime. Supervisor Hansen also stated that we are asking employees to give up things they've had such as insurance changes and payment of WRS contributions and he doesn't want to go too far.

Bob Ziegelbauer reminded the supervisors that we have a duty to the taxpayers. Supervisor Rappe feels some tweaking can be done and he too is concerned about employee morale if the County goes too far on this. At the next meeting Sharon will compare and contrast what wage and hour benefits the County is required to provide and what we currently do provide.

The Committee discussed the proposed grievance procedure. This item will be discussed at the June 21st County Board meeting and then again at the next Personnel Committee. The goal is to bring a resolution to the July County Board meeting.

Supervisor Hansen was excused from the meeting.

The Committee reviewed the proposal to eliminate the practice of extending insurance at active employee cost for the month following separation from employment for employees who receive a second paycheck in a month. A motion was made by Rappe and seconded by Schmidt to approve the change in policy when enabling legislation passes. Motion carried unanimously.

The Committee discussed Medicaid subrogation litigation. The County acts as an agent for the State in some small collection cases. The County retains 15% of the recovery and the State receives the other 85%. Steve Rollins has found that other counties are getting out of the collection business and letting the State handle their own collections. Steve will be recommending the County do the same in the near future. He just wanted to advise the Committee about this in advance and will be bringing this back at a future meeting.

The Committee unanimously voted to convene in closed session at 7:05 p.m. pursuant to Wis. Stats. § 19.85(1)(e) and (g) to consider the status of negotiations with the Sheriff's Department employees represented by WPPA, as well as the AFSCME locals and pending employment discrimination litigation.

Sharon informed the Committee that she didn't think anything would happen with negotiations until enabling legislation passes and we know what rules we are operating under.

Sharon gave an update on the status of negotiations with highway employees.

Steve Rollins brought the Committee up to date on the status of employment discrimination litigation.

The Committee reconvened in open session at 7:25 p.m. The next meeting was scheduled for June 27th at 5:15 p.m.

A motion was made by Rappe and seconded by Schmidt to adjourn at 7:26 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: June 27, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Update on status of 2011 Wisconsin Act 10 and 2011-2013 State budget
4. Review of timetable for Implementation of Act 10
5. County Executive report:
 - a. Recommended change to calculation of overtime
 - b. Proposal to cease the practice of allowing employees to use paid time off to bring their total hours for the week in excess of the regular operating hours of the Department
6. Proposed Grievance Procedure
7. Recommendation to maintain the status quo on the following items pending further discussion:
 - a. Payment of shift premiums
 - b. Payment of training premiums
 - c. Uniform allowances
 - d. Personal protective equipment allowances
 - e. Educational incentives for Sheriff's Department employees
 - f. Vacation schedules
 - g. Longevity schedules
 - h. Payout of sick leave upon retirement
 - i. Progression on wage schedules
8. Update on performance of self funded health insurance plan

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) to consider the following matters:

9. Negotiations with Sheriff's Department employees represented by WPPA
10. Status of negotiations with AFSCME Locals 986, 986-A and 986-B

If the committee has convened in closed session, it will reconvene in open session.

11. Adjournment

Date: June 22, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

PERSONNEL COMMITTEE

Monday, June 27, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Hansen, Rappe, Markwardt and Schmidt

ALSO PRESENT: Supervisors Behnke, Burke and Metzger; County Board Chairman, Paul Tittl; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes from the June 6, 2011 meeting were approved unanimously upon a motion by Schmidt and seconded by Markwardt. There was no correspondence.

Public Input:

Diane Leonhard, Accountant at Human Services, doesn't want the Committee to use only hours worked as the basis to calculate overtime, but rather base overtime on all paid time. She is also concerned that information shared with the Committee is sometimes incomplete.

Sheriff Hermann spoke again about the recommendations to change overtime calculations. Making changes for the Sergeants and Lieutenants when the changes will not affect the deputies represented by WPPA will create compression concerns as well as effect employees' interest in promotions.

Sharon gave the Committee an update on the performance of the County's self-funded health insurance plan. She reviewed fixed costs and told the Committee that a review of other third party administrators (TPA's) was still being completed to see if another TPA is able to administer the County's plan at a lower cost. Overall the County is currently 13% below what we projected our costs to be for 2011. Programs such as the SPIN program and the Med. Check program have had a positive impact on the plan and have saved the plan approximately \$95,000 while \$14,850 in incentives was shared with employees who participated in these programs. Bob Ziegelbauer told the Committee he anticipates a minimal increase in rates for the 2nd year in a row.

Bob Ziegelbauer gave the Committee an update on Act 10 and the State Budget. The Act will be published June 28th and become effective June 29th. The State budget includes a few provisions related to Act 10 such as excluding non-represented protective employees from the requirement to pay a portion of their WRS contributions; including newly hired protective employees in the WRS contributions; and making the WRS contributions pre-tax. He was happy to announce that we will be putting more people to work especially at the Highway Department and possibly in some other areas also.

Sharon reviewed the implementation timeline with the Committee.

The Committee began the discussion regarding overtime with a review of all of the types of pay that the County provides which are not required by the FLSA. Sharon then

reviewed all the ways in which employees are currently paid overtime and then went over the County Executive's proposal related to the calculation of overtime going forward. Employees would be eligible for overtime based on requirements of the Fair Labor Standards Act. In addition, the County would pay overtime in the following situations:

1. For all hours worked on the following ten holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve Day.
2. For all hours worked over 10 hours in a shift.

Additionally, the following minimum call-ins would be put into place:

1. 2-hour minimum call-in or actual time worked (at time and one-half) for a call in to work on an employee's scheduled work day not immediately preceding or following the scheduled work day.
2. 4-hour minimum call-in or actual time worked (at time and one-half) for a call in to work on a non-scheduled work day.

There was considerable discussion by the Supervisors regarding how overtime is paid now and how these changes would impact different groups of employees. After the discussion Supervisor Markwardt made a motion to recommend the proposed changes to the County Board. The motion was seconded by Vogt and more discussion took place. Supervisor Schmidt said he would not support the proposal because he didn't feel all groups of employees could be treated the same. Sharon pointed out that if the Committee did nothing, employees would fall under the current non-represented policy manual as of 6/29 and would only be paid overtime for hours worked in excess of the normal operating hours of their department. Supervisor Markwardt agreed to withdraw his motion and Supervisor Vogt withdrew his second so this matter could be discussed further at the next meeting. A motion was then made by Supervisor Schmidt, seconded by Rappe and carried to continue with the status quo until a revised policy is passed by the County Board. Motion carried 4-1 with Supervisor Markwardt voting no.

The Committee discussed the proposal to cease the practice of allowing employees to use paid time off to bring their total hours for the week in excess of the regular operating hours of the Department. A motion was made by Hansen, seconded by Rappe and carried unanimously to approve.

Steve Rollins reviewed the most recent changes to the proposed grievance procedure. A motion was made by Hansen and seconded by Rappe to recommend the policy as revised to the full County Board in July. Motion carried unanimously.

Sharon Cornils identified several items that are not specifically addressed in the policy manual or are different than what is currently provided to union employees. She recommended the Committee maintain the status quo on those items at this time. She will be meeting with managers from the various departments and will come to the Committee with recommendations for changes if necessary after the policies are

thoroughly reviewed and studied. A motion was made by Markwardt seconded by Rappe and carried unanimously to maintain the status quo on the following items:

1. Payment of shift premiums
2. Payment of training premiums
3. Uniform allowances
4. Personal protective equipment allowances
5. Educational incentives for Sheriff's Department employees
6. Vacation schedules
7. Longevity schedules
8. Payout of sick leave upon retirement
9. Progression on wage schedules

The Committee unanimously voted to convene in closed session at 7:40 p.m. pursuant to Wis. Stats. §19.85(1)(e) to consider negotiations with Sheriff's Department employees represented by WPPA and the status of negotiations with AFSCME Locals 986, 986-A and 986-B.

The County's preliminary final offer for WPPA was reviewed.

The status of negotiations with the AFSCME Locals was discussed.

The Committee reconvened in open session at 8:00 p.m. The next meeting was scheduled for Monday, July 11th, at 5:15 p.m.

A motion was made by Markwardt and seconded by Schmidt to adjourn at 8:02 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: July 11, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Resolution adopting overtime calculation rules for all hourly employees except Health Department employees represented by Local 5068 and Sheriff's Department employees represented by WPPA
4. Resolution adopting employee policy manual
5. Resolution authorizing maintenance of status quo for certain benefits pending policy development
6. Proposed Grievance Procedure
7. Change in the use of contracted services for temporary employees

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) to consider the following matters:

8. Negotiations with Sheriff's Department employees represented by WPPA
9. Prohibited practice complaint filed by AFSCME Locals 986, 986-A, and 986-B

If the committee has convened in closed session, it will reconvene in open session.

10. Adjournment

Date: July 7, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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PERSONNEL COMMITTEE

July 11, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Markwardt, Hansen, Rappe and Schmidt

ALSO PRESENT: Chairman Paul Tittl; Supervisors Behnke, Panosh, Waack, and Metzger; Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes from the June 27, 2011 meeting were approved upon a motion by Markwardt, seconded by Schmidt and carried unanimously.

Bob Ziegelbauer explained to the Committee that the items on the agenda for today's meeting complete what he calls Phase I of the realignment of County government. The grievance procedure on the agenda for today includes a just cause standard for any disciplinary actions that need to take place. He also indicated that the proposal for payment of overtime is a generous proposal which exceeds the minimum standards of the Fair Labor Standards Act (FLSA) and also gives management flexibility in scheduling shifts.

Public Input

Patricia Koppa, Register in Probate, spoke about the philosophy in the past that it was cheaper to pay overtime rather than to hire staff. Employees are not manipulating the system to get more pay. It's the manager's choice to authorize the payment of overtime, not the employee's. She feels it is unfair to give the impression that employees are manipulating the system.

Nicole Behrmann, Telecommunicator, said many departments have seen staff reductions which created overtime. If employees aren't going to be paid overtime for extra hours there will be more force-ins. Employees working in 24/7 operations give up a lot by working holidays and missing family functions. It's also hard to get time off during the summer when many employees want the time off. Employees should get overtime for over 8 hours per day.

Deb Keil, Spouse of Deputy Joe Keil, read a statement on Joe's behalf because he could not be present. In his statement he expressed concern over changes to the overtime policy and wanted to remind the Committee that there are many times when officers have to work on their days off due to testifying in court or taking on special assignments. Many times he has had to change family plans due to a subpoena only to find that the case was settled right before the hearing. Deb added that law enforcement officers are expected to see the best in people when they are dealing with the worst in people and asked that law enforcement be given respect.

Tania Reindl, Human Services Professional, said she has surveyed several employers and the majority of them pay overtime for over 8 hours worked in a day. County employees

are honest employees who do their jobs with integrity. The changes that are the result of Act 10 should already have reduced the County's costs significantly and she feels it is unfair to say County employees feel "entitled". Employees just want fair treatment and compensation.

Kristine Damman, Secretary/Clerk in the Clerk of Courts Office, is a 16-year employee who has been bumped out of her job due to the layoffs that occurred. The proposal to pay overtime for hours over 10 in a day doesn't make sense in all departments. Employees resent being accused of "milking" the system and said the reason people work overtime is because staffing has been reduced. Also, overtime sometimes occurs prior to taking a vacation or when returning so the workload can be kept at a manageable level.

Scott Bohman, Corrections Officer, asked the Committee to consider the overtime proposal carefully. The Corrections Officers deal with very difficult clientele. The mental health issues of inmates are outrageous and morale at the department is at an all-time low. If employees aren't going to get paid overtime for picking up extra shifts and are forced-in, morale will only get worse.

Jeff Horneck, Deputy Sheriff, said overtime should be paid when employees work more than their normal hours. That's one way employees are rewarded for doing extra. Supervisors don't have the ability to give officers additional days off or bonuses for doing a good job. Overtime is the only incentive employees have.

Keith Bonde, Corrections Officer, said officers work a 6-3 schedule and then may be on the job on day 7 participating in mandatory training and receiving overtime pay for doing so. Because of minimum staffing it is hard to get vacation time especially in summer and he also stated morale is not good among jail staff. Everyone has to work together as a team.

Jason Jost, Jail Administrator, said they have been working the past few years to bring jail staff up to reduce overtime. Copies of letters from several Corrections Officers along with some of the requirements of the Corrections Officer position were given to the Committee for their information. Jason stated that from 2007 -2010 overtime has decreased; however the jail is pretty much at minimum staffing now so vacant shifts have to be filled and he asked that the Committee consider the overtime proposal carefully before making a decision.

The Committee discussed the proposed resolution regarding overtime. The proposal includes paying all employees in accordance with the Fair Labor Standards Act. In addition, the County will pay overtime in the following situations:

1. payment of overtime for all hours worked in excess of 10 hours per shift, except where the scheduled shift normally exceeds 10 hours;
2. payment of overtime for all hours worked on holidays;

3. the current 2 and 4 hour minimum call-in pay provisions currently provided only to Sheriff's Department employees will be made available to all employees;
4. Corrections Officers and non-represented employees with the powers of arrest will be paid overtime for hours worked in excess of 48 hrs/week

Supervisor Hansen questioned why the 48 hour provision was proposed for some Sheriff's Department employees. Bob Ziegelbauer explained that working a 6/3 schedule sometimes has them working 48 hours in a week and this proposal gives management flexibility to create some different schedules that may appeal to some of the Corrections Officers. Corrections Officers current schedule equates to 1950 hours/year and Bob would like to see many of them working closer to 2000 hours.

Supervisor Hansen said he would not support the current proposal if overtime is paid after 10 hours per day. Supervisor Rappe agrees with Hansen that 8 hours per day should be the standard. There was discussion about changing the proposal to paying overtime over 8 hours per day but maintaining flexibility so if an employee wants to work a longer day and flex the time off in the same week they would have that ability as long as it is agreeable with the Supervisor.

Supervisor Schmidt asked that lines 1-6 of the proposed resolution be deleted since it served no useful purpose. Bob Ziegelbauer said he could live with paying overtime after an eight hour shift so long as the resolution specifically allowed for 10-hr shifts for the highway department for the summer months.

Supervisor Metzger said employees in the Sheriff's Department should also be paid overtime for over 40 hours in a week.

A motion was made by Schmidt and seconded by Rappe to amend the proposed resolution by striking lines 1-6 of the resolution; changing lines 22 and 23 and lines 49 and 50 to say 8 hours rather than 10; inserting language allowing departments to use flex time within the same week; and inserting language allowing for 10-hour work days for the Highway Department during the summer construction season. The motion carried unanimously.

A motion was then made by Markwardt and seconded by Schmidt to approve the resolution as amended and present it to the County Board in July. Motion carried unanimously.

The Committee discussed the resolution adopting the employee policy manual and the resolution authorizing the maintenance of status quo for certain benefits pending policy development. A motion was made by Rappe and seconded by Hansen to approve both resolutions and recommend passage by the County Board in July. Motion carried unanimously.

The grievance procedure was reviewed. Steve Rollins reviewed a few more changes that were made to the proposed procedure. A motion was made by Hansen and seconded by Schmidt to approve the procedure. Supervisor Hansen questioned whether or not language should be included that employees would be reimbursed the cost of the filing fee if the employee wins the grievance. The Committee asked Steve Rollins to include language that employees would have the right to request a refund of the filing fee if the hearing examiner overturned the department director's decision. The motion to approve the policy with the additional language was approved unanimously.

The use of contracted services for temporary employees was reviewed with the Committee. Bob Ziegelbauer informed the Committee that as part of the budget process he will be reviewing the status of contracted services and will be recommending the elimination of some contracted services and making them County employees instead. Previously, collective bargaining agreements prevented the County from hiring temporary employees for more than six months and we now have flexibility to do that where it makes sense to do so.

The Committee unanimously voted to convene in closed session at 6:55 p.m. pursuant to Wis. Stats. §19.85(1) (e) to consider negotiations with Sheriff's Department employees represented by WPPA and the prohibited practice complaint filed by AFSCME locals 986, 986A and 986B.

The status of negotiations with WPPA was discussed.

Sharon advised the Committee about the prohibited practices complaint received from AFSCME.

The Committee reconvened in open session at 7:00 p.m.

The next meeting was scheduled for Monday, August 8, 2011 at 5:15 p.m.

A motion was made by Schmidt and seconded by Rappe to adjourn at 7:05 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: July 19, 2011

TIME: 6:45 p.m.

PLACE: County Board Meeting Room, 705 Viebahn Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Grievance Procedure amended to include the definition of “discipline”
2. Overtime resolution authorizes existing practice and policy of allowing flex time within the pay period, on a straight time basis, upon mutual consent of employee and supervisor
3. Adjournment

Date: July 15, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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PERSONNEL COMMITTEE

July 19, 2011; 5:45 p.m.

PRESENT: Supervisors Vogt, Markwardt, Hansen, Rappe and Schmidt

ALSO PRESENT: Supervisors Behnke and Maresh, Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director.

The meeting was called to order at 6:45 p.m., with Supervisor Rappe absent.

A motion to approve the revised grievance procedure was made by Supervisor Schmidt, seconded by Supervisor Markwardt and carried unanimously.

Supervisor Rappe joined the Committee meeting at 6:50 p.m.

It was the consensus of the Committee to support the existing flex time policy, as referenced in the Resolution Adopting Overtime Calculation Rules for All Hourly Employees.

A meeting to adjourn was entered by Supervisor Schmidt, seconded by Supervisor Markwardt and carried unanimously. The meeting was adjourned at 6:51 p.m.

Kevin Schmidt, Secretary

Date

Minutes taken by S. Cornils, Personnel Director



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: August 8, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Request to waive posting procedure for Sheriff's Department Secretary/Clerk position
4. Request to enter into a contract with Auxiant for third party administrator services for the self funded health plan, effective January 1, 2012
5. Discussion on conceal carry law
6. Policy recommendation for shift premiums, training premiums, educational incentive payments, and vacation schedules
7. Request to allow department directors the option of waiving recruitment policies and assessment procedures for positions being converted from contract service positions to county positions

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) to consider the following matters:

8. Negotiations with Sheriff's Department employees represented by WPPA
9. Prohibited practice complaint filed by AFSCME Locals 986, 986-A, and 986-B

If the committee has convened in closed session, it will reconvene in open session.

10. Adjournment

Date: August 3, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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PERSONNEL COMMITTEE

Monday, August 8, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Rappe, Markwardt and Hansen. Supervisor Schmidt was excused.

ALSO PRESENT: Supervisor Rita Metzger, Paul Tittl, County Board Chairman; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes from the July 11th and July 19th meetings were approved upon a motion by Hansen, seconded by Markwardt and carried unanimously.

There was no public input.

The Committee discussed the request to waive the posting procedure for the Secretary/Clerk vacancy in the Sheriff's Department. Sharon advised the Committee that the Sheriff's Department would like to move the part-time secretary into the full-time position and then look at how to best utilize that vacancy. A motion to approve the request was made by Rappe, seconded by Markwardt and carried unanimously.

Sharon discussed the contract with Auxiant to provide third party administrator (TPA) services for the County's self-funded health plan. If approved, the change would be effective January 1, 2012. Sharon stated that Anthem has been a very good partner for the County for many years, but on a self-funded basis, Anthem is more expensive and they do not have the reporting capabilities that other TPA's have. A move to Auxiant should save the County about \$166,000 in administrative costs as compared to administrative fees being paid to Anthem in 2011. Anthem had provided a revised administrative fee renewal, however, Auxiant still provided an opportunity to save about \$80,000 in administrative fees in 2012. Anthem had provided a 7% guaranteed stop loss renewal, while preliminary proposals from alternative stop loss carriers may provide an opportunity for stop loss premium savings. Saving dollars on administrative costs will help to offset increased claim costs, and will be beneficial to both the County and plan participants. The City of Manitowoc and Washington County have worked with Auxiant for a number of years and have been very satisfied. A motion to approve the move to Auxiant was made by Markwardt, seconded by Hansen and carried unanimously.

Steve Rollins discussed the new conceal/carry law which goes into effect on November 1, 2011. He will be bringing some recommendations back to the Committee for some changes in the County's Workplace Violence policy which is in conflict with the new law. The Public Safety and Public Works Committees will be looking at the new law and how it affects their operations as well. Steve anticipates a discussion may need to take place at a Committee of the Whole meeting to address all the aspects of the new law and how it affects County-owned buildings, operations and employees.

Sharon discussed several policy recommendations. The first one deals with shift premiums. There are numerous shift premiums paid now in the Sheriff's Department as well as the Joint Dispatch Center (JDC). The recommendation is to pay \$.25 per hour for any shift beginning on or after 2:00 p.m. (no shift premium would be paid for shifts beginning on or after 4:00 a.m. until 2:00 p.m.) A motion was made by Rappe and seconded by Markwardt to approve the change. Motion carried unanimously.

Education credits incentive pay was discussed. Due to contractual language bargained many years ago in the Sheriff's Department employees were paid an additional few cents per hour for achieving continuing education credits for courses related to their position. The qualifications have been changed for new employees being hired and as a result most new hires have the required credits when they begin employment. The recommendation is to eliminate the ability for employees to receive additional compensation for achieving college credits related to their job and to grandfather those employees who are currently receiving that compensation. A motion to approve was made by Markwardt, seconded by Rappe and carried unanimously.

The Committee discussed the current practice of paying a training premium of \$1.50/hour for designated field training officers (FTO's) in the Sheriff's Department and the Joint Dispatch Center (JDC). This premium is paid only when acting as an FTO. A motion was made by Hansen, seconded by Rappe and carried unanimously to continue this policy.

The Committee discussed the vacation schedule for union employees. With the exception of employees represented by the Sheriff's Department AFSCME schedule, all employees will be moved to the employee vacation schedule currently in place for non-union, non-exempt employees. This schedule is identical to what they currently had.

Corrections officers, telecommunicators, and cooks can be moved to the non-represented Sheriff's Department vacation schedule. That schedule is identical to their current schedule and gives recognition for the fact that those employees work weekends.

The recommendation for the clerical staff in the Sheriff's Department is to move these employees to the non-union, non-exempt schedule but to allow the current employees to maintain their current number of days of vacation. These employees would then be "red-circled" until their days of vacation match the vacation schedule. The only exception would be for the two employees who have already reached the maximum of 30 days of vacation. Those employees would continue to be "red-circled" throughout their employment with the County. A motion to approve the recommendation was made by Rappe, seconded by Hansen and carried unanimously.

The request to give department directors the discretion to waive the recruitment policy for new employees who have been working as contracted services was discussed. As part of the budget process departments may be requesting to convert contracted service positions to County positions. In most cases it doesn't make sense to require the normal recruitment procedures to be followed when we have highly qualified and trained personnel already doing that work. Any contracted service person who is converted to a county employee would be subject to the County's procedures regarding background and criminal checks as well as pre-employment physicals and drug screens. A motion to allow department directors that discretion was made by Hansen, seconded by Markwardt and carried unanimously.

The Committee unanimously voted to convene in closed session at 6:20 p.m. pursuant to Wis. Stats. §19.85(1) (e) to consider negotiations with Sheriff's Department employees represented by WPPA and the prohibited practices complaint filed by AFSCME Locals 986, 986-A and 986-B.

The status of WPPA negotiations was discussed.

The prohibited practices complaint filed by the above AFSCME units was discussed.

The Committee reconvened in open session at 6:25 p.m.

The next meeting was scheduled for Monday, September 12, 2011 at 5:15 p.m.

A motion was made by Markwardt and seconded by Hansen to adjourn at 6:26 p.m. Motion carried unanimously.

Norbert A. Vogt, Chairman

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: September 12, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Report from Highway Commissioner Gary Kennedy regarding the impact of Wisconsin Act 10 on Highway Department operations
4. Request to allow payment of basic compensation for back-up crisis intervention until January 1, 2012
5. Report on progress of implementation of new overtime rules
6. Report on proposed conversion of contracted staff to County employment
7. Health insurance plan design for 2012
8. Update on Wisconsin Act 10 and Act 32 and how it will affect health insurance plan design for employees with the power of arrest
9. Update on the Status of final offer to Sheriff's Department employees represented by WPPA
10. Discussion of Juvenile Detention Center
11. Implementation of Manitowoc County Retiree Medical Savings Account (formerly referred to as PEHP account)
12. Review of status of certification election for AFSCME Locals
13. Proposed revisions to Grievance Procedure
14. Request to add "son-in-law" and "daughter-in-law" to the funeral leave policy
15. Discussion of pending projects: longevity schedules and wage schedules
16. Discussion regarding conceal carry law

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) and (g) to consider the following matters:

17. Prohibited practice complaint filed by AFSCME Locals 986, 986-A, and 986-B
18. Pending litigation

If the committee has convened in closed session, it will reconvene in open session.

19. Adjournment

Date: September 7, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

September 12, 2011; 5:15 p.m.

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PRESENT: Supervisors Vogt, Hansen, Markwardt and Schmidt; Supervisor Rappe was excused.
ALSO PRESENT: County Board Chairman, Paul Tittl; Supervisors Behnke, Vogel, Maresh, Burke, Weiss, Metzger, and Korinek; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Gary Kennedy, Highway Commissioner, Jeff Jenswold, Clinical Services Division Manager, Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes from the August 8, 2011 meeting were approved upon a motion by Hansen, seconded by Markwardt and carried unanimously.

PUBLIC INPUT

Lori Krueger, a telecommunicator in the Joint Dispatch Center, spoke about the change in the overtime rules and how it has impacted the telecommunicators. She referenced times when they are being asked to work more than 12 hours in a 24-hour period, and that this requirement jeopardizes their ability to perform at their best. She also said employees are being discouraged from taking their holidays and vacation.

Nicole Behrmann, a telecommunicator in the Joint Dispatch Center, stated that employees are being scheduled to work on their days off when they have less than 40 hours in the week. Employees are being forced in and not getting overtime pay. She also stated employees are being forced to flex their time, and that the definition of flex time should be clarified.

Jodi Arseneau, a telecommunicator in the Joint Dispatch Center, said the Joint Dispatch Center is short staffed and that's why there are so many problems. The employees are willing to help, but they need more staffing. She said the supervisors are supposed to be working supervisors and should help out and dispatch also.

Paul Peters said he works in the private sector and has a spouse who is a telecommunicator. He said it is obvious the County has a budget problem, but the County is playing with these employees' lives. They are either going to leave or will need professional help. He also said the Supervisors should be helping dispatch, but they no longer know how to because when there was a union they couldn't dispatch. He stated that the Director could dispatch also.

Rita Metzger, County Board Supervisor, said she was speaking as a citizen and not as a County Board Supervisor, but wanted to clarify that there still is a Union.

Gregg Schetter, Inspector in the Sheriff's Department, spoke regarding the health insurance proposal for the employees with arrest powers. There is a spreadsheet showing a savings to the County of \$195,000 if the change is made, but that proposal could cost employees an additional \$276,000 out of their pockets if everyone met their deductible. He also made reference to the new deputy who was recently hired. He is paying 5.8% of his WRS contribution and if the insurance change goes through he will have to make that concession as well. It will be difficult to stay competitive and get good people.

Susie Griepentrog, a telecommunicator in the Joint Dispatch Center, said the scheduling changes are really impacting their families. She gave examples of several very difficult issues they deal with and they have to have a clear head, but sometimes they are so busy they can't even step out of the room after a difficult situation to get a breath of fresh air. She also said it's not fun coming to work anymore.

PERSONNEL COMMITTEE

September 12, 2011; 5:15 p.m.

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Rob Hermann, Sheriff, asked if he could have an opportunity to talk during the insurance discussion and gave the Committee a copy of the contract language from the expired WPPA contract that states the County will fund the deductible 100%.

Gary Kennedy, Highway Commissioner, gave a report on the positive impact Wisconsin Act 10 has had on the Highway Department. He gave a summary of what their staffing has looked like from 2009 to the present time and what he anticipates in 2012. In addition, he highlighted other positive changes they have been able to make such as:

- A steady year round workforce;
- The ability to reduce their incidental labor rate which will allow them to get work from the Wisconsin DOT, towns and villages;
- Flexibility in scheduling such as 10 hour days, different work schedules in winter when plowing roads;
- Flexibility in job assignments and offering cross-training
- The ability to use seasonal help at a much lower cost, and trustees at no cost, rather than having regular full-time staff cut grass in the parks and at the airport. This change alone saved the Airport and Parks budget.

Overall, Gary said the changes have been a major morale booster for the department. It's a much better atmosphere out there and employees are happy to be there.

Jeff Jenswold described the proposal to continue payment of basic compensation for back-up crisis intervention until January 1, 2012. The Crisis Team is being restructured as of January 1, 2012 which will eliminate the need for the basic compensation for crisis back-up. During this time of transition the Department would like to have authorization to use the basic compensation for back-up crisis if necessary. A motion was made by Hansen, seconded by Schmidt to approve continuing the current compensation program for back-up crisis intervention until 1/1/12. Motion carried unanimously.

Progress on the implementation of the new overtime rules was discussed. Bob Ziegelbauer described the need to control overtime so that the goal to provide stability for staff can be met

A report showing the overtime paid per pay period for the various divisions of the Sheriff's Department since June 12, 2011 was distributed. The jail division is implementing some changes to their scheduling practices and will be requiring all full-time corrections officers and jail sergeants to work an additional seven shifts per year. For 2011, all full-time correctional officers and jail sergeants must work two additional shifts prior to the end of the year. Bob indicated that the next overtime report the Committee receives will include Joint Dispatch Center numbers also.

Sharon is working with the Joint Dispatch Center to look at alternative schedules for 2012. Employees have been asked for their input and employee meetings have been held. As a result of the issues brought up during public input the Committee asked that Nancy Crowley, the Director of Emergency Services, attend the next meeting to provide additional information.

Discussion about the operation of the Joint Dispatch Center occurred. Supervisor Burke said it appears that flex time is not being administered as "mutually agreeable". Supervisor Metzger said she is getting calls that there are problems; the dispatchers were told scheduling changes would not occur until 2012 but they are happening already. Supervisor Metzger also said the supervisors should be working supervisors and helping in dispatch. Supervisor Behnke suggested these discussion take places with both sides are present to address the points raised in this meeting.

PERSONNEL COMMITTEE

September 12, 2011; 5:15 p.m.

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Bob gave a report to the Committee on the requests to convert contracted positions to County positions. This report is preliminary and will probably see some changes before the budget is presented to the Board.

Health insurance plan design for 2012 was discussed. Sharon distributed a trend report based on M3's block of business as it relates to plan design, deductibles, etc. Bob is seeking approval from the Committee to add a drug co-pay to the County's current plan design for all employees. The co-pay would be \$10 for generic medications, \$25 for brand name drugs and \$50 for specialty drugs. The actuaries estimate that introducing a drug co-payment would reduce deposit rates by about 4.9% or \$307,735 based on 2011 numbers. A motion was made by Markwardt, seconded by Schmidt and carried unanimously to approve the implementation of the \$10/\$25/\$50 drug co-pay effective January 1, 2012.

Bob presented an additional change in plan design for the employees with powers of arrest (employees represented by WPPA and non-represented protective employees). He emphasized his desire to always treat employees fairly throughout the County and since the Governor exempted this group of employees from being required to contribute to the WRS, he needs to find those savings somewhere else. To achieve about 80% of the savings that would have been captured with a WRS contribution he is proposing to increase deductibles for employees with arrest powers from the current \$1500/\$3000 to \$3500/\$7000. This change in plan design is expected to reduce deposit rates by 21.70% or \$194,900, which is 80% of the expected reduction in cost that would be achieved if employees with the power of arrest would make the same 5.9% contribution to WRS. A motion was made by Markwardt, seconded by Hansen to approve the change in plan design. During discussion Supervisor Hansen stated the reason he would be supporting the change is because many changes have been forced upon public sector workers. This group of employees has been shielded from those changes and he also believes in fairness. After discussion, the motion carried unanimously.

Sharon told the Committee the deadline for the final offer for WPPA is September 20, 2011.

The Committee discussed the Juvenile Detention Center. Supervisor Hansen received a call from someone from the Sheboygan School district asking why Manitowoc County was taking over their Juvenile Detention Center and was concerned about a staff member who was employed by the district to teach juveniles in the Sheboygan center. Supervisor Hansen was concerned because the Comptroller, Personnel Director and County Executive had no knowledge of this taking place. More research will be done and additional information presented to the Committee at their next meeting.

The Committee discussed the Post Employment Health Plan (PEHP) currently administered by Nationwide. The sick leave payout (58% of unused sick leave) upon retirement for non-represented employees, Public Health Nurses and employees represented by WPPA goes into the plan tax free and expenses are paid out of the plan tax free. Nationwide allows the funds to be used for payment of insurance premiums only. Genesis Benefit System is working with the County to take over administration of the plan. Employees will be able to use the money for premiums as well as any other 213(d) expenses under the tax code. In order to be a qualified plan, all employees within the classification must be required to participate in the plan. A motion to approve the plan was made by Hansen, seconded by Schmidt and carried unanimously.

Sharon provided an update on the time line for certification of the AFSCME Locals. The draft rules issued by the Wisconsin Employment Relations Commission would require the AFSCME locals to file a petition for election with the WERC by 1/1/12. If a petition is filed by that date the election will be scheduled no later than 5/1/12.

PERSONNEL COMMITTEE

September 12, 2011; 5:15 p.m.

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The Committee discussed the recommended revisions to the grievance procedure. A motion was made by Hansen, seconded by Markwardt and carried unanimously to approve the changes and forward a resolution to the County Board for their approval.

Funeral leave was discussed. Currently son-in-law and daughter-in-law are not included in the County's policy. A motion was made by Schmidt and seconded by Markwardt to include those two classifications in paragraph (2) of our current policy allowing employees to take up to two working days with pay, depending upon travel or other extenuating circumstances, in the event of the death of a son or daughter-in-law. Motion carried unanimously. A resolution will be prepared for the September County Board meeting.

Sharon advised the Committee that the next big project would be to consolidate longevity and wage schedules and the Personnel Department would be working on this in the near future.

The Committee discussed the conceal carry law. Steve Rollins was asked to draft a resolution for the Committee to consider at their next meeting that would modify the existing policy to comply with the new law.

The Committee unanimously voted to convene in closed session at 8:18 p.m. pursuant to Wis. Stats. §19.85(1)(e) and (g) to consider the prohibited practice complaint filed by AFSCME Locals 986, 986-A and 986-B and pending litigation.

Sharon had nothing new to report on the prohibited practice complaint.

Steve Rollins brought the Committee up to date on the status of pending litigation.

The Committee reconvened in open session at 8:22 p.m.

The next meeting was scheduled for Monday, October 3rd at 5:15 p.m.

A motion was made by Schmidt and seconded by Hansen to adjourn at 8:25 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



**MANITOWOC COUNTY
PERSONNEL COMMITTEE
PUBLIC SAFETY COMMITTEE
AMENDED JOINT MEETING NOTICE**

DATE: September 20, 2011

TIME: 6:00 p.m.

PLACE: UW-Manitowoc
Room F175
705 Viebahn St., Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

JOINT MEETING

1. Regular Business (Roll Call)
2. Presentation by Nancy Crowley, Director of Emergency Services regarding Joint Dispatch Operations.
3. Adjournment

Date: September 15, 2011
Amended September 19, 2011

Norbert A. Vogt, Chair, Personnel Committee
Rick Henrickson, Chair, Public Safety Committee
By: Diane Schmidt, Personnel Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

JOINT MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
September 20, 2011

PRESENT: Supervisors Vogt, Hansen, Schmidt, Markwardt, Hendrickson, Panosh, Bauknecht, Gerroll, Vogel. Supervisor Rappe was excused.

The meeting was called to order by Personnel Committee Chairman, Norb Vogt at 6:10 p.m.

Nancy Crowley, Director of Emergency Services, gave a presentation on the goals and operation of the Joint Dispatch Center. Nancy stated that the goal of the Joint Dispatch Center has always been to strive to be a center of excellence that serves the need of the community and to be a careful steward of public tax dollars. Nancy stated that she and the JDC Supervisory staff have always worked to preserve the dignity of the employees of the Joint Dispatch Center and that they recognize the balance that has to be maintained between an employee's personal and professional schedules. Some operational changes in scheduling and overtime have occurred which are upsetting for some staff, but the changes are being made due to the responsibility the JDC has been given to implement the changes made by the State legislature and the County Board of Supervisors.

Nancy Crowley, and Joint Dispatch Center Supervisors Angela Kedrowski, Connie Bashaw, and Paul Hacker answered Supervisor's questions.

A consensus was reached to have another joint meeting of Personnel and Public Safety after the Joint Dispatch Center moves into the Communications and Technology Building, and to have public input included on that meeting agenda.

A motion to adjourn was made by Supervisor Schmidt, seconded by Supervisor Hendrickson and carried unanimously. The meeting was adjourned at 6:50 p.m.

Kevin Schmidt, Secretary, Personnel Committee

Randy Vogel, Secretary, Public Safety Committee



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: October 3, 2011

TIME: 5:15 p.m.

PLACE: Manitowoc County Office Complex, Room 300

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Staffing changes at ADRC due to Kewaunee County service agreement (ADRC of the Lakeshore)
4. Status of Juvenile Detention Center
5. Positions proposed to be converted from contracted positions to County positions, effective 1/1/12
6. County Executive proposal regarding overtime rules for 2012
7. County Executive report regarding possible budget proposals affecting personnel costs
8. 2012 health insurance self deposit rates
9. Discussion regarding Human Services Director position
10. County Board compensation for 2012-2014 term
11. Shift premiums for part-time corrections officers and telecommunicators
12. *Request to waive posting requirement for full-time telecommunicator positions*
13. Policy changes required due to conceal carry law
14. Future meeting schedule

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) and (g) to consider the following matters:

15. Status of final offer with Sheriff's Department employees represented by WPPA
16. Pending litigation

If the committee has convened in closed session, it will reconvene in open session.

17. Adjournment

Date: September 29, 2011

Amended: September 30, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

October 3, 2011; 5:15 p.m.

PRESENT: Supervisors Vogt, Hansen, Schmidt, Rappe and Markwardt

ALSO PRESENT: Supervisor Rita Metzger; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Judy Rank, Aging & Disability Resource Center Director; Rob Hermann, Sheriff; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes from the September 12th and September 20th meetings were approved upon a motion by Markwardt, seconded by Hansen and carried unanimously.

Sharon distributed correspondence from Angela Kedrowski, JDC Supervisor, regarding the number of times in 2011 that dispatchers were scheduled to work with only an 8 hour break between shifts. Only one instance of scheduling an employee with an 8 hour break between shifts has occurred. In 6 other instances employees were required to report to work due to a sick call-in that was refused by all staff. In many of these instances the person required to report to work had been working on a switch. Switches occur only when two employees voluntarily want to work for each other.

Public Input

Lori Krueger, Dispatcher, spoke in regard to the overtime issue. She doesn't think it is fair for employees to be scheduled on their days off at straight time if they don't have 40 hours in for the week. She said the morale in the dispatcher center is very low and recently 8 out of 19 dispatchers applied for a clerical position in the Courthouse – that should tell the Committee something about the employee's satisfaction. She stated they had a vacancy since April and it is first being filled now in October and wondered why it took so long to fill.

Jason Jost, Jail Administrator, spoke regarding the overtime issue. The factors causing budget problems in the jail are a loss of state inmates which at one time brought in about \$820,000. This year revenues should be about \$170,000. Some of that has been made up with federal prisoners. Overtime in the jail in 2007 was \$324,000 and was down to \$152,000 in 2010. Employees are leaving and the department is having a hard time filling the positions. The testing process is being evaluated. The jail has also seen increased medical leaves the last year or two. If the Committee adopts the FLSA standards, that will hurt staff.

Staffing changes at the ADRC due to the ADRC of the Lakeshore Agreement with Kewaunee County was discussed. Judy Rank requested approval to hire three Information & Assistance Specialists and increase the Disability Benefit Specialist from a .70 FTE to full-time. She would like to add one I & A Specialist now, which is fully funded, and the other 2.3 positions when the ADRC of the Lakeshore Agreement becomes effective. A motion to approve was made by Markwardt, seconded by Rappe and carried unanimously.

The Juvenile Detention Center was discussed. Budget information from Todd Reckelberg, Comptroller, was shared with the Committee. If the Juvenile Detention Center was closed and

those juveniles housed elsewhere, the total savings may be around \$100,000. The Sheriff indicated he would not be able to eliminate all the staffing from the Juvenile side because he relies on them to help out in the adult jail when needed. If the County were to take in the juveniles from Sheboygan County, we could potentially see added revenue of \$150,000. Sheriff Hermann said it is his understanding that Sheboygan County continues to move forward on closing their facility, but he should have more accurate numbers later this week. Chairman Tittl said the Sheboygan County Board Chairman told him it would more likely be July 1, 2012 before that change would occur. Sheriff Hermann said Manitowoc County also gets revenue from federal prisoners and generates income from extended supervision beds. He also named several other counties that we rent beds to as needed. Supervisors on the Committee requested that the Sheriff evaluate the rate Manitowoc County charges other counties since our rate is so low. The Sheriff said if the rate is increased too much, other counties will use jails closer to them rather than bringing their inmates to Manitowoc County.

Bob Ziegelbauer reviewed the list of positions he is including in his 2012 budget proposal that had previously been contracted workers. Supervisor Hansen expressed some concern over the Expo workers, not because of the individuals or the job they do, but the fact that Expo is a County-run and funded entity. Bob said this issue could certainly be debated as the 2012 budget is discussed at the Board level.

Bob discussed overtime with the Committee. After about 6 weeks with the new overtime rules, we are not seeing the savings he had hoped for. He is hoping to present a budget that includes employee stability even though we are looking at a loss of revenues of about \$2,000,000. Therefore, he is recommending a change to the overtime rules previously adopted. His revised rules would pay overtime according to FLSA standards (over 40 hours worked per week for most employees and over 171 hours worked in a 28 day period for law enforcement and corrections officers) plus any time worked on a holiday. The following handouts outlining the overtime issues were distributed:

- 1) Historical data showing base wages, longevity, educational credits, shift premium, sick leave payouts and overtime paid out in 2010.
- 2) A comparison showing overtime paid since 8/7/11 when the new rules went into effect vs. what would have had to be paid if only FLSA rules had been adopted.
- 3) A wage and fringe benefit summary comparing the costs of certain positions from 2007 to 2012 as it compares to the CPI.
- 4) The estimated savings of overtime by department or activity if the FLSA standards were adopted along with paying overtime on holidays.
- 5) Comparison with what other counties are doing in regard to overtime pay.
- 6) A comparison of overtime for pay periods in August & September compared to the same time period in 2010 for the Sheriff's Department and Dispatch.
- 7) A comparison of overtime by pay period from June through September for the Sheriff's Department employees.

A motion was made by Supervisor Markwardt to approve the change in policy as outlined by the County Executive. The motion was seconded by Supervisor Vogt for discussion purposes. Sheriff Hermann stated that the corrections officers and management staff in the Sheriff's Department are now required to pick up at least 7 additional shifts without incurring overtime in an effort to control their overtime costs. Another motion was made by Hansen, seconded by

Schmidt to postpone consideration of this proposal until the next meeting. Motion carried unanimously.

The County Executive's proposal to phase out longevity payments was discussed. Included in the 2012 proposed budget is a 50% reduction in the longevity schedule, with the requirement that a complete wage study and recommendation be made to the Personnel Committee in 2012. The goal would be that the County Board approve and implement the new wage schedules as of January 1, 2013, at which time longevity would be completely eliminated. The longevity savings for 2012 would be about \$125,000. Sharon distributed a handout of a presentation given by Charlie Carlson of Carlson Dettmann Consulting that discusses the importance of using the local labor market as a determining factor; something that has not been done for 35 years due to binding arbitration.

Health insurance rate information was distributed. Rates for 2012 will be, on average, 6.50% less than they were in 2011.

The Human Service Director position was discussed. The Human Services Board voted to include the position in their budget for 2012. Bob said since he came on board in 2006, he has been flattening and restructuring the management level of the organization. Human Services had both a Director of the Director and a Human Services Director when he came and now we have developed four division managers and eliminated the long-term care division due to family care. If a Human Services Director position was created, the cost would probably exceed \$135,000. If the Board wants to fill that position, then other positions would likely have to be eliminated. There was discussion about the State statute and County code requirements that we have this position. Supervisor Hansen suggested that maybe other departments could be merged with Human Services in the future, such as the Health department and have one director oversee both departments, but he wouldn't support the position now due to financial constraints. Supervisor Metzger, who is a member of the Human Services Board, referred to a Quality Service Review that was done for Human Services that made references to instances of things falling through the cracks and her suggestion was that someone internally be promoted to the position rather than creating a new position.

County Board compensation was discussed. A motion was made by Hansen and seconded by Schmidt not to make any changes for the next term. Motion carried unanimously.

Shift premiums for part-time corrections officers and part-time dispatchers were discussed. The policy recently adopted by the Board authorized the payment of a \$.25/hour shift premium for positions scheduled to work shifts beginning on or after 2:00 p.m. The part-time corrections officers and telecommunicators are required to work all three shifts, and Sharon asked that the Committee authorize the payment of the shift premium to these part-time employees. A motion authorizing the payment of shift premiums to part-time employees required to work all three shifts was made by Rappe seconded by Schmidt and carried unanimously.

Sharon discussed the request from the Joint Dispatch Center to waive the posting requirement for the full-time dispatcher vacancy created as a result of Sue Griepentrog accepting a position in the Sheriff's Department and another vacancy anticipated later this year due to retirement. The

Center has three part-time employees who are fully qualified and interested in the full-time openings. A motion was made by Markwardt and seconded by Rappe to approve. Motion carried unanimously.

The proposed resolution and policy regarding conceal, carry was reviewed. The critical change that was made is to allow employees to carry weapons in their vehicle on County property, as required by the Conceal/Carry law. Motion to approve by Schmidt, seconded by Markwardt and carried unanimously.

The Committee discussed the schedule for future meetings at the request of Supervisor Markwardt. He would like to go back to the 4:00 p.m. start time. After some discussion it was decided the 5:15 time was more convenient for employees who want to be present to provide input. The next meeting was scheduled for 5:15 p.m. on 11/14/11.

A motion to adjourn at 7:55 p.m. was made by Supervisor Schmidt, seconded by Hansen and carried unanimously.

Kevin Schmidt, Secretary

Date

Minutes taken by D. Schmidt, Personnel Coordinator



MANITOWOC COUNTY
PERSONNEL COMMITTEE and FINANCE COMMITTEE
JOINT MEETING NOTICE

DATE: November 14, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street,
Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call)
2. Discussion of proposed 2012 budget
3. Resolution adopting 2012 budget and property tax levy
4. Adjournment

Date: November 8, 2011

Mary Muench, Chair
Norbert A. Vogt, Chair
By: Sharon Cornils, Personnel Director

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JOINT PERSONNEL & FINANCE COMMITTEE MEETING

November 14, 2011; 5:15 p.m.

PRESENT: Supervisors Brey, Muench, Dufek, Metzger, Hoffman, Schmidt, Markwardt, Rappe and Vogt. Supervisor Hansen was excused.

ALSO PRESENT: Supervisors Behnke, Weiss, Panosh, Vogel, Gerroll, and Bauknecht; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Todd Reckelberg, Comptroller; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The joint meeting was called to order at 5:30 p.m. by Chairman Muench. Bob Ziegelbauer made some general comments regarding his budget proposal. His proposal includes a change in the overtime policy. Under the proposal, overtime would be paid according to FLSA rules with the addition that employees would be paid overtime for all time worked on a holiday. These changes will not apply to employees represented by WPPA and the Health Department.

There was concern raised during the public input portion of the Finance Committee meeting regarding the change in prescription drug coverage, so Sharon Cornils explained how the new drug co-pay will work. She also explained why the County's plan is not considered a creditable plan under Medicare, and she answered supervisors questions.

Supervisors Dufek and Metzger expressed their feelings that employees should get overtime pay when they work over 8 hours a day and they questioned the staffing shortage in the Joint Dispatch Center (JDC).

Todd Reckelberg handed out a sheet explaining some adjustments that can be made to the 2012 budget since it was proposed.

Bob Ziegelbauer explained his proposal to cut longevity payments to employees in half in 2012 and eliminate it completely in 2013. During 2012, the Personnel Department will be conducting a comprehensive wage study to consolidate wage schedules throughout the County to reflect the complexity of work performed by County employees and the local labor market. It is intended that this new compensation system can be implemented by January 1, 2013.

Bob also reviewed his proposal to include approximately 20 positions in the County budget that had been contracted positions. In most cases, these individuals have been working in their positions for a number of years and are doing virtually identical work as the County employees. At the time they were contracted, it was usually done because the work was there and it was easier to add contracted services then to add positions to the County payroll, but it is time to treat these people fairly. The cost to add them to the County payroll is approximately \$33,500.

Supervisor Dufek said he hopes that the dispatch operation is watched carefully and that those employees are treated fairly. Bob Ziegelbauer stated that all County employees are treated very well.

Supervisor Behnke asked the Finance Committee to eliminate the \$25,000 transfer from the Expo Special Revenue Fund. He gave four options on how that \$25,000 could be made up

elsewhere. He felt the most reasonable option would be to reduce public property outlay by \$16,000 in the Courthouse activity; \$4,000 in maintenance for the Public Health building activity; and \$5,000 in the maintenance activity for the office complex for a total of \$25,000 to offset the Expo transfer.

Bob Ziegelbauer discussed the overtime again. He explained the Fair Labor Standards Act (FLSA) and said that his proposal includes paying overtime according to the FLSA requirements and adds payment of overtime for time worked on holidays. Bob discussed the current rules and how they differ from the FLSA standards. The new rules would reduce expenditures by \$81,077.

Rita Metzger said she feels the County needs a Human Services Director position and feels that position should be included in the budget. Bob reviewed the changes in organizational structure of the Human Services Department that have occurred since Bob became County Executive. He also indicated that it would cost the County between \$130,000-\$145,000 to hire a director and the County doesn't have that money. Supervisor Brey feels things are working well now. If there is additional money, he'd rather see more line staff being hired. Supervisor Metzger feels the County may be missing revenues that a Director could get. Supervisor Rappe complemented Bob on cleaning up the organizational structure.

Jane Babcock, Veterans Service Officer, asked the Committee for additional funding to allow her to staff her receptionist position for 37.5 hours per week.

Rob Hermann talked about overtime and Bob Ziegelbauer's comment that perhaps supervisors are overlooking the rules to allow some employees to get overtime. His department is following the rules the County adopted. He said the department recently had 536 hours vacant in their department and 215 of those hours had to be filled using overtime. The Sheriff stated that some of the overtime could have been avoided if Bob hadn't stopped the testing process for female corrections officers. Rob also said that their corrections officers are required to pick up an additional 7 shifts per year at straight time (56 additional hours).

A motion was made by Brey to approve the resolution adopting the 2012 budget and property tax levy. The motion was seconded by Hoffman. Supervisor Metzger questioned if the Finance Committee has to approve it or if just the County Board does. A motion was made by Brey and seconded by Muench to amend the proposed budget by including the changes outlined by Todd Reckelberg. That motion carried unanimously. A motion was also made by Brey to make the changes recommended earlier by Kevin Behnke regarding the Expo operation. That motion did not receive a second.

The main motion adopting the budget and recommending passage by the County Board was approved on a vote of 3-2 with Supervisors Dufek and Metzger voting no.

A motion to adjourn the joint meeting at 7:30 p.m. was made by Schmidt, seconded by Vogt and carried unanimously.

Kevin Schmidt, Personnel Committee Secy. Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: November 14, 2011

TIME: Immediately following Joint Meeting of Personnel and Finance Committee

PLACE: Communications and Technology Building, 1024 South 9th Street

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Report of Economic Interest – Corporation Counsel

The committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) and (g) to consider the following matters:

4. Prohibited practice complaint filed by AFSCME Locals 986, 986-A, and 986-B
5. Status of bargaining with Sheriff's Department employees represented by WPPA
6. Pending litigation

If the committee has convened in closed session, it will reconvene in open session.

7. Adjournment

Date: November 8, 2011

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

November 14, 2011

PRESENT: Supervisors Vogt, Rappe, Markwardt and Schmidt. Supervisor Hansen was excused.

ALSO PRESENT: Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director; Diane Schmidt, Personnel Coordinator

The meeting was called to order at 7:35 p.m. The minutes of the October 3, 2011 meeting were approved upon a motion by Markwardt, seconded by Rappe and carried unanimously.

During public input, Nicole Behrmann, a County dispatcher, wanted to clarify how overtime is paid if you come in to work without being forced. She also wanted to know when supervisors would be required to pick up shifts dispatching. She told the Committee that they don't get step increases after they have been here for more than four years.

Karen Bauer, a dispatcher, also wanted to know when the supervisors would be picking up shifts as dispatchers. She said there are none scheduled right now. She also said they try to remain professional, but it is difficult when the County Executive doesn't maintain his professionalism. She said there is no compromise with him and the only voice they have is the Board.

Lori Krueger, a dispatcher also, objected to the County Executive's comment that the supervisors "wink and nod" to get overtime for their employees. She realizes the need to compromise and she has volunteered for six additional shifts. The supervisors are trained on the new equipment and they should pitch in also. She said the employees would be agreeable to a written exemption for overtime over 40 hours if they work on a switch. They would work that at straight time.

Lori also read a statement from Lori Klosterman and 25-year with the JDC. Lori stated it is difficult to be confident in your responsibilities if you are working without adequate rest. Employees are working more for less pay.

Jane Babcock voiced her concern at all the additional hours she puts in and advocated for more hours for her receptionist position so the front window doesn't have to be staffed by her Deputy whose talent and skill could be used in other areas. She is willing to give up her step increase in order to staff the receptionist position full time.

The Committee received the report of Economic Interest from the Corporation Counsel for his attendance at a forum on 9/6/11 sponsored by WMMIC.

Sharon advised the Committee that a conference call had been scheduled regarding the prohibited practice complaint filed by AFSCME, but was cancelled due to the AFSCME staff representative being on vacation.

Sharon had nothing to report regarding the status of bargaining with WPPA.

Steve Rollins reported on pending litigation.

The next meeting was scheduled for Monday, December 5, 2011 at 5:15 p.m.

Supervisor Schmidt made a motion, seconded by Markwardt to adjourn at 8:00 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary

Date



**MANITOWOC COUNTY
JOINT FINANCE & PERSONNEL COMMITTEE
MEETING NOTICE**

DATE: Monday November 28, 2011

TIME: 5:00 PM.

**PLACE: Communications & Technology Building
1024 S. 9th Street
Manitowoc, WI 54220**

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Approve Minutes of the November 14th Joint Finance and Personnel Committee Minutes.
2. Report of County Executive and Department Directors regarding personnel policies and practices raised during public input at county board and committee meetings.
3. Discussion and possible action on Resolution Amending Overtime Policy.
4. Discussion and possible action on Resolution amending Longevity Schedules and Providing for Development of Consolidated Wage Scales.
5. Discussion and possible action on Resolution Adopting 2012 Budget and Property Tax Levy.

Date November 23, 2011

Mary Muench, Finance Committee Chair
Norbert Vogt, Personnel Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Joint Finance-Personnel Committee

Communications & Technology Building

1024 S. 9th St., City of Manitowoc, WI

November 28, 2011

***Motion

*Vote

Attendance: Chairperson Mary Muench, Chairperson Norb Vogt, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, Supervisor Rita Metzger, Supervisor Ed Rappe, Supervisor Don Markwardt, Supervisor Kevin Schmidt, and Supervisor Biff Hansen.

Also Present: Supervisor Susie Maresh, Supervisor Kevin Behnke, Supervisor Dave Korinek, Supervisor Don Weiss, Supervisor Laurie Burke, Supervisor Melvin Waack, Supervisor Joe Panosh, Supervisor Rick Gerroll, Supervisor Mike Bauknecht, Supervisor Randy Vogel, County Executive Bob Ziegelbauer, Highway Commissioner Gary Kennedy, Personnel Director Sharon Cornils, Comptroller Todd Reckelberg, Register In Probate Patricia Koppa, Jayne Rulseh, and County Clerk Jamie Aulik.

Call to Order: The meeting was called to order by Chairperson Muench at 5:00 p.m.

Approve Minutes of the November 14th Joint Finance and Personnel Committee Minutes: On a motion by Supervisor Brey, seconded by Supervisor Markwardt the minutes of the November 14th, 2011 Joint Finance-Personnel Committee were unanimously approved.

Report of County Executive and Department Directors regarding personnel policies and practices raised during public input at county board and committee meetings: Chairperson Muench explained that at the last Joint Finance-Personnel Committee meeting, public input was given and county staff prepared a response to some of the input. County Executive Ziegelbauer said that everyone was all mindful of getting tax bills out in time and reminded the committee of his of two main goals: no terminations and holding the line on taxes. He said that some might not like the intermingling of budgets and policy, but he said that a budget is, by definition, policy. He reiterated the timeline from talking to the Finance and Personnel Committees about his proposed changes through the present.

Personnel Director Sharon Cornils and County Executive Ziegelbauer discussed a handout on responses to public input. Director Cornils mentioned that in the past year, there was only one instance in the JDC where someone worked an 8 hour shift and went to work 8 hours later. The more common practice is switching, where employees will switch their shifts with one-another, sometimes on a routine basis. Earlier this year, the Personnel Department helped develop a schedule which the JDC employees respectfully declined. However, the new 5-2, 5-3 schedule which goes into effect in 2012 was employee driven. There is still a problem with sick call-ins with little notice. Director Cornils also addressed that some believe that JDC supervisors should be dispatching in the JDC. She said that the supervisor's primary responsibility is focused on administrative duties such as scheduling, service complaints, filling out and reviewing required emergency medical dispatch forms, and helping out in other ways, not dispatching. She also pointed out the JDC is

staffed properly. At present, the FTEs have 39,104 work hours available, but need 35,040 to have dispatchers 24-7-365. The difference in hours cover sick and vacation time for the employees.

County Executive Ziegelbauer said that the complaints come down to resistance to change. He said that his proposal with the Fair Labor Standards Act (FLSA) plus overtime on holidays for hours worked was generous. The need to not terminate employees depended on wringing out excesses in how overtime was being used.

There was discussion on the schedule in the Joint Dispatch Center and the role of supervisors.

Discussion and possible action on Resolution Adopting 2012 Budget and Property Tax Levy:

Supervisor Brey said that they were not here to discuss the scheduling policy of the Joint Dispatch Center. The main sticking point is the overtime rules and he saw room to negotiate, but also to address anomalies in departments, such as the JDC, later through the Personnel Committee.

Supervisor Korinek asked how the overtime rules affect the Highway Department and wondered if people such as snow plow drivers should earn overtime if they are working for more than 12 hours even if they haven't reached 40 hours in a week. County Executive Ziegelbauer said that he was open to a change to that effect, but that the overtime policy had to be clear by the rule set in place by the County Board. Discussion followed.

Supervisor Hansen asked what the problems are with the current policy. County Executive Ziegelbauer said that the issue is financial. In some departments Manitowoc County is paying overtime 83% in excess of the federal minimum standard. The history of the decision regarding the 171 hour work rule was overviewed by Director Cornils. County Executive Ziegelbauer said that the Sheriff, to his credit, implemented an additional 56 hours of straight time per year and he called that progress, but they still pay a significant amount of overtime and the main problem is employees giving short notice to use sick days.

Supervisor Schmidt asked Corporation Counsel Rollins if there is a budget in place or what course of action the committee needed to take. Corporation Counsel Rollins said that the agenda was intended to be used as a discussion about the policies included in the proposed budget so that the committee can make decisions about those policy changes. The budget could come out of the Joint Finance-Personnel Committee in the form of a resolution, or they could pass separate resolutions proposing changes to the budget, and decide at the County Board meeting whether or not to incorporate those changes.

Scheduling at the JDC, reasons for switching, sick leave, employee/employer informal agreements to work more than 8 hours, and the possible future implications of an 8 hour overtime policy was discussed.

Supervisor Hansen said that he was not comfortable with keeping someone longer than what they were told they would work for the day without compensating them and noted that the overtime policy has only been in effect for 2 to 3 months.

Supervisor Schmidt said that not everyone is well-versed in personnel policies and he didn't see a resolution to those matters happening at the meeting. He proposed an alternative which would keep the current overtime policy in place through 2012 and make up for the cost by not converting the contracted positions,

taking \$22,544 from the Sheriff Department's budget for a squad car, \$16,000 from Courthouse maintenance for concrete, \$4,000 from Public Health Department's budget for an awning, and \$5,000 from maintenance at the office complex.

Personnel Director Cornils said they are not hitting the target with the current overtime policy because it requires that overtime be paid in too many situations where it would not be required under the FLSA, and it allows for employees to opt for overtime rather than working to fill shift vacancies at a straight time rate. This is causing conflict among employees and a feeling that the policy is being implemented unevenly within and across departments. It's important to treat employees consistently. Supervisor Rappe thought that it was incumbent on department supervisors to make sure that their employees were being treated fairly on how they use overtime, and that they are held accountable if they aren't fair.

Discussion followed on the current overtime policy and other overtime policies in the private and public sector.

***Supervisor Brey made a motion to recommend to the County Board the County Executive's proposed 2012 budget with Supervisor Behnke's amendments, seconded by Supervisor Vogt.

Chairperson Tittl said that there are repercussions for any proposal because the County Executive can potentially veto it again. He noted that the County Executive seemed flexible on the 12 hour rule for overtime.

Supervisor Rappe said that taking the lowest standard of overtime pay isn't necessarily what we want for Manitowoc County.

There was discussion on the wage study and realignment of the compensation schedule for next year. County Executive Ziegelbauer said it is going to happen because the language pertaining to that is included in the budget.

Supervisor Hansen asked how much was budgeted for step increases. The County Executive estimated that \$44,000 was budgeted. Supervisor Hansen wondered if, because of the size of the increases for some employees over the past few years, freezing step increases is something that they may need to take a look at, or look at the increases between steps.

County Executive Ziegelbauer warned that they may not want to treat county employees in such a manner.

There was discussion on the freeze of step increases for one year and it was clarified that all employees except elected officials receive longevity.

Chairperson Tittl said that possibly an overtime rule where more than 12 hours worked in a day results in overtime can be an addition to the budget. He also noted that if they take away steps, other places may try to recruit our employees. Discussion followed.

**Supervisor Markwardt made an amendment to the original motion to change the overtime policy to more than 12 hours worked in a day results in overtime, seconded by Supervisor Hoffman. Discussion followed.

Chairperson Muench noted that next week the levy has to be in the hands of the towns, villages, and cities.

Supervisors Rappe and Hansen noted that they would not support 12 hours in a day because they thought that 12 hours was too high to result in overtime.

*Upon vote, the motion failed 4-6 with Supervisors Brey, Hoffman, Markwardt, and Vogt voting aye, and all other supervisors voting no.

***Supervisor Brey made a motion to remove the funding for step pay in 2012, and include the 12 hours worked in a day overtime rule, seconded by Supervisor Hoffman.

Supervisor Brey clarified that there would be no step increases for any employee and that any savings would go back to the fund balance.

***Supervisor Hansen made a motion to amend Supervisor Brey's motion which would keep the current overtime policy and eliminate step increases for all county employees, seconded by Supervisor Rappe.

Supervisor Dufek asked which employees are under existing labor contracts because they would be unaffected by the motion. Director Cornils said that the Health Department and the WPPA had labor contracts. Because those bargaining units are under contract or, as in the case with the WPPA who will be operating under an expired contract, those employees will still receive step increases regardless of what is agreed to.

*Upon vote, Supervisor Hansen's amendment to the motion passed 6-4 with Supervisors Brey, Hoffman, Markwardt, and Muench voting no, and all other supervisors voting aye.

Supervisor Schmidt pointed out that between the cost of keeping the current overtime policy and freezing step increases, a funding gap was created.

Supervisor Dufek said that with keeping half of the longevity and the current overtime policy, he thought that it may lead to eliminating a job.

***Supervisor Schmidt made a motion to not convert the contracted employees to county employees and take \$22,544 out of the Sheriff's Department Budget, seconded by Supervisor Metzger.

Supervisor Dufek was concerned that the Sheriff's Department would not be able to go without a squad car next year and that deputies needed safe and reliable vehicles.

County Executive Ziegelbauer urged the committee to take their proposals seriously and consider their impact on employees.

Discussion followed on squad cars, freezing step pay, what the proper length of time worked in a day should be until overtime is incurred, and how much an increase of \$81,000 on the county tax rate would be.

Supervisor Hansen said that in order for the joint committee to get their work done, the committee will have to move on the overtime policy. He asked what the savings were if they go to 10 hours for overtime. He also noted that they should have call-in rules in place.

County Executive Ziegelbauer said that the short answer is that it doesn't bring much in savings, but we need to make sure the department is taken out of the equation in order to have savings for overtime. The policy must control short notice for using sick leave, which is driving up costs.

Supervisor Hansen said that if someone is called in on a day off, they should be guaranteed 4 hours of work. Discussion followed.

Supervisor Maresh noted that an 8 hour overtime policy wasn't going to fly.

At the request of Supervisor Brey, Clerk Aulik and Corporation Counsel Rollins clarified what the committee members were voting on.

Comptroller Reckelberg said that the earlier \$44,000 estimate that County Executive Ziegelbauer gave as an estimate for step pay in 2012 was a gross figure, not necessarily a figure that will affect the tax levy because some of the positions receiving step pay increases use various state and federal funding sources.

*Upon vote, the motion failed 3-7 with Supervisors Schmidt, Metzger, and Rappe voting aye and all other supervisors voting no.

There was discussion on what an \$81,000 tax increase would be on the county tax rate and what room was left on the levy in order to have a 0% tax increase. Discussion followed.

***Supervisor Hansen made a motion to change the overtime policy to the Fair Labor Standards Act plus overtime for more than 10 hours worked in a shift, and four hours of work at straight time are guaranteed to an employee who is called in to work on a non-scheduled work day, and overtime on actual holidays for hours worked, and to put step increases back into the budget, seconded by Supervisor Brey. Discussion followed.

*Upon vote, the motion passed 9-1 with Supervisor Metzger voting no and all other supervisors voting aye.

***Supervisor Brey made a motion to approve the budget as amended, seconded by Supervisor Hoffman.

*Upon vote, the motion passed 9-1 with Supervisor Metzger voting no and all other supervisors voting aye.

Supervisor Schmidt made a motion to adjourn, seconded by Supervisor Brey. Upon unanimous vote, the Joint Finance-Personnel Committee adjourned at 7:28 p.m.

Respectfully submitted,



Jamie J. Aulik
Manitowoc County Clerk