



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: January 9, 2012

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 for waiver of 90 day requirement to submit expense reports – ADRC employee
4. Request for authorization of continuation of crisis back-up system through 2012
5. Discussion of possible amendment to Workplace violence policy to allow employees to carry concealed weapons
6. Vehicle allowances for 2012
7. Adjustment time – Sheriff's Department
8. Wage study
9. Establishing salaries for the elected offices of County Clerk, County Treasurer, and Register of Deeds

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

10. Status of grievances – WPPA
11. Status of bargaining - WPPA
12. Status of prohibited practice complaint – AFSCME Locals
13. Pending litigation

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

14. Adjournment

Date: January 5, 2012

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 9, 2012; 5:15 p.m.

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

ALSO PRESENT: Supervisors Weiss and Metzger; County Board Chairman, Paul Tittl; Gregg Schetter, Inspector; Jeff Jenswold, Clinical Services Manager at Human Services; Steve Rollins, Corporation Counsel; Ann Habeck, ADRC Employee; Sharon Cornils, Personnel Director; Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes from the Personnel Committee meeting on November 14, 2011, as well as the Joint Personnel & Finance Committee meetings on November 14 and November 28, 2011 were approved upon a motion by Schmidt, seconded by Markwardt and carried unanimously.

There was no public input.

Ann Habeck, employee of the ADRC, requested a waiver of the 90-day requirement to submit expense reports. She stated she was unaware that there was a 90-day time limit for submitting expenses. Judy Rank, Director of the ADRC, is supportive of Ann's request for the waiver. The amount of expenses Ann is requesting reimbursement for is \$488.62 for travel in May and June, 2011. A motion was made by Rappe and seconded by Hansen to approve a one-time exception for Ann and to grant the waiver. Motion carried unanimously.

Jeff Jenswold requested authorization to continue the crisis back-up system through 2012. Jeff feels the system needs to be restructured, but wants approval to continue the current system until a new and better system can be developed. The current compensation for employees who accept the back-up on-call responsibility is three hours of pay per day (Monday-Friday) and four hours of pay per day for Saturday and Sunday. Employees actually called out during those times are paid for their actual time. A motion was made by Rappe and seconded by Hansen to approve extending the current system through 2012. Motion carried unanimously.

The Committee discussed a proposed amendment to the Workplace Violence Policy to allow employees to carry concealed weapons in those buildings where the public is allowed to carry them. It was suggested that language be added that if employees intend to conceal carry while in the course of their employment, they would notify their supervisor. No action was taken by the Committee at this time. It will be placed on the agenda again for a future meeting.

Sharon provided information to the Committee regarding vehicle allowances for 2012 for the Highway Commissioner, Road Superintendent and Inspector.

Adjustment time for the Sheriff's Department was discussed. The Sheriff's Department has a long-standing practice of compensating employees with "adjustment time" which is similar to compensatory time except that it is booked at a straight time rate when employees attend training. Employees have asked whether or not adjustment time will continue in light of the new overtime and compensatory time rules. A couple of questions that have come up are:

1. Is the practice of adjustment time allowable under FLSA rules for 28-day work cycles?

2. If it is allowable, should it be capped the same as compensatory time (50 hours) or should the cap apply to the combination of comp. time and adjustment time?
3. Should adjustment time balances be paid out at the end of the year like compensatory time banks?

Steve Rollins' opinion is that FLSA rules would prohibit the County from compensating employees on a straight time basis with adjustment time if they work more than 171 hours in a 28-day work cycle. After considerable discussion, a motion was made by Rappe, seconded by Markwardt to discontinue allowing employees the accumulation of adjustment time. Employees would have the ability to try and use that time during 2012 and would be paid out anything remaining at the end of 2012 consistent with how the change in the compensatory time policy was handled. The motion carried unanimously. This policy will not apply to members of WPPA unless the change is negotiated with their membership.

Sharon discussed the process for a proposed wage study. She discussed how the different systems have developed over the years either through bargaining or by policy changes made by the County Board. She described what a new system should accomplish and what kind of a process we are proposing. The final piece of developing a system would include matching market data to a benchmark of similar positions. She would like to see the process approved by the Personnel Committee and ultimately the full County Board by March so Personnel Department staff can start working on classifying positions. She will be bringing a specific proposal back to the Committee at their next meeting.

The Committee discussed establishing salaries for the County Clerk, County Treasurer and Register of Deeds. For discussion purposes, Supervisor Vogt suggested the following salaries for the next four years:

2013	– \$61,578 (0%)
2014	- \$63,441 (3%)
2015	- \$65,027 (2.5%)
2016	- \$66,977 (2.5%)

Some discussion took place regarding the need to set the salaries for the full four-year term and how difficult it is to do that with the uncertainty of the economy as well as the history of the increases given to County employees recently. Supervisor Rappe made a motion, seconded by Markwardt to table this agenda item until the February meeting. Motion carried unanimously.

The Committee unanimously convened in closed session at 6:28 p.m. pursuant to Wis. Stats. §19.85(1)(e) and (g) to discuss the status of a WPPA grievance, WPPA bargaining, the status of a prohibited practice complaint and pending litigation.

The Union has filed for arbitration regarding the grievance filed by WPPA regarding the HSA contribution.

There is no change in the status of negotiations with members of WPPA.

The Committee discussed the prohibited practice complaint.

Pending litigation was discussed.

The Committee reconvened in open session at 6:50 p.m. The next meeting was scheduled for February 6, 2012 at 5:15 p.m. at the Administration Building.

A motion was made by Schmidt and seconded by Markwardt to adjourn at 6:52 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary Date

Minutes taken by D. Schmidt, Personnel Coordinator
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MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: February 6, 2012

TIME: 5:15 p.m.

PLACE: Administrative Office Building, 1110 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. Starting salary for Communications System Engineer
4. Reinstatement of floating holiday hours reduced during week of December 25th due to the requirement to work additional hours
5. Authorization for unpaid leave for two Human Services Department employees
6. Creation of investment committee to oversee deferred compensation and retiree medical savings account plans
7. Review of overtime reports and discussion of options to reduce overtime costs in Sheriff Department Patrol Division
8. Discussion of proposed amendment to the Workplace Violence Policy to allow licensed employees to carry concealed weapons
9. Wage study
10. Establishing salaries for the elected offices of County Clerk, County Treasurer, and Register of Deeds

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

11. Status of grievances – WPPA
12. Status of bargaining - WPPA
13. Status of prohibited practice complaint – AFSCME Locals
14. Pending litigation

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

15. Adjournment

Date: February 1, 2012

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

February 6, 2012; 5:15 p.m.

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

ALSO PRESENT: Supervisor Don Weiss; County Board Chairman, Paul Tittl; Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive, Cheryl Duchow, County Treasurer; Lynn Zigmunt, Clerk of Circuit Court; Jeff Beyer, Public Works Director; Rob Hermann, Sheriff; Gary Kennedy, Highway Commissioner; Patricia Koppa, Register in Probate; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 5:15 p.m. The minutes from the January 9, 2012 meeting were approved upon a motion by Markwardt and seconded by Schmidt. Motion carried unanimously.

Public Input:

Joe Keil, Patrol Officer, spoke regarding the new overtime rules and the “171 rule” and how it affects employees. He said employees can’t get overtime or compensatory time because they aren’t hitting the 171 hour threshold. He mentioned how pay for Manitowoc County deputies compares to Dane County and the City of Greendale. His opinion is that the County will not get qualified workers if the County continues to take benefits away from employees. He tells people the Manitowoc County is no longer a good place to work.

Lori Krueger, Dispatcher, talked about the requirement to work holidays, and that she feels it is unfair that the overtime that is paid for working on holidays does not count toward calculation of hours to the weekly 40 hour limit.

Dan Hartwig, Patrol Supervisor with the Sheriff’s Department, also spoke in reference to the “171 rule” and said he put in 191.50 hours in the past work cycle and only received 2 hours of overtime, not counting the 28 hours of overtime he received for working on holidays. He feels that it is unfair that the overtime that is paid for working on holidays is not counted toward the 171 overtime threshold.

Katie Brull, Dispatcher, also spoke about the overtime issue in weeks where employees work on holidays. She stated she would be willing to pay the County not to have to work holidays.

Nicole Behrmann, Dispatcher, said morale in the dispatch center is at an all-time low. She said it is so bad that at least four dispatchers will be gone by the end of the year. She asked the Committee when is enough enough?

The Committee discussed the salary for the Communications System Engineer position. Jeff Beyer requested authorization from the Committee to be able to hire above step 3 of pay grade D of the pay plan if needed to get a qualified candidate. The position is very specialized and getting a good candidate will be difficult if he is limited to a salary offer of approximately \$53,000. A motion was made by Markwardt and seconded by Hansen to give the authorization to go above step 3 of grade D if necessary. Motion carried unanimously.

Sharon advised the Committee of the extension of floating holiday hours authorized by Bob Ziegelbauer for 3 people, due to those employees being required to work more than their regularly scheduled hours during the week of December 25th. The extension was granted through January 27, 2012. Two of the employees used their remaining hours. One chose not to. Floating holidays no longer exist so this is a one-time occurrence.

The Committee discussed the request from Human Services to allow two new employees the ability to take a 12-week unpaid leaves of absence when they have their babies. Since they are new employees they do not have accumulated sick leave or family medical leave available. A 12-week leave is consistent with what is granted to most employees for maternity leave. Both employees have been with the County for some time as contracted workers. Their Supervisor, Nancy Randolph, is supportive of their request. A motion was made by Vogt and seconded by Rappe to approve the request in compliance with the County's policy on granting unpaid leaves of absence. Motion carried unanimously.

The Committee discussed the need to create an investment committee to meet the County's fiduciary responsibility to manage the 457 Deferred Compensation Plan. A motion was made by Rappe and seconded by Hansen to approve an investment committee comprised of the Comptroller, Corporation Counsel and Personnel Director. Motion carried unanimously.

Overtime was discussed. Sharon reviewed an overtime report that was sent to the Committee that shows the positive effect that the new overtime policy is having. She also explained why holiday hours that are paid at time and one-half have never been counted toward the computation of the overtime limits. Sharon assured the Committee that this is not a change in practice, and processing of this time has been done in compliance with both the County's overtime policy and the Fair Labor Standards Act. A motion was made by Rappe and seconded by Markwardt to put this item on the next agenda to allow for continued discussion. Motion carried unanimously.

Overtime figures for the employees represented by WPPA were discussed. The Sheriff is working with the County Executive and Sharon to develop a recommendation for additional staffing to minimize the overtime paid to employees. The cost of paying deputy overtime is approximately \$53.00 per hour where the cost of a new deputy would be about \$35.00/hour. A motion was made by Vogt, seconded by Rappe and carried unanimously to bring a resolution to the County Board in February to increase staffing to address the overtime concerns.

The County Weapons Policy was reviewed along with the Workplace Violence Policy. The open carry of weapons is prohibited in any County building, however concealed carry is allowed in many of the County buildings. Gary Kennedy expressed his concern about employees at the Highway Department being allowed to conceal carry. He said employees are climbing in and out of trucks, crawling into confined spaces, working around fuel tanks, and crawling under equipment and he feels carrying a weapon could be dangerous for the employees. After discussion, a motion was made by Schmidt, seconded by Rappe and carried unanimously to exempt highway department employees from being allowed to conceal carry while working. The motion also includes recommending to the Public Works Committee that the public be prohibited from carrying weapons into the Highway Department. Motion carried unanimously.

The proposed wage study was discussed. Sharon gave a PowerPoint presentation on the Decision Band Method (DBM) and recommended that this be the method the County use in completing the required job analysis for the new pay plan. A motion was made by Markwardt and seconded by Hansen to prepare a resolution recommending this system to the County Board at the February meeting. Motion carried unanimously.

Elected Official salaries were discussed. The salaries for the County Clerk, Register of Deeds and County Treasurer need to be set at this time. After much discussion, a motion was made by Schmidt, seconded by Hansen and carried unanimously to grant the following increases for the three elected offices: 1.5% for 2013, 2014 and 2015 and a 2% increase in 2016 and to continue fringe benefits for the elected officials the same as we do for other non-represented employees. Salaries for the new term would be as follows:

2013	2014	2015	2016
\$62,502	\$63,439	\$64,391	\$65,679

The Committee unanimously agreed to convene in closed session at 8:00 p.m. pursuant to Wis. Stats. §19.85(1) (e) and (g) to consider the status of grievances and bargaining with WPPA, the status of a prohibited practice complaint with AFSCME and pending litigation.

Sharon explained the status of the grievance with WPPA as well as the status of negotiations.

The status of the prohibited practice complaint with AFSCME was discussed with the Committee.

Steve Rollins gave an update on pending litigation.

The Committee reconvened in open session at 8:10 p.m.

A meeting was scheduled for 6:30 p.m. on Tuesday, February 28th prior to the County Board meeting. The next regular Personnel Committee meeting is scheduled for Monday, March 5, 2012 at 5:15 p.m.

A motion was made by Schmidt and seconded by Rappe to adjourn at 8:15 p.m. Motion carried unanimously.

Kevin Schmidt, Secretary Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: February 28, 2012

TIME: 6:30 p.m.

PLACE: University of Wisconsin, Manitowoc County, Room L175
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. Regular business (roll call, previous minutes, correspondence)
2. Response to statement made at the February 6, 2012 meeting of the Personnel Committee regarding a reported closure of the Juvenile Detention Center
3. Resolution approving the addition of up to 5.0 FTE Patrol Officers
4. Resolution approving revision to the Workplace Violence Policy to allow licensed employees to carry concealed weapons in certain buildings
5. Resolution authorizing using Decision Band Method of Job Evaluation
6. Resolution establishing salaries for the elected offices of County Clerk, County Treasurer, and Register of Deeds
7. Adjournment

Date: February 20, 2012

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

February 28, 2012; 6:30 p.m.

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

ALSO PRESENT: County Executive Bob Ziegelbauer, Sharon Cornils, Personnel Director

The meeting was called to order at 6:30 p.m.

County Executive Ziegelbauer addressed the Committee, responding to a statement that was made at the February 6, 2012 Personnel Committee meeting about a reported closure of the Juvenile Detention Center due to lack of training. This statement was incorrect – the Juvenile Detention Center was never closed due to a lack of training.

Discussion regarding the proposed resolution approving the addition of up to 5.0 FTE Patrol Officers followed. A motion to approve the resolution authorizing the addition of up to 5.0 FTE Patrol Officers was made by Supervisor Markwardt, seconded by Supervisor Schmidt, and carried 3-1, with Supervisor Hansen voting no.

A motion to approve the resolution approving the revision to the Workplace Violence Policy to allow licensed employees to carry concealed weapons in certain buildings was made by Supervisor Vogt, and seconded by Supervisor Markwardt. The motion carried 3-1, with Supervisor Hansen abstaining.

A motion to approve the resolution authorizing the decision band method of job evaluation was made by Supervisor Markwardt, seconded by Supervisor Hansen and carried 4-0.

A motion to approve the resolution establishing salaries for the elected offices of County Clerk, County Treasurer, and Register of Deeds was made by Supervisor Markwardt, seconded by Supervisor Vogt and carried 4-0.

A motion to adjourn was made by Supervisor Schmidt, seconded by Supervisor Markwardt and carried 4-0. Meeting adjourned at 6:50 p.m.

Kevin Schmidt, Secretary Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
2nd AMENDED MEETING NOTICE

DATE: March 5, 2012

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 for leave of absence
4. *Update on Sheriff's Department staffing*
5. *Resolution establishing elected official compensation (County Clerk, Register of Deeds, and Treasurer)*
6. Computation of overtime in weeks in which holidays are worked
7. *Compensation for non-represented Sheriff's Department employees on the Scuba and SWAT teams, K-9 Officers, and Court call-in*
8. Resolution authorizing self-insured status for worker's compensation
9. Wage study

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

10. Status of grievances – WPPA
11. Status of bargaining - WPPA
12. Status of prohibited practice complaint – AFSCME Locals
13. Pending litigation

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

14. Adjournment

Date: February 28, 2012

Amended: February 29, 2012

Amended: March 2, 2012, 9:26 a.m.

Norbert A. Vogt, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

March 5, 2012; 5:15 p.m.

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

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

The meeting was called to order at 5:15 p.m. The minutes from the February 6th and February 28th meetings were approved upon a motion by Markwardt, seconded by Schmidt and carried unanimously.

Public Input

Pat Koppa, Register in Probate, addressed the Committee regarding overtime pay on holidays. She feels holiday hours should be treated differently than sick leave and vacation because employees have a choice when they use sick and vacation, but not when holidays occur. She explained that the week of Good Friday there is an election and employees won't get overtime for working long hours on that day for the election because Good Friday falls in that week. Pat also addressed the wage study. She said she is suspicious of it because the County is looking for savings and she hopes no one has to take a pay cut. She would hope the Board would freeze salaries rather than cut pay for employees if it is determined they are overpaid. Reversely, she said how could the Board justify giving big salary increases to employees who are underpaid in this economy. The Board should develop a policy of how this is going to be handled before the study is done.

Lori Krueger, Dispatcher, confirmed that after checking into holiday overtime, Sharon was correct when saying that it has always been calculated the same. In other words, since hours worked on a holiday are already paid at time and one half, they are not counted toward the 40 hours per week for calculating overtime worked. She said the FLSA doesn't address holidays. Lori also made reference to a casual employee who was helping in their department but is no longer there and all their vacation days for June and July have been cancelled. Three more staff will be hired, but that won't help because it takes too long for them to get hired and get through orientation.

The Committee considered a request for an unpaid leave of absence for up to one year, for a part-time employee who is not eligible for family medical leave and who has a serious health condition, and a spouse with a serious health condition. This request is supported by the employee's department director. A motion was made by Vogt, seconded by Markwardt and carried unanimously to approve an unpaid leave of absence for up to one year to be used when the employee has no available paid time off and she must be absent due to her own serious health condition or to attend to her spouse as needed for his serious health condition.

Sharon updated the Committee on the status of the Sheriff's Department staffing. A conditional offer was made for one full-time officer and they are looking to fill another position at .9 FTE. We are also recruiting to create an eligibility list for future hiring.

The Committee talked about compensation for the County Clerk, Register of Deeds and County Treasurer. Supervisor Vogt suggested 0% for 2013, 1% for 2014, 1.5% for 2015 and 2% for 2016. There was considerable discussion regarding this proposal as well as the need to look at the responsibilities of the offices and the need to get away from paying all of them the same. After more discussion, Supervisor Behnke recommended no increase for 2013 and 2014 and then 1% for 2015 and 1.5% for 2016. Supervisor Markwardt made a motion which was seconded by Vogt to approve Supervisor Behnke's recommendation of 0% in 2013, 0% in 2014, 1% in 2015 and 1.5% in 2016. Motion carried unanimously.

Overtime for holidays worked was discussed by the Committee. Sharon wanted to be sure the Committee understood that in addition to being paid time and one-half for working on a holiday, those employees get an additional day off which they can schedule just like vacation. In 2011 3711 of holiday worked hours were paid. The cost of the premium pay for those hours was \$45,837.84 for wages only. Adding the required FICA, WRS, and worker's compensation payments, the total cost of the premium paid for holiday worked equaled \$54,956.59. The total holiday hours worked were 3711.

Bob Ziegelbauer expressed that we cannot afford to pay more than we currently are, which is really double time and one-half when you factor in the extra day employees get to schedule off. The budget was set for 2012 with this policy in place and we can't afford to do more.

There was a lot of discussion about scheduling the holidays off and how that process works. Supervisor Metzger said employees can't get the time off. Supervisor Markwardt said a resolution was passed setting the rules and we need to stick with it for this budget.

Sheriff Hermann addressed the Committee regarding a request to compensate his management staff with overtime when they are called in for court, scuba, S.O.S. or K-9. By taking away the premium pay for those activities he is worried employees won't want to participate in those activities any longer. The cost of paying the premium pay for scuba, S.O.S. and K-9 is approximately \$2000 per year for the management staff. Bob Ziegelbauer again stated we can't afford to start changing the overtime rules and if this monetary amount is enough to cause those employees to quit those activities, we've got bigger problems. Supervisor Behnke would like to see statistics on the cost of these activities for the last five years. No action was taken.

The resolution authorizing self-insured status for worker's compensation was approved upon a motion by Vogt, seconded by Schmidt and carried unanimously.

Sharon advised the Committee that we would be meeting with supervisors and managers on Tuesday, Wednesday, and Thursday of this week to begin the wage study process.

A motion to adjourn at 6:45 p.m. was made by Schmidt, seconded by Vogt and carried unanimously.

Kevin Schmidt, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: May 1, 2012

TIME: 4:30 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. Election of Officers
3. Public input
4. Report of pending litigation – Corporation Counsel
5. Report on history and status of overtime project – County Executive, assisted by Personnel Director
6. Report on history and status of wage study – County Executive, assisted by Personnel Director
7. Request to transfer .50 Adult Protective Service position from ADRC to Human Services Department
8. Request to add up to 2.0 FTE Economic Support Specialists

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

9. Discussion and possible action regarding Niccole Holmes v. Manitowoc County Sheriff's Department (discrimination complaint)

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

10. Adjournment

Date: April 25, 2012

Kevin Behnke, 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

May 1, 2012; 4:30 p.m.

PRESENT: Supervisors Behnke, Vogt, Nickels, Maresh and Hoff

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

The meeting was called to order at 4:30 p.m. All members were present. The minutes from the March 6, 2012 meeting were approved upon a motion by Vogt, seconded by Maresh and carried unanimously.

The Committee received correspondence from Sharon Cornils to Todd Reckelberg regarding Sharon's presentation at a conference sponsored by the Alliance in Madison on March 27, 2012. The correspondence verifies that all of her expenses were reimbursed by the Alliance. Total cost was \$320.45.

The Committee conducted election of officers. Chairman Behnke opened nominations for Vice-Chair. Supervisor Nickels nominated Supervisor Vogt. There were no other nominations. A motion was made by Maresh to elect Supervisor Vogt by unanimous consent. The motion carried.

Nominations for Secretary were opened. Supervisor Vogt nominated Supervisor Maresh. There were no other nominations. A motion was made by Hoff to elect Supervisor Maresh by unanimous consent. The motion carried.

There was no public input.

Chairman Behnke explained his expectations for the Committee. He stated he feels the Personnel Committee will have the most focus and possibly the most controversy during the next two years. He asked if a Committee member cannot attend a meeting, they either contact Personnel Department staff or let him know they will not be present.

Chairman Behnke encouraged Committee members to ask questions or call the Personnel Department if they have questions or concerns about issues taking place. They should use staff as a resource to get answers to their concerns. He said he will limit public input at meetings if it becomes redundant. He will not allow personal attacks. People wanting to give input should address policy not attack individuals. Chairman Behnke also said he will control the agenda. If Committee members would like to see something on the agenda, they should let him or Sharon Cornils know. Meetings will be held the first Tuesday of the month, except in June when it will be held the second Tuesday (June 12th), at 4:30 p.m. Meetings will be held at the Communications and Technology Building.

Steve Rollins, Corporation Counsel, gave a report on pending litigation. Steve explained that he will not review the more routine litigation matters that are always in process, but that there are

four civil lawsuits and four administrative proceedings that he feels the Committee should be aware of. The civil lawsuits involve:

- Steven Avery
- Backus Electric vs. Petro Systems
- Orth vs. Otten
- Zutz vs. Dellemann

The Administrative proceedings involve:

- AFSCME Locals – Request for Declaratory Ruling
- WPPA – filed in Circuit Court but will be moving for a change of venue to WERC
- Star Green
- Niccole Holmes – this will be discussed in greater detail in closed session.

Bob Ziegelbauer gave a report to the Committee on the history and status of the overtime project. The report included a review of overtime rules prior to Act 10, initial changes to overtime rules made in August of 2011, and the overtime rule change in December. Reports showing how overtime has changed as a result of the rules were reviewed. He stated he doesn't expect any further changes to be made to overtime rules. The challenge now is to continue to monitor and manage overtime, particularly in the Sheriff's Department and Joint Dispatch Center, which are our 24 hour operations. Bob answered Supervisors questions.

An update on the wage study was given by Bob Ziegelbauer and Sharon Cornils. Bob gave a review of the events that led up to the project. Sharon explained the steps involved in the project and the timeline for completion. Norb Vogt reported that at a WCA Steering Committee meeting, it was reported that about 55-60% of counties are doing similar projects at this time. Supervisor Behnke expressed some concerns with the timeline and wanted to be sure the Committee has ample time to evaluate the results and recommendations before the budget is passed and the new system has to be implemented. Bob assured the Committee that this timeline will not interfere with the budget process. The Committee unanimous consensus was to continue with the project and to keep the Committee updated on the status of the project.

A request was made to the Committee to transfer a .50 Adult Protective Service Worker position from the ADRC budget to the Human Services budget. The position works in Human Services and reports to Jeff Jenswold. There is no fiscal impact; this is simply moving the FTE from one budget to another but will require a County Board resolution. A motion to approve the transfer was made by Vogt and seconded by Maresh. Motion carried unanimously.

A request was made to add up to two Economic Support Worker positions to the Job Center. This authorization will allow staff to recruit and train new hires in advance of having to wait for a position to become vacant. The training period is approximately 3 months before a worker can be assigned cases. There is a high demand for services, and this will allow us to better meet the needs of people seeking services. The cost of this staff is minimal and can be absorbed into the existing budget. A motion was made by Maresh, seconded by Vogt and carried unanimously to approve and present a resolution to the County Board for their approval.

A motion was made by Hoff and seconded by Nickels to convene in closed session at 6:02 p.m. pursuant to Wis. Stats. § 19.85(1)(g) to discuss and possibly take action regarding Niccole Holmes v. Manitowoc County Sheriff's Department (discrimination complaint). Motion carried unanimously.

Steve Rollins updated the Committee on the status of the case and the settlement demand that has been received. The consensus of the Committee was to proceed to hearing.

A motion was made by Supervisor Maresh, seconded by Supervisor Hoff and carried unanimously to reconvene in open session at 6:22 p.m.

A motion was made by Nickels, seconded by Maresh to adjourn at 6:23 p.m. Motion carried unanimously.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
2nd AMENDED MEETING NOTICE

DATE: June 12, 2012

TIME: **7:00 p.m.**

PLACE: Communications and Technology Building
1024 South 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. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Request to add 1.0 FTE Transition Care Coordinator position at ADRC
4. Request for unpaid medical leave of absence – Human Services Department employee
5. ***Request to convert 1.0 FTE Community Services Liaison position to 1.0 Crisis Supervisor position***
6. Discussion of alternative ways to process future requests to add staff in advance of the vacancy to allow time for training
7. ***County Executive report on overtime project***
8. Request to allow non-represented Sheriff's Department employees covered by 171 hour rule to accrue adjustment time
9. ***Sheriff request to amend overtime rules for non-represented officers with arrest powers***
10. Discussion of establishing qualifications and selection of candidates for vacated positions
11. Update on status of wage study
12. Status of litigation matters
13. Personnel Committee meeting starting time
14. Adjournment

Date: June 11, 2012

Amended: June 11, 2012 @ 9:01 a.m.

Amended: June 11, 2012 @ 1:27 p.m.

Kevin Behnke, 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 12, 2012; 7:00 p.m.

PRESENT: Supervisors Vogt, Behnke, Maresh, Nickels and Hoff

ALSO PRESENT: Supervisors Kopecky, Vogel, Henrickson, Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Rob Hermann, Sheriff; Sharon Cornils, Personnel Director; Diane Schmidt, Personnel Coordinator

The meeting was called to order at 7:00 p.m. All members were present. The minutes from the May 1, 2012 meeting were unanimously approved upon a motion by Vogt and seconded by Maresh. There was no correspondence.

Public Input – Scott Senglaub, Patrol Supervisor in the Sheriff's Department, addressed the Committee regarding call-in pay for Supervisors. He stated this has been discontinued for Supervisors and as SWAT members, they are on call 24-7. Supervisors should get the same call-in pay as the Union employees. The call-in pay should be reinstated as a matter of fairness.

The Committee discussed a request from the ADRC to add 1.0 FTE as a Transition Care Coordinator. The State has authorized the carryover of \$52,000 from the 2011 budget. The person in this position will work with at-risk elderly residents being discharged from the hospital to their own home to help them establish functional goals and be successful in managing their condition at home. This position will also train volunteers who will provide peer support to the resident and their caregivers. The position is fully funded. A motion was made by Vogt and seconded by Maresh to approve creation of this position. During discussion, Supervisor Nickels asked for clarification about where the money was coming from. Supervisor Behnke wondered if something should be included in the resolution to say if the funding disappears the position would also be eliminated. Bob said that if funding changes, the needs of the department will be balanced with the resources available to be sure it is properly staffed. After discussion, the motion carried unanimously.

The Committee discussed the medical leave of absence for a Human Services employee. This request comes from a relatively new employee who has very little sick leave and is unable to work for a few months. A motion was made by Nickels and seconded by Vogt to approve the leave for approximately four months. Motion carried unanimously.

The Committee discussed the request to convert a 1.0 FTE Community Services Liaison position to a Crisis Supervisor position. The current position handles all commitments. The department would like to be able to restructure the position so that it would continue to handle commitments as well as supervise the Crisis Workers. The position is currently paid a salary of \$57,404. As a supervisory position, the position would be placed in pay grade D with a salary range of \$47,195 - \$73,529 and authorization is being requested to be able to hire above step 3 of the range (\$53,119). A motion was made by Vogt and seconded by Hoff to approve converting the position to a supervisory position. After some discussion, Supervisor Vogt made a motion to amend the original motion to include authorization to hire above step 3 of the pay range as long as the offer does not exceed the maximum of the range. Supervisor Nickels seconded that motion and the motion passed unanimously. The vote was then taken on the original motion as amended and it passed unanimously also.

A discussion took place regarding alternate ways to process future requests to add staff in advance of the vacancy to allow time for training. Supervisor Behnke wondered if there was a better way to handle these requests rather than taking resolutions to the Board every time we want to fill a position in advance of the vacancy. Bob Ziegelbauer expressed his satisfaction with the current practice. He said the only time filling positions in advance has been necessary has been at the Job Center and in the Sheriff's Department

where the training time is at least 3 months before someone can work on their own. He is fine with the current process and having to get Board approval when we want to fill a position prior to the position being vacated.

Bob Ziegelbauer gave the Committee an update on the overtime project. JDC overtime has decreased dramatically, however due to absences, it was up somewhat in May. During discussion of patrol division overtime, the fact that the part-time positions that were approved in February still are not filled was discussed. There is frustration about the time this is taking because a key to reducing WPPA overtime is filling those positions. In response, the Sheriff advised that an offer of employment was made today to fill one of the part-time positions. Executive Ziegelbauer estimates that over 50% of the overtime could be decreased if the part-time positions were filled. Overtime is looked at on a pay period by pay period basis and he is seeing improvement in the area of corrections as well as the patrol supervisors. Those represented by WPPA still have a lot of overtime, but that should decrease as employees are hired. Although we are making good progress, this is probably a two year project and there still is work to do.

The Committee considered a request to allow non-represented Sheriff's employees covered under the 171 hour rule to accrue adjustment time. Adjustment time is compensation for additional hours worked that don't meet the overtime threshold but are banked on a straight time basis to be used as paid time off at a future date. FLSA standards allow for adjustment time as long as the overtime threshold is not met in the pay cycle. An audit will have to be done at the end of each pay cycle to make sure overtime thresholds have not been met, and if they have been met the adjustment time will be paid in cash. A motion was made by Nickels, seconded by Maresh and carried unanimously to approve allowing non-represented Sheriff's Department employees covered under the 171 rule to accrue adjustment time under the following conditions:

- The adjustment time balance is limited to 50 hours;
- Adjustment time accrued but not used within the calendar year is paid out the first pay period of the following year (at the previous year's hourly rate).

Overtime rules for non-represented officers with the powers of arrest were discussed. Supervisor Behnke advised the Sheriff that correspondence sent to Committee members needs to be distributed to staff also. The correspondence from Inspector Schetter was sent to only four of the Personnel Committee members and only four of the Public Safety Committee members and not to any staff.

The Sheriff gave a presentation regarding changes he would like to see made to the current overtime rules, particularly as they related to SWAT, Scuba and K-9 operations. He discussed points in Inspector Schetter's letter of June 11, 2012 and the areas where changes need to be made to maintain fairness within his department. The Sheriff indicated dedicated members of the SWAT team may no longer want to participate if fairness is not maintained. If he doesn't have a SWAT team, he may have to pay for this service from another county at a significantly higher cost. The delay in response time would also be a problem.

Bob Ziegelbauer then gave a presentation, using a memo that was distributed to the Personnel Committee as a guide. The County Executive emphasized that it was totally wrong to compare the Patrol Supervisors with those represented by WPPA, and stated that the Patrol Supervisors receive compensation that is 13.35% higher than the top rate for a deputy sheriff. In addition, the Patrol Supervisors are paid for every additional hour worked and continue to earn overtime.

Bob stated that the situations cited by the Sheriff where employees are called in on their day off for a subpoena or other activity and the work does not last as long as anticipated can be addressed by allowing the employees to work up to four hours. What cannot happen is paying employees for not working. The

Committee needs to remember that the Sheriff's Department is not the only department required to respond to calls on off-hours. Supervisory employees in other departments (I.S., Highway and Human Services) get called in on their day off or on weekends and don't get paid anything extra because they are salaried employees.

Bob reviewed the current overtime rules and emphasized that we are paying overtime in accordance with the FLSA and also pay people for working on a holiday or if they work over 10 hours in a shift.

Committee discussion followed. The Committee reached a consensus that they needed more time to analyze the information presented by both the Sheriff and the County Executive. Supervisor Nickels said he shares a very different perspective from the County Executive. Supervisor Henrickson says he is just concerned about fairness and wants everyone to remember that this group of employees works a 24/7 operation. Supervisor Vogt felt the Public Safety Committee needed to review this first. Supervisor Vogel wants the Personnel Committee to keep in mind that there are members of other law enforcement agencies on the SWAT team and they all get overtime if they are called out.

The Committee scheduled a joint meeting with the Public Safety Committee for Monday, July 9th at 4:45 p.m. to discuss the overtime issue after which the Personnel Committee will continue with their regular monthly meeting.

Sharon explained to the Committee the procedure that we are following when we have vacancies. That procedure includes making sure that we are structuring the position in such a way as to gain the greatest efficiencies for the County. This may mean recruiting from the outside rather than promoting from within.

Sharon gave an update on the wage study. We are more than 75% done with job evaluations and she expects having the position banding available for the Committee at the August meeting. We also anticipate handing this project over to Fox Lawson in mid-July so they can begin doing the wage comparisons.

Under litigation, Steve Rollins informed the Committee that all of the Star Green cases have been dismissed with prejudice. Copies of the confidential medical records have been destroyed and the only thing outstanding is a bill for about \$300 for 9000+ pages of records that staff had to produce for her attorney.

Another litigation matter involves a suit against the County from WPPA regarding funding of the health savings account. The initial suit included the Personnel Committee; however they have been dismissed from the suit. A scheduling conference will be held on 6/21/12.

Steve told the Committee that his office would no longer be handling Medicaid subrogation claims. The State has contracted with a firm in Irving Texas to handle these.

Kevin Behnke told the Committee that he had a request to change the time of the meetings from 4:30 to 4:45 since most County offices close at 4:30. This will give more employees the opportunity to attend the meetings. The next Committee meeting will be 4:45p.m. on Monday, July 9th.

A motion was made by Maresh, seconded by Hoff and carried unanimously to adjourn at 9:04 p.m.



MANITOWOC COUNTY PERSONNEL COMMITTEE

DATE: July 9, 2012

TIME: Immediately following Joint Meeting of Personnel and Public Safety Committees

PLACE: Communications and Technology Building
1024 South 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. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Sheriff request to amend overtime rules for Patrol Supervisors
4. County Executive report of status of overtime project
5. County Executive report on Juvenile Detention Center
6. Employee Trust Funds announcement regarding WRS contribution rates for 2013
7. Conditional request to waive advertising requirement for Treasurer's position
8. Update on status of wage study
9. Status of litigation matters
10. Adjournment

Date: July 3, 2012

Kevin Behnke, 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 9, 2012; 5:45 p.m.

PRESENT: Supervisors Behnke, Hoff, Vogt, Maresh and Nickels

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

The meeting was called to order by Chairman Behnke. The minutes from the June 12, 2012 meeting were approved upon a motion by Hoff, seconded by Vogt and carried unanimously.

There was no correspondence.

Public Input:

Joe Keil, Deputy Sheriff, stated that he took offense at Bob Ziegelbauer's comments made during the joint meeting with Public Safety that WPPA was a cancer affecting the organization as it relates to the overtime issue. He suggested that Sharon Cornils look at other employers if she feels the County is such a premier employer. He talked about the subpoenas he received to appear in court when he was on vacation. He asked why law enforcement officers should even write citations if they have to appear in court on their days off without adequate compensation. He also stated that law enforcement officers are the biggest liabilities to the County because they are making life and death decisions every day. He said if Mr. Ziegelbauer is so concerned about the taxpayers, he should do more at the State level to get people off welfare and get them back to work. He asked the Committee to remember "do unto others as you would have them do unto you".

Jason Orth, Patrol Supervisor, spoke regarding the overtime proposal and said that sometimes requiring someone to work four hours to get the four hour minimum call-in pay isn't possible because they may be scheduled to work at 4 a.m. He said the Patrol Supervisors earn the little difference they receive in their base compensation. He also said that four of the five supervisors on the SWAT team are the most experienced members on that team and if they were to quit, you would lose all that experience.

The Committee discussed the Sheriff's request to amend the overtime rules for the Patrol Supervisors. County Executive Ziegelbauer stated his earlier comments were maligned by Joe Keil to give insulting meaning to them. The cancer he referred to was what happens when everyone looks over their shoulder to see what others are earning. He did not call WPPA a cancer.

There was discussion about how a change in the overtime rules would have to be made. Steve Rollins stated anything approved by the Personnel Committee would go to the County Board for approval in the form of a resolution and since no change in appropriation would be attached to it, it would need a simple majority. A motion was made by Behnke, seconded by Maresh to deny the Sheriff's proposal.

Discussion followed.

Supervisor Hoff sees the concern about equity as well as the need for premium pay for people who put their lives on the line, and those types are different than a call in to work for other people who may simply be inconvenienced. Supervisor Behnke said this issue should go back to the Sheriff, Personnel Director and County Executive to work out a fair proposal for the Committee to consider. Supervisor Maresh agreed. Supervisor Hoff suggested removing the court time from the proposal. Supervisor Nickels made a motion to table this issue, seconded by Hoff. After further discussion, the motion passed with supervisors Behnke and Hoff voting no.

Supervisor Nickels made a motion to put the proposal of the Sheriff on the agenda for the next meeting and if there are any modifications, they can be addressed at that time. His motion was seconded by Vogt and carried with Supervisors Behnke and Hoff voting no.

Bob Ziegelbauer distributed documents regarding overtime paid during the first six months of 2012. Overtime has been cut almost in half from this same period last year. In Joint Dispatch, three new dispatchers are being trained which will help bring down the overtime in that department. Bob expressed his frustration at the length of time it is taking to hire the part-time patrol officers that had been authorized in February, but is glad that one part-time officer will be starting next week.

Bob Ziegelbauer distributed information regarding the juvenile detention facility. Under the old AFSCME contract, the County couldn't close that facility and contract out the work. The contract no longer applies, so this is an area that will be looked at again during the budget process due to the low number of juveniles housed in our facility.

Sharon Cornils informed the Committee that information has been received from the Department of Employee Trust Funds regarding the contribution rates for 2013. Definite numbers are not available yet, but they estimate the rates could increase from 1% - 1.9% for general employees and between .7% and 1.6% for protective service employees. General employees pay one-half of the WRS contribution. Except for the patrol officers hired after the effective date of Act 32, the contribution for represented and non-represented employees with the powers of arrest is paid entirely by the County.

Sharon gave the Committee an update on the wage study. The banding of all the positions is pretty much complete and will be turned over to Fox Lawson on July 18th. Sharon expects to release this information to the employees by the end of July along with the process for employees who want to request reconsideration.

Steve Rollins updated the Committee on the status of pending litigation. There are two issues, both dealing with the health savings accounts of employees that are pending. One involves a lawsuit filed by WPPA and the other was filed by AFSCME.

A motion was made by Vogt and seconded by Maresh to adjourn at 6:52 p.m. Motion carried unanimously.

The next meeting will be the August 7, 2012 at 4:45 p.m.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE AND PUBLIC SAFETY COMMITTEE
JOINT MEETING NOTICE

DATE: July 9, 2012

TIME: 4:45 p.m.

PLACE: Communications and Technology Building
1024 South 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.

1. Call to order
2. Discussion of Sheriff's proposal to amend overtime rules for Sheriff's Department Patrol Supervisors
3. Adjournment

Date: July 3, 2012

Kevin Behnke, 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.

Joint Meeting of the Personnel & Public Safety Committees

Monday, July 9th, 2012; 4:45 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh, Nickels, Kopecky, Vogel, Henrickson and Hoff

ALSO PRESENT: Bob Ziegelbauer, County Executive; Rob Hermann, Sheriff; Gregg Schetter, Inspector; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The joint meeting was called to order at 4:48 p.m.

Discussion took place regarding the Sheriff's proposal to amend the overtime rules for Sheriff's Department Patrol Supervisors. Supervisor Henrickson clarified with the Sheriff that this issue is an issue of providing equality. The services provided are a necessity and not a luxury.

Supervisor Vogel talked about Bob Ziegelbauer's comments at the June meeting when he talked about the higher retirement contribution for law enforcement and their ability to retire at a younger age. Vogel said the average life expectancy for a law enforcement officer is 57/58 years old. He agreed that other County employees get called out and don't get extra compensation for it, but the SWAT calls are totally different. These calls affect an officer's entire body. They are putting their life on the line. Supervisor Vogel questioned Inspector Schetter on the comparisons he did with other agencies. Inspector Schetter said all the agencies he contacted paid overtime or some premium pay for these additional assignments.

Supervisor Behnke clarified that our employees are getting paid but at a straight time rate and they want the same compensation as the officers represented by WPPA. He also stressed if we are talking about fairness, we need to consider all employees who get called out and identified social workers who get called to domestic violence situations and other difficult situations. He is concerned that if we make a change for the Patrol Supervisors, we are opening a window that the County cannot afford.

Supervisor Nickels asked if any of these employees received an increase in 2012 and Sharon Cornils informed him that the Patrol Supervisors did receive an increase, but WPPA is still operating under a 2010 agreement.

Bob Ziegelbauer distributed a printout of the highest paid employees in 2011 which shows the Patrol Supervisors are among the most highly compensated employees.

Supervisor Hoff asked Sharon a number of questions regarding the 171 rule for overtime and why that standard is used for law enforcement. He also wondered if the Sheriff's Department wanted to implement a 12-hour shift, would that require approval by the Committee or the Board and the Committee and Corporation Counsel confirmed that it would. He also questioned Sharon on the changes that have been made since the collective bargaining agreements expired.

The Committees asked Bob for his comments. He explained why the Committee should not make the proposed changes. The previous County Board worked hard to address inequities and eliminate the "feather-bedding" that had been going on and we can't afford to go backwards.

People are being treated fairly and generously and the Committees have to remember they represent the taxpayers. When asked if he felt it was inappropriate to pay people a premium for providing the services of SWAT, Scuba, etc. he said this wasn't about paying people a premium, this was about resistance to change and wanting what the next guy has.

There was considerable discussion about how SWAT was different from court call ins due to the danger officers are in when performing SWAT functions. Sheriff Hermann, said he would have considered eliminating court call-ins from his proposal if Bob would have wanted to discuss that, but that discussion never took place. He again emphasized the need to have the premium pay in place to maintain those specialized teams and if we didn't, we could lose highly trained officers.

There being no other discussion, a motion was made by Maresh and seconded by Vogt to adjourn the joint meeting at 5:45 p.m. Motion carried.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: August 7, 2012

TIME: 4:45 p.m.

PLACE: Communications and Technology Building
1024 South 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 at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action regarding request to waive advertising requirement – Human Services Department
4. Discussion and possible action regarding Sheriff proposal to amend overtime rules for Patrol Supervisors
5. Update on Sheriff's Department staffing
6. County Executive report on status of overtime project
7. Release of job evaluation study and update on status of wage study
8. Discussion and possible action on future meeting dates

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

9. Status of grievances – WPPA
10. Status of bargaining - WPPA
11. Status of prohibited practice complaint – AFSCME Locals
12. Pending litigation

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

13. Adjournment

Date: July 31, 2012

Kevin Behnke, 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

August 7, 2012; 4:45 p.m.

PRESENT: Supervisors Vogt, Behnke, Maresh, Hoff and Nickels

ALSO PRESENT: Lane Kinzel, Social Work Supervisor; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Inspector Gregg Schetter; Biff Hansen, County Board Chairman; Supervisors Randy Vogel and Rita Metzger; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:45 p.m. The minutes from both the July 9th Personnel Committee meeting along with the minutes from the Joint Personnel and Public Safety Committee meeting were approved upon a motion by Supervisor Hoff, seconded by Supervisor Vogt and carried unanimously.

There was no correspondence or public input.

The Committee discussed the request from Lane Kinzel, Social Worker Supervisor, to waive the requirement to advertise a vacancy in his division at Human Services. He has had a limited term employee (LTE) who is interested in the position and is qualified to fill this position. Therefore, he would like the Committee's approval to hire her rather than go through the advertising process. A motion was made by Vogt and seconded by Hoff to grant the waiver. Motion carried.

The Committee discussed the resolution Sharon Cornils presented to them regarding the overtime issue for non-represented, non-exempt employees in the Sheriff's Department. This resolution, if approved, would allow those employees to be paid overtime for time actually worked when called out for the Special Operations Squad, Scuba Team or Canine Unit. This resolution came about through an agreement between the County Executive and the Sheriff. A motion was made by Maresh and seconded by Vogt to approve the resolution as drafted and forward it to the County Board for approval at their next meeting.

Gregg Schetter gave the Committee an update on the staffing situation at the Sheriff's Department. Two of the .90 patrol officer positions have been filled. One started on 7/16; the other employee is starting on 8/23. A third candidate has taken a position with a different employer so they will have to start interviews again to fill the next position.

Bob Ziegelbauer gave the Committee an update on overtime. Overtime for corrections officers is down about 75% from last year. There has not been a significant change in overtime for those represented by WPPA but with the new hires, that should help. JDC should see their overtime decrease as well since they have two new dispatchers who are finishing up their training and we will be hiring one more part-time dispatcher soon.

Sharon Cornils gave a slide presentation to the Committee on the job evaluation project and the status of that project. The Committee found the presentation very beneficial and asked that she give the same presentation to the County Board at their August meeting. County Board Chairman Hansen asked if there would be a process for re-evaluating positions as they change.

Sharon confirmed that will be in place as well as a periodic update of private sector data to be sure we stay competitive with the market.

The Committee discussed future meeting dates. Bob Ziegelbauer stated there would be a lot of topics for the Committee to consider in the next few months as the budget is prepared. He mentioned health insurance as well as other personnel-related topics that affect the budget. The Committee set the following dates for their next meetings:

Monday, August 20th at 5:00 p.m.

Tuesday, September 4th at 4:45 p.m.

Monday, September 17th at 5:00 p.m.

The Committee was updated on the status of WPPA grievances and pending litigation. There will not be a hearing on the HSA issue. A scheduling conference was held and an aggressive briefing schedule was agreed to in an effort to resolve this issue before Judge Willis retires. The parties have stipulated to the facts and issues involved in this case.

There is no change in the status of bargaining with WPPA. We probably won't be bargaining until the HSA issue is resolved.

In regard to the AFSCME complaint, the WERC declined summary judgment. AFSCME is not interested in a stipulation of the facts. We are proceeding to hearing. A scheduling conference will take place on 8/14/12.

In regard to pending litigation matters, the in rem proceeding is on track. Steve Rollins anticipates there could be some upcoming litigation regarding wind turbines. There is a company interested in putting some turbines up in the Northern part of the County.

August 28th -30th are the dates for the Niccole Holmes hearing. She was a corrections officer terminated during probation.

A motion was made by Vogt and seconded by Maresh to adjourn at 5:50 p.m. Motion carried.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: August 20, 2012

TIME: 5:00 p.m.

PLACE: Communications and Technology Building,
1024 South 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 at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion regarding the involvement of the Personnel Department in Sheriff's Department recruitment
4. Discussion regarding development and evolution of health insurance program and impact on 2013 budget
5. Discussion regarding development and evolution of dental insurance program and impact on the 2013 budget
6. Discussion regarding possible proposal to convert sick leave program to short term disability program in the 2013 budget
7. Discussion regarding wage study and impact of the wage study on the 2013 budget
8. Adjournment

Date: August 14, 2012

Kevin Behnke, 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

August 20, 2012; 5:00 p.m.

PRESENT: Supervisors Vogt, Behnke, Maresh, Hoff and Nickels

ALSO PRESENT: Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Gregg Schetter, Inspector; Robert Hermann, Sheriff; Supervisors Paul Tittl and Rita Metzger; Sharon Cornils, Personnel Director; and Chris Eisenschink, Personnel Coordinator

The meeting was called to order at 5:00 p.m. The minutes from the August 7th Personnel Committee meeting were approved upon a motion by Supervisor Vogt, seconded by Supervisor Nickels and carried unanimously.

There was no correspondence or public input.

The Committee discussed the involvement of the Personnel Department in Sheriff's Department recruitment. Sharon Cornils reviewed the current process and confirmed that the Personnel Department is involved in the process up through the candidate interviews. The Sheriff's Department then takes over and conducts the background check, makes the conditional offer and final offer. Sheriff Hermann and Inspector Schetter elaborated on that process stating that the background can take a while depending on where a candidate lives and their work experience. Supervisor Behnke asked how much Sheriff's Department staff is used in this process and Inspector Schetter responded that the Business Operations Manager arranges for the signature of release forms and then the information is given to a background investigator. Sharon will meet with Inspector Schetter and Sheriff Hermann to determine if there is any additional assistance that can be provided by the Personnel Department.

County Executive Ziegelbauer presented information on the evolution of the health insurance plan and possible impact to the 2013 budget. The presentation provided information about the County's transition to a High Deductible Health Plan in 2007 – 2008 and the reduction and control of costs that has been achieved. The tax benefits employees can take advantage of by participating in a health savings account as well as the importance of consumerism was also discussed. Sharon reviewed the SPIN and Wellness MedCheck programs. Supervisor Hoff questioned how the savings of the SPIN program was calculated. Sharon explained the process and will email a copy of the SPIN booklet to committee members. The County Executive continued by stating he hopes to continue the status quo regarding employees not paying a monthly premium but stated there may be a possibility of a proposal that would select one local provider as a "preferred" provider. Employees would pay more if they chose to see a provider other than the "preferred" provider.

County Executive Ziegelbauer presented information to the committee on the dental insurance program and a proposal to provide a single, preventative dental plan to all full-time employees at no cost to the employee. Sharon reviewed with the Committee the history of how this benefit was provided to the non-represented group and the Health Department Local in exchange for agreeing to health insurance plan design changes implemented in 2002-2005. During this time the AFSCME Locals elected an increase in longevity in exchange for agreeing to the health insurance plan design changes. WPPA selected a contribution to a post employment health plan. Longevity will be eliminated at the end of 2012, so unless some action is taken there will be an inequity in the non-represented group. To solve this problem, County Executive will be including in the 2013 budget a proposal to provide the single preventative dental plan to all regular full-time employees (the benefit will be pro-rated for part-time employees.) The elimination of longevity will reduce costs

by \$114,000, and the cost of providing the dental plan to all employees is \$113,000. Discussion followed regarding the plan providers and different plan levels that employees could choose.

County Executive Ziegelbauer discussed a possible proposal which would convert the current sick leave policy to a Short Term Disability plan. He emphasized that this conversion would not result in anyone losing any accumulated balances. The change would be made prospectively. Sharon Cornils reviewed the plan proposal. The cost of the Short Term Disability plan is \$83,000. The proposal includes providing employees with 5 personal days. Discussion followed regarding the amount of vacation currently provided to employees and how these 5 personal days could be used by employees.

County Executive Ziegelbauer commented that this would be a modest way to make a change in a very expensive benefit while protecting the income of employees. He then provided the following 2011 costs: the annual sick leave buy back cost was \$186,000; the cost of sick leave used was a little less than \$600,000; and the retirement payout was \$144,000. He reviewed the fact that the savings the first year may not be seen because the proposal provides a sick leave buy out in January 2013 (for sick leave accrued in 2012), but this change should result in savings in future years, in part through less sick time being used by employees. Supervisor Nickels asked how many employees in 2012 ended up on an unpaid leave in which they were responsible for paying 100% of their health insurance. Sharon Cornils will bring that information to the next meeting.

County Executive Ziegelbauer discussed the wage study project and stated that no employee will have a reduction in pay as a result of the wage study. Sharon Cornils provided the Committee with an update on the process as well as information on the positions that will be moving from non-exempt to exempt. She also identified the employees that requested reconsideration of their banding decision. Sharon reviewed the reconsideration process and stated the process should be done by the end of September. Supervisor Vogt commented on a study he was familiar with in which employees who ended up above the maximum were frozen in pay until their schedule caught up with their wage and asked the County Executive if that would be the case here. The County Executive stated that is a possibility, but it is too early in the process to speculate on that. Supervisor Nickels questioned the positions used for benchmarking and asked who banded the positions in the Personnel Department. Sharon confirmed that she banded the Personnel Coordinators positions and had Fox Lawson band the Personnel Director position.

The Committee discussed future meeting dates. The Committee set the following dates for their next meetings:

Tuesday, September 4th at 7:00 p.m.

Monday, September 17th at 7:00 p.m.

A motion was made by Vogt and seconded by Hoff to adjourn at 6:15 p.m. Motion carried.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: September 4, 2012

TIME: 7:00 p.m.

PLACE: Communications and Technology Building
1024 South 9th St., 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 at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action regarding health insurance program for 2013
4. Discussion and possible action regarding dental insurance program for 2013
5. Discussion and possible action regarding conversion of sick leave program to short term disability program for 2013
6. Discussion regarding status of wage study

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

7. Discussion of pending litigation regarding Niccole Holmes v. Manitowoc County Sheriff's Department (discrimination complaint).
8. Discussion of pending litigation regarding Manitowoc County Sheriff's Department Employees, WPPA, v. Manitowoc County.

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

9. Adjournment

Date: August 29, 2012

Kevin Behnke, 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

September 4, 2012; 7:00 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh, Nickels and Hoff

ALSO PRESENT: Supervisors Weiss, Korinek, Burke, Tittl; County Board Chairman, Paul Hansen; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator. Supervisor Metzger joined the meeting at 8:15 p.m.

The meeting was called to order at 7:00 p.m. The minutes from the August 20, 2012 meeting were approved upon a motion by Vogt, seconded by Maresh and carried unanimously. There was no public input.

A discussion took place regarding health insurance for 2013. Bob Ziegelbauer brought the Committee up to date on what he is considering regarding health insurance plan design. He is looking at implementing a co-payment for inpatient services for employees who do not elect to use a hospital in the "preferred plus" tier of the PPO network. Locally, this would mean that employees electing to utilize Holy Family Memorial for inpatient services would be required to pay a co-pay. The exact amount of the co-pay has not been determined. A provision would be built into the program that in the case of an emergency (such as an accident or emergency surgery) the co-payment would be waived.

Supervisor Behnke asked why we were considering hospital inpatient services only, rather than steering employees to Aurora for all their health care services. Bob Ziegelbauer and Sharon Cornils explained that the Focus Health program developed by Auxiant provides data on inpatient hospital services only, and that we are using the SPIN network to provide incentives for outpatient and diagnostic services.

The Committee discussed the County Executive's proposal to provide all full-time employees with a single preventative dental plan at no cost. Benefits for part-time employees would be pro-rated. This action is being recommended as a way to equalize another benefit that historically had been available to some employees and not others as a result of a long bargaining history. The cost of providing this benefit to all employees is approximately \$113,000. The savings of eliminating longevity for employees is \$114,600, so the change is pretty much cost neutral. A motion was made by Supervisor Vogt, and seconded by Supervisor Hoff to approve providing the single preventative dental plan to all full-time employees as described by the County Executive. Motion carried with Supervisor Nickels voting no.

The proposal to phase out the health insurance waiver premium paid to employees who do not participate in the County's health insurance plan was discussed. Bob is looking at cutting the waiver premium in half in 2013 and phasing it out completely in 2014.

Bob discussed his intention to convert the County's current sick leave program to a short-term disability (STD) program in 2013. Employees would not lose the sick leave they have; however, they would not accrue any additional sick leave after this year. The annual payout would take place one more time in January for 2012 balances. Under the new plan, employees would be given 5 personal days that they can use if they are sick or for a family member's illness, or as needed (subject to scheduling requirements of their department). Employees who do not use those days would be paid out for ½ of their unused days at the end of the year.

The STD plan has a fourteen calendar elimination period. Employees would be required to use their personal days, sick leave or vacation for the 1st five days. After five days, employees with sick leave or personal days would be required to use the sick leave and personal days until that time is exhausted. They would also have the option to use vacation, but would not be required to do so. STD benefits will pay employees 60% of their salary after the 14 day elimination period or when sick leave benefits are exhausted. While on STD, an employee's health insurance will continue on the same basis as if they were working. Once STD ends, if an employee is still unable to return to work, the long-term disability benefits (LTD) would kick in. Supervisor Weiss asked if STD was a taxable benefit and Sharon confirmed that it was. Supervisor Nickels said he couldn't support the change. He feels 5 personal days is like giving employees 5 more days of vacation and the change in the sick leave program is a substantial decrease in benefits for employees.

Supervisor Hoff wondered why these changes wouldn't be addressed as policy matters rather than being passed as part of the budget. Bob Ziegelbauer said he has limited dollars to work with when crafting a budget so he is putting a package together that's affordable and contains many different components.

The Committee discussed the wage study. Bob said a complete report would be available at the next meeting and would include the ranges, an implementation plan and cost figures. Sharon said the reconsideration meetings would be completed by Thursday, September 6th and results would be sent to the affected employees by Friday. Department Directors will have until September 14th to decide whether or not to appeal the results. Appeal meetings with Fox Lawson will be completed by the end of September.

A motion was made by Hoff and seconded by Vogt, to convene in closed session at 8:04 p.m. pursuant to Wis. Stats. §19.85(1)(g) to discuss pending litigation regarding Niccole Holmes vs. Manitowoc County Sheriff's Department and litigation regarding Manitowoc County Sheriff's Department Employees, WPPA v. Manitowoc County. Motion carried unanimously.

Litigation regarding Niccole Holmes was discussed.

Litigation regarding funding of the HSA for WPPA members was discussed.

A motion was made by Maresh and seconded by Vogt to reconvene in open session at 8:28 p.m. Motion carried.

The next meeting will be September 17, 2012 at 7:00 p.m. at which time the results of the wage study will be discussed.

A motion was made by Maresh and seconded by Vogt to adjourn at 8:32 p.m. Motion carried.

Susie Maresh, Secretary

Date

Minutes taken by D. Schmidt, Personnel Coordinator



MANITOWOC COUNTY
PERSONNEL COMMITTEE
2nd AMENDED MEETING NOTICE

DATE: September 17, 2012

TIME: 7:00 p.m.

PLACE: Communications and Technology Building
1024 South 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 at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. *Discussion of decision in Madison Teachers, Inc. v. Walker*
4. Discussion regarding the involvement of the Personnel Department in Sheriff's Department recruitment
5. *Discussion and possible action on Sheriff's Department request to waive advertising requirement for Jail Nurse position*
6. Discussion and possible action regarding health insurance proposals included in the County Executive's 2013 proposed budget
7. Discussion and possible action regarding personnel policy 11.04 (Compensation during temporary assignment)
8. *Discussion and possible action on 2013 uniform allowances*
9. Review and discussion of wage study and impact of the wage study on the 2013 budget
10. Adjournment

Date: September 11, 2012

Amended: September 13, 2012 @ 1:37 p.m.

2nd Amended: September 17 @ 8:51 a.m.

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE
September 17, 2012; 7:00 p.m.

PRESENT: Supervisors Behnke, Maresh, Vogt, Nickels and Hoff

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

The meeting was called to order at 7:00 p.m. All members were present. The minutes from the September 4, 2012 meeting were approved upon a motion by Vogt, seconded by Maresh and carried unanimously.

During public input, Mora Yost spoke to the Committee advocating for the funding of a Human Services Director in the 2013 budget. She gave information regarding language in the Statutes and the County Code that addresses this issue. She also gave surplus and deficit figures since 2002 and stated that over the past five years, the deficit is nine times greater than the preceding five years when the County had a Human Services Director. Finally, she asked that the Personnel Committee support funding a Human Services Director position in the 2013 budget.

Steve Rollins gave a report on the decision in the Madison Teachers, Inc. v. Walker case. The Judge's decision found the following issues to be unconstitutional: requiring a referendum for general wage increases above the cost of living for represented employees but not for non-represented employees, limiting bargaining to general increases only, barring fair share deductions, prohibiting dues deductions, and imposing certification and recertification election requirements.

Most other provisions of Act 10 remain in effect. The Attorney General will be filing an appeal rather quickly and will request a stay pending the appeal. Steve stated the stay is a good thing so the status quo is maintained until an appeal is decided. Any changes will be implemented when a final decision is made rather than making changes now and then having to reverse those changes again due to an appeal.

Sharon advised the Committee that she and Chris Eisenschink met with Gregg Schetter and Holly Herzog of the Sheriff's Department to discuss recruitment at the Sheriff's Department. Chris will work with Holly to show her the features available on the County's Electronic Recruitment System (Neogov) which may increase efficiency.

Jail Nurse recruitment was discussed. Sharon advised the Committee that we advertised and recruited for this position and had made conditional offers to two individuals. Neither of those individuals was hired. The Sheriff's Department has an individual working as a nurse on a temporary basis that had spent a portion of her clinical studies with the jail nursing office. She has since graduated and received her R.N. licensure, and the Sheriff's Department would like to make a conditional offer of employment to her. This would require a waiver of the advertising requirement. A motion to approve the waiver was made by Maresh, seconded by Vogt and carried unanimously.

The status of health insurance was discussed. Conversations with Holy Family are continuing, however, as of now there has been no change. Bob expects to have pretty firm information available for the Committee at their October 2nd meeting. Any changes he proposes will be part of the budget process. Supervisor Hoff referenced the letter from Mark Herzog, President of Holy Family, regarding the quality of care issue. Bob said they have different points of view and different perspectives and more conversations are taking place.

The Committee discussed the existing policy of compensating employees during temporary assignment. Sharon is proposing amending this policy so that an employee who performs the work of someone in a higher decision band for a period of 30 calendar days would be granted a 5% increase beginning on the 31st calendar day until they are no longer required to perform those duties. Under the current language the assignment had to last at least 45 working days and was limited to six months. Supervisor Hoff asked why the limitation was removed. Sharon cited examples of situations when the assignment could last longer if someone was on military leave or a medical leave of absence. After more discussion, it was suggested that any temporary assignment which exceeds 12 months would have to be reviewed by the Personnel Committee. Sharon and Steve Rollins will draft a resolution for the Committee to consider at their next meeting.

Uniform allowance was discussed. Sharon distributed a handout of current uniform allowances provided and explained that this was another benefit that should be modified to treat employees consistently across the County. The recommendation is to discontinue uniform allowances for Sheriff's Department clerical staff, kitchen staff, and the jail nurses, as well as dispatchers and JDC Supervisors. There was some discussion about the Sheriff's constitutional authority to require his clerical staff and others to wear uniforms. Steve Rollins said County policies that have universal application across the County would apply to the Sheriff's Department also. Policies specific to the Sheriff's Department are established at the discretion of the Sheriff. Supervisor Behnke doesn't support removing the uniform allowance for Sheriff's Department employees if the Sheriff will require them to wear uniforms. He asked that staff prepare a list of positions we can regulate and bring that back to the next meeting.

Sharon Cornils and Bob Ziegelbauer gave an extensive report to the Committee on the proposed wage study. Sharon presented the report from Fox Lawson, the proposed wage schedule, and an analysis of the implementation of the wage schedule. They also distributed detail on where each position in the County falls on the schedule and how the implementation will impact each employee. The net cost of implementation for 2013 is approximately \$27,000 over what would have been spent under the existing system. The information will be released to all employees tomorrow and information will be sent to them by the end of the week which will explain exactly how the implementation will affect them personally. Supervisor Behnke encouraged the other supervisors to contact Bob or Sharon if they have questions as they are reviewing the new plan.

The next meeting will be held on October 2, 2012 at 4:45 p.m.

A motion to adjourn at 8:35 p.m. was made by Hoff, seconded by Maresh and carried unanimously.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: October 2, 2012

TIME: 4:45 p.m.

PLACE: Communications and Technology Building
1024 South 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 at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action regarding personnel policy 11.04 (Compensation During Temporary Assignment)
4. Discussion and possible action regarding wage schedules to use for recruitment
5. Discussion and possible action regarding hire rate for Information and Assistance Program Manager
6. Discussion and possible action on the following items included in the County Executive's proposed 2013 budget:
 - A. Health insurance changes
 - B. Conversion of paid sick leave program to short term disability program
 - C. Creation of policy on uniform allowances
 - D. Implementation of the proposed wage study
7. General discussion of County Executive proposed 2013 budget
8. *Discussion and possible action on proposal to create Human Services Director position*
9. Adjournment

Date: September 25, 2012
Amended: October 1, 2012

Kevin Behnke, Chair
By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

Tuesday, October 2, 2012; 4:45 p.m.

PRESENT: Supervisors Behnke, Maresh, Nickels, Vogt and Hoff

ALSO PRESENT: Supervisors Korinek, Burke, Weiss and Metzger; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:45 p.m. The minutes from the September 17, 2012 meeting were approved upon a motion by Vogt and seconded by Hoff. Motion carried unanimously.

A report of economic interest for Steve Rollins was received by the Committee and placed on file.

Public Input

Mora Yost spoke in favor of a Human Service Director position. She referred to sections of the County Code and State Statute which require the County to have a Human Service Director. She stated the deficit is nine times worse without a Human Services Director than it was when Tom Stanton was the Director. She also stated that if we don't have a legally functioning Human Services Department, 16 million dollars in County contracts could be at risk.

Chris Gabsch, County employee, asked the Committee to not change the existing sick leave policy for County employees. She talked about her son with a chronic illness who needs regular check-ups in Milwaukee and her need to use sick leave to take him to his appointments. Changing this policy will put families in financial jeopardy. She stated she has had a pay cut every year since 2008 due to positions being eliminated and her having to bump into other positions. She also expressed frustration that under the proposed wage study she will have to wait until her date in position in October to see an increase in wages while things being taken away from employees are done in January.

Cindy Schroeder, Human Services Professional, referenced comments Sharon Cornils made regarding the limited need for social workers to work overtime. Cindy stated this isn't a true statement because the Human Services Professionals work nights and weekends quite frequently, but usually flex their time. Flexing their time keeps total hours under 40 which is why it doesn't look like they work overtime. She also commented on all of the changes that employees have seen in the last 16 months, and now it is being proposed to increase health insurance deductibles and charge a co-pay for inpatient care and outpatient surgeries if they refuse to change doctors. She said if the County Executive is trying to push veteran employees out the door, he is succeeding.

The Committee discussed the proposed change to the policy regarding compensation during temporary assignments. The revised policy would provide a 5% wage increase to employees who are temporarily assigned to a position within a higher decision band for more than 30 consecutive calendar days. The policy also specifies the temporary assignment cannot exceed 12 months without Personnel Committee approval. A motion was made by Hoff and seconded by Maresh to approve the revised policy as presented with the modification that the temporary assignment cannot exceed six months without Personnel Committee approval. Motion carried unanimously.

The Committee discussed the Personnel Director's request to use the proposed new wage schedules during this period of hiatus between now and adoption of the 2013 budget. Sharon gave several examples of situations where using the existing wage schedules could have the unintended consequence of paying new employees more than existing employees. Supervisor Hoff made a motion to approve using the

proposed wage schedules for any new hires between now and December 23rd (the date the new schedules will go into effect if approved by the County Board) with the understanding that no new hire would be paid more than a current employee in that same classification without Committee approval, and that any written communication to applicants produced before the budget was adopted would indicate that this is a presumptive wage schedule. The motion was seconded by Vogt and carried unanimously.

Bob Ziegelbauer discussed wage and fringe benefit changes that will be included in his proposed 2013 budget. Those changes include the following:

Dental insurance – All full-time regular employees (except employees represented by WPPA) will have access to a single preventative plan at the County's expense. The premium for part-time employees will be pro-rated. The cost of providing this benefit is approximately \$113,000. The savings associated with the elimination of longevity pay for employees is approximately \$114,500.

Uniform allowance – The proposed policy on uniform allowances was discussed. Employees required to wear some form of uniform will continue to receive a uniform allowance. There is no change for employees with powers of arrest or corrections officers. The uniform allowance for all other employees required to wear a uniform has been changed to \$150.

Health insurance – The cost of our current plan will increase approximately 15% if no changes are made. This equates to \$750,000 - \$850,000. The County Executive is including the following changes in his 2013 proposed budget in an effort to continue to provide insurance benefits to employees without an employee premium contribution:

1. Increase deductibles from \$1500/\$3000 to \$2000/\$4000 for most employees and from \$3500/\$7000 to \$4000/\$8000 for employees with the power of arrest.
2. Employees electing to use an in-network hospital that is not in the preferred tier would be assessed an \$850 co-pay for each inpatient admission.
3. Employees electing to use an in-network provider that is not in the preferred tier for outpatient surgery would be assessed a \$500 co-pay.
4. Employees electing to use an MRI provider that is not in the preferred tier would be assessed a \$300 co-pay.
5. The \$2000 payment provided to full-time employees who waive coverage under the County's group health plan will be reduced by 50% in 2013 and eliminated in 2014.

Implementation of the wage study – The total cost of implementation is approximately \$90,851. The cost of maintaining the current system is \$77,482. Sharon explained the proposed implementation strategy as follows:

1. Employees below the minimum of the new wage schedule will be brought to the minimum or receive a 5% wage increase whichever is less. This increase will be granted on the employee's date in position.
2. Employees between the minimum and midpoint of the new wage schedule will be placed on the first step that provides them an increase. This placement will occur on their date in position.
3. The working condition premium pay will be phased in at 50% in 2013 and 100% in 2014.

Sick leave conversion – The proposed change is summarized below:

1. Employees will be able to use all existing sick leave in accordance with existing policies. Any unused sick leave will be paid out upon retirement in accordance with the existing policy.
2. Effective January 1, 2013 employees will no longer accrue sick leave.
3. The annual sick leave buyback will end after the payout in January 2013.
4. Once all available paid time off is exhausted and an employee has been disabled for 14 consecutive days, short-term disability income continuation benefits will begin at a rate of 60% an employee's pre-disability weekly earnings.
5. Regular full-time employees will be provided with 5 personal days each year (prorated for part-time employees).
6. Personal days remaining at the end of the year will be paid out at 50%.

Discussion followed. While supervisors recognize the need to make changes to the current sick leave program, they have differing opinions as to the best way to accomplish this. Bob Ziegelbauer said he would welcome suggestions from the Committee on other ways to structure the sick leave program.

The Committee discussed the proposal to create a Human Services Director position. Supervisor Hoff discussed the legal opinion from Corporation Counsel Steve Rollins. Supervisor Hoff requested that a Human Services Director position be created and funding in the 2013 budget. Bob told the Committee that ultimately it was the County Board that was responsible for authorizing the position in the budget. There was considerable discussion about the best way to resolve this issue. It was suggested that this be discussed at the Committee of the Whole meeting when other budgetary issues are discussed.

Supervisor Metzger stressed that having a director would provide a benefit to the County because we'd lose less money if a Director was overseeing the Human Services operation on a daily basis. Bob stated he feels the change that was made has been positive and better service is being provided by Human Services. Supervisor Metzger also questioned the additional responsibilities given to supervisors in the department but was told those additional responsibilities had been approved by the Personnel Committee at the time those positions were restructured. Supervisor Hoff made a motion, seconded by Nickels to direct staff to create a resolution which would authorize the creation and funding of a Human Service Director position. Supervisor Behnke will not support his motion unless the funding can be found and felt that this should be discussed at the Committee of the Whole meeting later this month. Supervisor Hoff said he is not willing to continue to operate outside the law and Nickels agreed. Upon vote the motion passed 3-2 with Supervisors Vogt and Behnke voting no. The proposed resolution will be brought back to the Committee at their next meeting.

A motion was made by Maresh and seconded by Nickels to adjourn at 7:50 p.m. Motion carried unanimously.

Susie Maresh

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: November 6, 2012

TIME: 4:45 p.m.

PLACE: Communications and Technology Building
1024 South 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 at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action of waiver of timelines in Travel Policy – Veterans Service Officer
4. Discussion and possible action of waiver of timeline in Travel Policy – Human Services Dept employee
5. Discussion and possible action on proposed implementation of wage study
6. Discussion regarding appeal determinations related to wage study
7. Discussion and possible action on Judge Willis's request for salary adjustment for Family Court Commissioner
8. Discussion and possible action on Public Works Director request for salary adjustment for Accounting Technician
9. Discussion and possible action on request to pay stipend to salaried employees scheduled to work on holidays
10. Discussion and possible action on request to create 1.0 FTE Information and Assistance Specialist position – ADRC
11. Discussion and possible action on request to create 1.0 Dementia Specialist position - ADRC
12. Discussion of what impact the current organizational structure has upon the programs and services being provided by the Human Services Department
13. Discussion and possible action on proposed resolution authorizing creation of Human Services Director
14. Discussion of ruling in Manitowoc County Sheriff Department Employees, Wisconsin Professional Police Association v. Manitowoc County
15. Discussion of calculation of health insurance deposit rates for 2013 budget
16. General discussion of County Executive proposed 2013 budget
17. Adjournment

Date: October 31, 2012

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

November 6, 2012; 4:45 p.m.

PRESENT: Supervisors Nickels, Behnke, Maresh, Vogt and Hoff

ALSO PRESENT: Bob Ziegelbauer, County Executive; Judy Rank, ADRC Director; Lane Kinzel, Social Work Supervisor; Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator.

The meeting was called to order at 4:45 p.m. All members were present. The minutes from the October 2, 2012 meeting were approved upon a motion by Hoff and seconded by Nickels. The motion carried unanimously.

Correspondence from Judges Fox and Bendix regarding Judge Willis' request for a salary adjustment for the Family Court Commissioner was distributed to the Committee. This item will be pulled from the agenda due to the Judges inability to be present at this meeting and will be placed on the agenda for the next meeting.

Public Input –

Mora Jost spoke in favor of the creation of a Human Services Director position. She referred to minutes from 2008 for both the Human Services Board and the Personnel Committee when restructuring in the department took place.

Barbara Pamperin, employee in the Clerk of Courts office spoke regarding the wage study. She referenced the 48 employees who are below minimum. She stated that the study completed by Fox Lawson & Associates recommends that those who are below minimum should be brought to the minimum. Under the implementation plan included in the budget, it will take her 3 years to get to the minimum.

Jack Lechler, a citizen from Kiel, spoke in reference to the fringe benefits provided to County employees. He said the County can't continue to pay large insurance premiums, large sick leave accumulations and large pension amounts for County employees. He feels this whole area should be looked at in comparison with what is provided in the private sector.

Jane Babcock, Veterans Service Officer, spoke regarding the proposal to implement increases under the new wage study on the employee's anniversary date. She is concerned about her Deputy Veterans Service Officer who won't get her increase until October of 2013.

Ann Bajdan, a 20-year employee of the County, stated she has good pay and benefits. She said employees of the post office and those employees that work at the social security office have good benefits too including sick leave. She said she is a taxpayer also and she wants trained people working in County positions and wants qualified police officers responding when she has an emergency. She is willing to pay for that. She feels like County workers are constantly being put down. The wage study compared County employees to other companies who employ everyday people, not doctors and lawyers and County employees were in line with them.

Diane Leonhard, an employee of the Human Services Department spoke regarding a posting that went up for Social Worker at the lowest rate of pay. She feels the County is now starting a two-tier system where new hires will be making much less than others.

The Committee discussed the impact the current organizational structure at Human Services has on programs and services. Bob Ziegelbauer presented the history on the organizational structure since he became County Executive in 2006. He referred to a process called “Value-Stream Mapping” that was done in 2007 that recommended creating divisions within the department which lead to the 5 divisions that were created. In 2010 the Long-term Support Division was abolished as a result of the creation of Family Care and the other 4 divisions remain today with division managers in charge of each. As a result, the County has a very nimble department that can react to changes very quickly and very well. Bob Ziegelbauer also addressed comments that said an audit of the Department said the County should have a director. Those comments are incorrect. A County Board Supervisor mentioned in a focus group (as part of that audit) that the County should hire a director and that’s how that information got into the report. In an effort to satisfy the legal requirement that the Department have a director, Bob is offering to designate the four division leaders as co-directors of the Department.

Supervisor Hoff inquired into the history given during public input about the HSD director. Bob stated he could provide the records to show that the reorganization plan done in 2008 was done in accordance with County policies and procedures. Supervisor Hoff also asked if Corporation Counsel has reviewed Bob’s proposal regarding co-directors to determine if this meets the requirements of the law. Steve Rollins, Corporation Counsel, stated that although he has not given a written legal opinion, he feels co-directors would fit within the meaning of the Statute. Supervisor Hoff then asked if all four people meet the qualifications of a Human Services Director. Bob and Steve will check, but they believe they do. Supervisor Metzger asked for clarification on the role of the Human Services Board when on the organizational chart it says that the Department serves under the jurisdiction of the Board. Steve Rollins clarified that the Board serves as an advisory Board on policy issues and they can make recommendations to the Director and the County Executive. All department directors report to the County Executive. Bob reiterated that he was making a good faith effort by suggesting the appointment of the 4 division managers as co-directors.

Supervisor Hoff moved to postpone possible action on the proposed resolution creating the position of Human Services Director. The motion was seconded by Supervisor Nickels and carried unanimously.

The Committee discussed two requests to waive the timeline in the travel policy for approving travel expenditures. One request was for the Veterans Service Officer and the other for a Human Services Department employee who failed to submit their requests for reimbursements within the timeline contained in the Travel Policy. A motion was made by Supervisor Vogt and seconded by Supervisor Behnke to approve the waiver of the timeline on a one-time basis and that this action is documented in the employees’ personnel file so no waivers are granted to these individuals in the future. Motion carried.

The Committee discussed the implementation of the wage study. Supervisor Hoff asked if the calculations had taken place to determine a uniform date when everyone below minimum could receive the increase at one time without adding costs. Sharon Cornils informed the Committee that the date would be 5/12/13. She also stated that using a uniform date rather than the employee's date in position would require manual intervention, increase staff time to administer the system and increase the possibility of errors. If a uniform date were used in 2013 the Board would have to also decide what date to use in 2014 and future years. Using the uniform date of 5/12/13 would delay the projecting increase for approximately 60% of the employees scheduled to receive increases and it is expected that would cause employee dissatisfaction. Also, we would have employees getting increases based on dates that are not in line with current policies. Supervisor Vogt spoke in support of using the employee's date in position since that is the date that has consistently been used and it can be budgeted and administered in accordance with existing policies. Supervisor Behnke understands the frustration of some employees who won't get an increase until later in the year, but also stated that a 5% increase in today's economy is a wonderful increase and many employees in the private sector are taking 0 or less. Supervisor Baumann agreed with Supervisor Behnke.

Supervisor Hoff was excused from the meeting at this time.

The status of appeal determinations related to the wage study was discussed.

The Committee listened to the Public Works Director's request to grant a salary increase to the Accounting Technician in his office prior to her date in position, which is in September. He said that a reclassification request for this position was in process prior to the wage study being conducted and the Public Works Department was told to wait until the wage study was completed. He also made reference to another position in his office that was restructured in June of this year and the change in pay was implemented right away. Sharon informed the Committee the position he was referring to was vacated and the position was restructured prior to recruiting for it. She also said if this request was approved there would be similar requests from other employees with their own reasons why they should be given equal consideration. A motion was made by Vogt, seconded by Maresh and carried to deny the request of the Public Works Director. Supervisor Nickels voted no.

The Committee discussed paying a stipend to salaried employees scheduled to work on a holiday. Hourly employees scheduled to work on holidays receive time and one-half to compensate them for the inconvenience of being scheduled to work on holidays, and providing some compensation to salaried employees scheduled to work on a holiday would provide equal recognition. The stipend amount she is recommending is \$100, which is equivalent to the holiday premium paid to employees earning \$25.00/hour. Supervisor Waack asked if this would impact fringe benefits and Sharon advised that it would impact the social security and WRS contributions slightly. A motion was made by Vogt, seconded by Maresh to approve the request, and direct staff to prepare a proposed resolution for the December Personnel Committee meeting. Motion carried unanimously.

A request from Judy Rank, Director of the Aging & Disability Resource Center (ADRC), to add an additional Information & Assistance Specialist position to her department was discussed. The position is needed to work with nursing homes to help them relocate residents to less restrictive settings. The position is fully funded for at least two years. Upon a motion by Vogt and seconded by Maresh, the request was approved unanimously as long as funding is available. The request will now go to the Finance Committee for their approval.

Another request from Judy Rank to create a full-time Dementia Care Specialist position was discussed. A grant request submitted by Judy was approved to fund this position. This is a one-year pilot project with a possible extension to two years. A motion was made by Maresh and seconded by Vogt to approve the creation of this position also contingent on continued funding. Motion carried.

The Committee was apprised of the ruling in the Sheriff's Department Employees (WPPA) vs. Manitowoc County case regarding the elimination of funding health saving accounts (HSA's) for those employees represented by WPPA. The Judge determined that the County is not required to fund HSA's.

Sharon shared the calculation of the health insurance deposit rates for 2013. There were no questions or discussion.

The next meeting was scheduled for Tuesday, December 4th at 4:45 p.m. A motion was made by Maresh, seconded by Nickels to adjourn at 6:45 p.m. Motion carried.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: November 20, 2012

TIME: **6:00** p.m.

PLACE: Room F175, University of Wisconsin-Manitowoc
705 Viebahn 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 at the meeting:

1. Roll call
2. Discussion and possible action regarding request to offer starting wage higher than midpoint – Highway Department
3. Discussion and possible action regarding wage rate for Night Maintenance Workers- Highway Department
4. Discussion and possible action regarding resolution approving the creation of four co-directors for the Human Services Department
5. Discussion and possible action regarding conversion of sick leave program to short term disability program
6. Adjournment

Date: November 13, 2012

Amended: November 15, 2012 @ 10:39 a.m.

Kevin Behnke, 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

November 20, 2012; 6:00 p.m.

PRESENT: Supervisors Nickels, Behnke, Maresh, Vogt and Hoff

The meeting was called to order at 6:00 p.m., with all members except Supervisor Hoff present. Supervisor Hoff joined the meeting at 6:05 p.m.

A request for authorization to hire two Highway Department Maintenance Workers at a rate that exceeds midpoint was discussed. Gary Kennedy, Highway Commissioner, explained that he would like to offer a rate that exceeds midpoint to two applicants who are experienced heavy equipment operators. More specifically, he is seeking authorization to offer a starting wage of \$21.36/hour, which is the current rate of pay for the existing Highway Maintenance Workers. No training would be required for these applicants, and the addition of these skilled employees to the workforce would increase the efficiency and productivity of the workforce. Two other employees that will be hired will be offered the midpoint rate, which is \$18.76/hour.

A motion to approve the Highway Commissioner's request was made by Supervisor Vogt. A motion to amend the motion to start the two other candidates at the minimum rate for the wage band (\$16.26/hour) was made by Supervisor Hoff, and seconded by Supervisor Nickels. The motion did not pass, with Supervisors Behnke, Maresh, and Vogt voting no and Supervisors Hoff and Nickels voting yes.

A vote was taken on the main motion and passed, 4-1, with Supervisor Hoff voting no.

Gary Kennedy then presented his request for authorization to add .50 cents per hour to the base wage for the employees who will be assigned to the position of Night Highway Maintenance Worker. The contract that we have with the State requires that we provide 24 hour coverage to class 1 highways and to the interstate. The employees assigned to the position of Night Highway Maintenance Worker will have additional responsibilities that justify the payment of the additional .50 cents per hour, and the entire cost of the Night Maintenance Workers is paid by the State. The hours of work will be from 8 p.m. to 4 a.m. and the assignment will begin on December 1st and last until March 31.

A motion to approve adding .50 cents per hour to the base wage for employees assigned to the Night Highway Maintenance Worker position was made by Supervisor Vogt, seconded by Supervisor Maresh and carried 5-0.

The resolution approving the creation of four directors for the Human Services Department was discussed. Corporation Counsel Steve Rollins explained the purpose of the resolution, and addressed the questions that have been raised regarding statutory construction and whether not the action taken by the proposed resolution was permissible. Corporation Counsel answered the Supervisors questions. Discussion followed.

A motion to approve the resolution creating four directors for the Human Services Department was made by Supervisor Hoff, seconded by Supervisor Maresh, and carried 3-2, with Supervisors Nickels and Hoff voting no.

A motion to request that Attorney Rollins seek an Attorney General opinion on whether or not the creation of the four Human Services Directors is in compliance with State Statutes, subject to Attorney Rollins making the legal determination that there is a legal basis for seeking the AG opinion was made by Supervisor Hoff, seconded by Supervisor Nickels, and carried 4-1, with Supervisor Vogt voting no.

The possible conversion of the existing sick leave program to a short term disability program was discussed. Supervisor Behnke encouraged Personnel Committee members and other members of the County Board to come to the December 4th meeting of the Personnel Committee with their ideas. Supervisor Behnke stated that it was his goal to have a resolution regarding the conversion of the existing sick leave program ready for the December 18th County Board meeting.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Hoff, and carried unanimously. The meeting was adjourned at 6:55 p.m.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: December 4, 2012

TIME: 4:45 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 at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action on Judge's request for salary adjustment for Family Court Commissioner
4. Discussion and possible action regarding Highway Department request to waive advertising requirement for Accounting Technician position
5. Discussion and possible action regarding request for an unpaid medical leave of absence – Public Works employee
6. Discussion and possible action on conversion of sick leave program to short term disability program
7. Discussion and possible action on resolution authorizing payment of stipend to exempt employees scheduled to work on holidays
8. *Discussion of status of collective bargaining agreement with Sheriff's Department employees represented by WPPA*
9. *Discussion and possible action regarding health insurance deductible for Sheriff's Department protective employees hired after July 1, 2011*
10. Adjournment

Date: November 28, 2012

Amended: December 3, 2012 @ 4:39 p.m.

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

December 4, 2012; 4:45 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh, Nickels and Hoff

ALSO PRESENT: Biff Hansen, County Board Chairman; Supervisors Weiss, Hoffman, Baumann and Metzger; Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive; Jeff Beyer, Public Works Director; Judges Fox and Bendix; Kristi Chase, Director of Financial Services at Highway; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Director

The meeting was called to order at 4:45 p.m. The minutes from the November 6 and November 20 meetings were approved upon a motion by Vogt, seconded by Maresh and carried unanimously.

There was no correspondence.

Public Input –

Joe Keil, Deputy Sheriff, spoke in opposition to changing the current sick leave policy to a short-term disability policy. He gave examples of how short term and long term disability payments will impact his income should he become disabled. He also said there is no point in working for Manitowoc County and the loss of sick time will destroy employees.

Jena Foster, Social Worker at Human Services, spoke against a short term disability program also. Her concern is the fact that short term disability doesn't provide anything for someone who needs time off to care for an ill family member (children, spouse or parent). She also is concerned about the fact that short term disability only pays employees 60% of your earnings. She also commented on all the changes that employees have had to absorb (no raises, changes in insurance, changes in overtime pay, etc.).

Sue Ader, Social Worker at Human Services, said she is a 20-year veteran of the department and has great respect for the sick leave benefit she currently has. She has personally been impacted by the economy and shared that her husband was out of work for 2 ½ years. Her sick leave allowed her to be with her husband when he was ill as well as be there for her father who had a terminal illness.

Pat Field, Clerk Typist at Human Services, stated her husband worked at Mirro and they got 12 sick days 40 years ago. We should be more progressive than we were back then, not less. When kids are sick, parents need to stay home to take care of them. She asked that the Committee please reconsider changing the sick leave policy.

Cindy Schroeder, Social Worker at Human Services, stated if the sick leave issue was taken out of the budget discussion because it wasn't a budgetary issue then it must just be another way to take what you can away from employees. She asked that the Committee please reconsider changing the policy. The County is losing good people because of all the changes.

The Committee discussed Judge Willis' request for a salary adjustment for the Family Court Commissioner. Lorene Mozinski gave some history on how her position and the Register in Probate position have evolved and asked the Committee to make an exception for her to allow her to move up a step on the current pay plan prior to implementation of the new wage schedule so that her wage was equal to the Register in Probate. Lorene said Judge Willis asked her to do a comparison of other Family Court Commissioners with Magistrate responsibilities and she didn't find any under \$90,000. Judge Fox said it is an issue of pay equity. Supervisor Vogt noted that the two positions are banded differently. Sharon Cornils explained the reason for the difference in banding and stated that when the Assistant Family Court Commissioner retires in 2013, Lorene's position will likely go down in grade because she is no longer supervising someone in the same decision band. A motion was made by Vogt and seconded by Maresh to maintain Lorene's current rate of pay until Attorney Greig retires and look at it again at that time. The motion carried with Supervisors Nickels and Hoff voting no.

The Committee discussed the Accounting Technician position at the Highway Department. The Department is requesting a waiver of the advertising requirement for this position. They have been using a contracted service for one year, and the 2013 budget authorized converting this contracted service to a .75 Accounting Technician position. They would like to hire the individual that has been working through a contracted service. She has proven herself and is working out very well. Supervisor Nickels asked why we wouldn't still advertise and recruit from the outside to make sure there isn't a better candidate out there. Sharon explained that if the department is convinced they want to hire their current temporary employee we shouldn't give false hope to applicants who think they have an opportunity for a job that realistically won't happen. A motion was made by Vogt, seconded by Hoff to waive the advertising requirement. Motion carried unanimously.

The Committee discussed the request from a Public Works employee for a one-year unpaid medical leave of absence. She has been off work since March of this year and has exhausted all of her paid time off which is why she is requesting the leave. The Public Works Department is not recommending the leave be approved, as doing so would create a hardship for the Department. A motion was made by Maresh and seconded by Vogt to deny the request. Motion carried unanimously.

The Committee discussed the current sick leave program and conversion to a short term disability (STD) program. Supervisor Behnke began the discussion by saying he doesn't believe in sick leave. He supports employees receiving 5 days for FMLA qualifying absences, but would rather increase the percentage of pay for short term disability than give sick days. He would also add language to the current proposal that if an employee is hospitalized, the STD would begin on day one.

Supervisor Nickels supports sick leave for employees to care for their families. He recommends reducing the accumulation to 12 days per year, limit the bank to 60 days and eliminate the annual payout. The retirement payout would also be limited to sick leave accumulated under the plan that currently exists. He said the County could still offer short-term disability on a voluntary basis and employees interested in that coverage could purchase it.

Chairman Hansen favors some accumulation of days but feels 12 is too many. He would be more supportive of 5-7 days. A motion was made by Nickels and seconded by Hoff to modify the current policy by capping the current amounts, eliminating the annual payout after the payout occurs in 2013 for 2012 sick leave. Effective January 1 there would no longer be a retirement payout for new accrued amounts. Employees would begin to accumulate sick leave at the rate of 12 days per year which could accumulate to a cap of 60 days.

There was considerable discussion about the short term disability program and the continuing liability to the County if something isn't changed. Supervisor Maresh also supports an accumulation of sick days, but something less than 12 days. Supervisor Behnke said employees have to take responsibility to take care of some things on their own and schedule things outside work hours or flex their time to accommodate appointments. He would support increasing short term disability to 75% of employees' gross pay. He also wanted to remind Committee members that continuing health insurance while on STD is huge.

Bob Ziegelbauer reminded the Committee that there is a financial impact in the liability on the books. The annual payout is approximately \$150,000; employees use about \$500,000 in sick leave benefits and the liability on the books is about \$5,000,000. The motion made by Supervisor Nickels failed with Supervisor Hoff voting yes and Supervisors Hansen, Behnke, Maresh and Vogt voting no.

Supervisor Behnke requested that Sharon describe the proposal that was discussed at the end of the last meeting. Sharon described the proposal as follows:

- Employees get STD after 5 calendar days of certified and continuous disability. The benefit amount would be 60% of pre-disability earnings for 15 weeks. While on STD, health insurance continues as though the employee was working. Employees would have to exhaust all of their paid benefits before the STD would begin.
- Employees would receive 5 days/year that they could use for a FMLA qualifying event that would be capped at some number that hadn't been determined.

A motion was made by Hansen, seconded by Maresh to discontinue the current sick leave policy and adopt the following policy in its place:

- The balance remaining in employee's current sick leave banks would continue to be available to employees to use for any purpose authorized by the current policy.
- There will be one final annual payout of sick leave which would occur in January 2013.
- Sick leave remaining at retirement would be paid out at 58% into the Retiree Medical Savings Account, as provided for by the current policy.
- Employees are eligible to apply for short term disability if they have an illness or injury that prevents them from performing the essential functions of their job and they have been continuously employed with Manitowoc County for a minimum of six months in a regular position.
- Short term disability benefits would begin to be paid on the later of:
After all other available paid time off (sick, vacation, compensatory time) is exhausted, or
After five consecutive calendar days have elapsed since the onset of the illness or injury (benefits would begin on the 6th calendar day).

- In the case of an inpatient hospital admission benefits would begin on the first day.
- Full time employees will be provided with 5 paid FML days on January 1st of each year. The FML days will be pro-rated for part-time employees.
- Employees experiencing a Family and Medical Leave qualifying event must first exhaust all available paid time off (sick, vacation, compensatory time).
- If the FML event continues after all paid time off is exhausted the five FML days can be used.
- Unused FML days can be carried forward into future years until the maximum of 25 days is reached.
- There is no payout for unused FML days.

The motion carried unanimously. Steve Rollins and Sharon will draft a resolution and policy for the Committee to review at their next meeting which will be at 6:00 p.m. on December 18th.

The Committee reviewed the proposed resolution regarding payment of holiday premium to exempt employees that the Committee had directed be drafted at their November 6th meeting. A motion was made by Vogt and seconded by Hoff to approve the resolution as presented and take it to the December County Board meeting. Motion carried unanimously.

Sharon advised the Committee that the mediation session with members of WPPA did not result in a tentative settlement and that the process of exchange of final offers would begin.

The Committee discussed the health insurance deductible for Sheriff's Department protective employees hired after July 1, 2011. Those employees are required to pay the same WRS contribution as general employees (5.9%). In addition, they are also covered under the health insurance plan that other WPPA members have which requires the higher deductible. A motion was made by Supervisor Hoff, seconded by Behnke to approve moving the sworn officers hired after July 1, 2011 to the lower deductible plan effective January 1, 2013 subject to the Corporation Counsel's approval of a memorandum of agreement with WPPA that states that WPPA promises to waive any litigation connected with this change in deductible. Motion carried.

The Committee will meet at 6 p.m. on Tuesday, December 18th to review the new short term disability program. Their next regular meeting will be Tuesday, January 8th, 2013 at 4:45 p.m.

A motion was made by Maresh and seconded by Hansen to adjourn at 7:00 p.m. Motion carried.

Susie Maresh, Secretary

Date

Minutes taken by D. Schmidt, Personnel Coordinator



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: December 18, 2012

TIME: 6:00 p.m.

PLACE: Room F175, University of Wisconsin-Manitowoc
705 Viebahn 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 at the meeting:

1. Roll call
2. Discussion and possible action on resolution authorizing conversion of sick leave program to short term disability program
3. Adjournment

Date: December 10, 2012

Kevin Behnke, 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

December 18, 2012; 6:00 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh, Nickels, Hoff, and Hansen.

The meeting was called to order at 6:00 p.m, with all members present except Supervisor Hoff. Supervisor Hoff joined the meeting at 6:05 p.m.

The Committee discussed a proposed revision to the FML day policy that would no longer require that employees exhaust vacation time prior to using the Family Medical Leave time. A motion to approve the revised policy was made by Supervisor Vogt, seconded by Supervisor Maresh and carried 6-0.

A motion was made by Supervisor Hansen, seconded by Nickels to amend the proposed policy to no longer provide FML days, but instead to provide the following:

- The balance remaining in employee's current sick leave banks would continue to be available to employees to use for any purpose authorized by the current policy.
- There will be one final annual payout of sick leave which would occur in January 2013.
- Sick leave remaining at retirement would be paid out at 58% into the Retiree Medical Savings Account, as provided for by the current policy.
- Employees are eligible to apply for short term disability if they have an illness or injury that prevents them from performing the essential functions of their job and they have been continuously employed with Manitowoc County for a minimum of six months in a regular position.
- Short term disability benefits would begin to be paid on the later of:
After all other available paid time off (sick, vacation, compensatory time) is exhausted, or
After five consecutive calendar days have elapsed since the onset of the illness or injury (benefits would begin on the 6th calendar day).
- In the case of an inpatient hospital admission benefits would begin on the first day.
- Full time employees will be provided with 5 paid sick days on January 1st of each year. Sick days will be pro-rated for part-time employees. This "new" sick leave could be used in the same manner and under the same conditions as the current sick leave policy.
- New employees will receive a prorated amount of sick leave, based on the date of hire. Probationary employees can begin to use sick leave after 90 days of employment.
- Sick leave awarded on or after January 1, 2013 is never subject to payout.
- Existing sick leave must be exhausted before using this "new" sick leave.
- Unused "new" sick days remaining at the end of the calendar year will be placed in a FML time off bank up until the maximum of 25 days is reached. This time is never subject to payout, and may only be used for absences qualifying under the Family Medical Leave Act.

Discussion followed. A motion was made to amend Supervisor Hansen's amendment to increase the number of sick leave days granted per year from 5 to 6 and to increase the maximum number of days that can be in the FML bank from 25 to 54. Motion failed 2-4 with Supervisors Behnke, Maresh, Vogt, and Hansen voting no.

A vote was taken on Supervisor Hansen's amendment and passed, 4-2 with Supervisors Nickels and Hoff voting no.

Supervisor Holschbach explained the alternate proposals he will be presenting to the County Board.

A motion was made by Supervisor Maresh and seconded by Supervisor Vogt to adjourn at 6:55 p.m. Motion carried.

Susie Maresh, Secretary

Date

Minutes taken by Sharon Cornils, Personnel Director