



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE



DATE: January 15, 2013

TIME: 4:45 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action on resolution amending 2013 budget (Sheriff's Department staffing)
4. Discussion and possible action approving continuation of corrections officers health insurance on same basis as in 2012
5. Discussion of Notice of Appeal filed by the Wisconsin Professional Police Association
6. Discussion of request for Attorney General opinion on multiple Human Services Directors
7. Discussion and possible action related to letter sent from Holy Family Memorial to employees of Manitowoc County
8. Discussion of overtime report comparing overtime paid in 2011 to overtime paid in 2012
9. Discussion and possible action on proposed time line for implementation of comprehensive performance management system
10. Adjournment

Date: January 2, 2013

Cancelled: January 14, 2013 @ 11:44 AM

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.



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: January 29, 2013

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. Report of economic interest – Veterans Service Officer
4. Discussion and possible action on resolution amending 2013 budget (Sheriff's Department staffing)
5. Discussion and possible action approving continuation of corrections officers health insurance on same basis as in 2012
6. Discussion and possible action on request to increase .90 Child Protective Services Ongoing Social Worker to 1.0 FTE
7. Discussion of Notice of Appeal filed by the Wisconsin Professional Police Association
8. Discussion of request for Attorney General opinion on multiple Human Services Directors
9. Discussion and possible action related to letter sent from Holy Family Memorial to employees of Manitowoc County
10. Discussion of overtime report comparing overtime paid in 2011 to overtime paid in 2012
11. Discussion and possible action on proposed development and implementation of comprehensive performance management system
12. Discussion and possible action regarding elimination of practice of paying out unused holiday time
13. Adjournment

Date: January 22, 2013

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

January 29, 2013; 4:45 p.m.

PRESENT: Supervisors Behnke, Vogt, Maresh and Hoff. Supervisor Nickels was excused.

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

The meeting was called to order at 4:45 p.m. The minutes from the December 4th and December 18th meetings were approved upon a motion by Vogt, seconded by Maresh and carried unanimously.

There was no public input or correspondence.

The Committee received the Report of Economic Interest for Jane Babcock and placed it on file.

The Committee discussed the proposed resolution amending the 2013 budget related to Sheriff's Department staffing. The resolution amends the table of authorized full-time equivalent positions to reflect the agreement between the Sheriff and County Board regarding the adequate staffing of the jail. A motion was made by Vogt, seconded by Maresh to approve the resolution and forward it to the County Board. Motion carried.

The Committee discussed health insurance coverage for the corrections officers who were converted from full-time to part-time as the result of the closing of the juvenile detention center. The Sheriff is requesting that the County continue health insurance coverage for those individuals on a full-time basis through 2013. Benefits will be pro-rated beginning in 2014 using the established policy. A motion was made by Hoff and seconded by Vogt to approve. Motion carried unanimously.

The Committee discussed the request from Human Services to convert a .9 Child Protective Services Ongoing Social Worker to full-time. There is money in the budget to cover the cost. A motion was made by Vogt, seconded by Hoff and carried unanimously to approve.

The notice of appeal by the Wisconsin Professional Police Association (WPPA) has been filed with the Court of Appeals. The County is currently waiting for a briefing schedule. We have ceased the exchange of final offers with the Union because any decision by the Court will impact financial offers made by the County. Steve Rollins informed the Committee that there are multiple appeals occurring throughout the State and he doubts that the Courts will consolidate because each case is slightly different.

The request for an Attorney General opinion on multiple Human Services Directors was placed on the agenda in case anyone had any questions. There were none.

The letter Holy Family Memorial (HFM) sent to County employees promising that employees will not suffer an economic penalty because they choose to use HFM for their care was discussed. Bob Ziegelbauer is concerned about potential undermining of the County's insurance plan. He also questions the legality of what HFM is promising. For those reasons, Bob sent a response to the employees on January 4, 2013. Steve Rollins expressed that if HFM takes away the effect of steerage causing a negative impact on the County's plan, it could be considered "tortious interference of business expectancy". The County could hold HFM liable for that negative impact. It is too early to know if this has affected anyone yet. Health Payment Systems (HPS) will not get involved. Auxiant has been responsive to HFM's questions and concerns. Supervisor Behnke suggests exploring the option of negotiating an exclusive PPO arrangement with Aurora.

The Committee discussed overtime for 2011 vs. 2012. Total overtime dollars for 2011 was \$951,721 as compared to \$517,084 in 2012. Overtime in the corrections division was down almost 70%. Patrol Supervisors overtime decreased over 81% and WPPA is down almost 26%. Bob Ziegelbauer indicated that rule changes have had a significant impact on the County's overtime costs which allows us to have more employees working. Supervisors asked about the status of hiring more patrol officers. Rob Hermann said one full-time officer and two part-time officers have been hired and the 3rd part-time officer will be starting February 7th.

Sharon gave a presentation to the Committee regarding the proposed development and implementation of a comprehensive performance management system. Sharon distributed a proposed timeline for implementation. Phase 1 will involve comprehensive training for supervisors and employees. We are able to purchase a six-webinar series for \$650 which can be shown multiple times throughout the year. That training will begin in March.

Phase 2 of the project will involve the development and implementation of the Insperity Perform Smart software. The goal is to have the system up and running by January 1, 2014. This software gives the County the ability to build templates that will meet the needs of the different departments, and to customize competencies for each job. Because it is an electronic system it will require less administrative time, and the supportive features of the software will assist managers and employees in making this a meaningful process. Establishing standard weighting for competencies within job classifications will increase consistency and reliability of the evaluations. We will have the ability to monitor the system and run reports showing timeliness of evaluations and grading of employees. The cost of the software is \$33/employee/year (approximately \$14,000/year) which is included in the Personnel Department budget. This program should also help us be able to do some succession planning. Supervisor Behnke asked the department heads present at the meeting what their thoughts were about the presentation. Based on the little information they have seen, Pat Koppa and Sheriff Hermann thought it looked interesting. Nancy Crowley is totally supportive of moving forward. A motion to proceed as proposed was made by Maresh, seconded by Vogt and carried unanimously.

The elimination of paying out unused holiday time was discussed with the Committee. The practice of paying out the unused time is not covered under our policy manual but is a carryover of prior collective bargaining agreements. \$21,296.79 was paid out to employees in January to reflect hours not used in 2012. We cannot unilaterally change the practice for employees covered by WPPA, but payouts for other employees holding positions that are required to be continually staffed can be eliminated. Instead of paying out unused holiday time an extension of time could be granted to employees who were unable to schedule holiday time off due to staffing demands of the department. A motion was made by Maresh and seconded by Vogt to eliminate the practice of paying out unused holiday time (other than those represented by WPPA) and to allow employees who were unable to schedule holiday time off due to staffing demands an extension of up to six months to use the holiday time, provided this extension is approved by their department director. Motion carried.

The next meeting was scheduled for Tuesday, March 5th at 4:45 p.m.

A motion was made by Hoff and seconded by Vogt to adjourn at 6:00 p.m. Motion carried.

Susie Maresh, Secy.

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: March 5, 2013

TIME: 4:45 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Request for authorization to reimburse mileage expenses that were submitted outside the timelines of the Travel Policy – ADRC employee
4. Request to modify recruitment policy for part-time Court Commissioner position
5. Request to use .15 vacant Jail Nurse position to hire .20 Jail LPN position
6. Report on health insurance for corrections officers converted from full-time to part-time
7. Report on status of Holy Family Memorial Hospital Focus Health Co-Pay Mitigation promise and possible action including but not limited to:
 - a. Amending Personnel Policy regarding Gifts and Gratuities to prohibit acceptance of kickbacks
 - b. Providing guidance to employees who have received the kickback of how to remedy the possible conflict with the Ethics Code
8. Request for authorization to change Employee Assistance Program provider
9. Discussion regarding revision to Chapters 1, 2, and 5 of the County Code
10. Adjournment

Date: February 26, 2013

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

March 5, 2013; 4:45 p.m.

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

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

The meeting was called to order at 4:45 p.m. The minutes of the January 29, 2013 meeting were approved upon a motion by Vogt, seconded by Maresh and carried unanimously.

There was no correspondence.

Public Input -

Maura Yost spoke regarding the Human Services Director position. She said the Attorney General's opinion has been received regarding the creation of Co-Human Service Directors. She takes offense at the County Executive's decision to remove her from the Human Services Board. She looks forward to watching the operations of the Human Services Department and expects to see improvement in how it functions under the new organizational structure.

Mary Maurer, Vice-President of Development for Holy Family Memorial Medical Center (HFM), read a letter from Mark Herzog, President and CEO of HFM that was addressed to Bob Ziegelbauer and the Personnel Committee. The stated purpose of the letter was to "clearly and succinctly state our position regarding recent communications by Manitowoc County leadership".

The Committee discussed the request for authorization to reimburse travel expenses for an employee of the ADRC that were submitted outside the timelines of the travel policy. The employee had expenses reimbursed in October 2012 which included expenses of \$45.79 that were outside the 90 day timeframe and were identified through an audit. In January, 2013, another request for reimbursement of expenses was submitted and \$48.56 in expenses had been incurred more than 90 days prior to the request for reimbursement. The employee is asking for a one-time exception of the policy to allow for reimbursement of the expenses submitted in January, and also asked that the expenses already reimbursed in October not be recovered.

Discussion followed. Supervisor Vogt made a motion to pay the \$45.79 and not pay the \$48.56 and document this in the employee's file. The motion was seconded by Supervisor Maresh. After discussion, Supervisor Vogt withdrew his motion. Supervisor Hoff made a motion not to recover the first payment which had already been made and not to reimburse the employee for the late expenses submitted in January for \$48.56. That motion failed for lack of a second. Bob Ziegelbauer encouraged the Committee to approve the request since similar requests have been granted in recent months. Supervisor Behnke asked that Department Directors be reminded of the time lines contained in the Travel Policy and the Department Directors should in turn remind their employees of the timelines.

A motion was made by Behnke, seconded by Nickels to authorize a one- time exception to the timelines of the Travel Policy for the employee, and allow payment of the \$48.56 in expenses and also authorize the payment made in October that was outside the timeline specified in the policy. Motion carried with Supervisor Hoff voting no.

The Committee discussed the request to modify the recruitment policy for the part-time Court Commissioner position. Although this position is a County position, it is a judicial appointment. The Judges asked that recruitment be done by sending notification to the Bar Association rather than running an ad in the newspaper. A motion was made by Hoff and seconded by Nickels to approve the modified procedure with the understanding that applications would be sent to the County Personnel Department so that the required records retention can be assured. Motion carried unanimously.

The Sheriff's Department submitted a request to the Committee to use a .15 vacant jail nurse position to fund a .20 jail LPN position. The cost would be neutral because the LPN wages would be less expensive than the RN. This change would allow greater coverage for nursing services in the jail. A motion was made by Maresh, seconded by Hoff and carried unanimously.

Sharon reported to the Committee on the status of health insurance for corrections officers converted from full-time to part-time. In implementing the Personnel Committee decision to continue health insurance on a full-time basis to corrections officers who were converted from full-time to part-time, we are providing similar benefits to two officers that were part-time last year at .94 and .95 FTE. This benefit was also extended to one individual who was separated from employment as a result of the closure of the juvenile detention center and was then rehired as a part-time corrections officer in early January as the result of the resignation of another officer.

The Committee discussed the insurance issue involving Holy Family Memorial (HFM). Steve Rollins explained the legal and tax issues he is concerned with regarding any payment HFM may make to employees as a reimbursement for the co-pays that they incurred by using HFM. In reviewing this issue as it relates to the County's policies, it was discovered that the gifts and gratuities policy needed to be updated to include kickbacks. The proposed resolution that authorizes this change to the policy manual also provides a safe harbor to employees who accepted reimbursement of the co-pay from HFM.

Bob Ziegelbauer expressed his frustration with the entire situation, which includes not only the financial interference in the operation of the health plan but also that HFM's actions have created a source of conflict between the County and its employees, and has caused employees to become unknowingly involved in a situation that may cause a conflict with the ethics code as well as tax complications. He noted that HFM still has not said with 100% certainty how they are going to make employees whole. The only thing HFM has confirmed is that they will cease what they have already promised as of 3/1/13. He said the County presumes they will be cutting checks to the employees but HFM has not confirmed that.

Committee members asked how long this dialog with HFM has been taking place. Sharon said it started in late December when she made a phone call to HFM in response to the rumor that HFM was planning to reimburse employees for the Focus Health co-pay. In that conversation she asked that HFM not proceed with this plan because of the problems that would cause. A motion was made by Vogt and seconded by Hoff to approve the policy change and proposed resolution and to place this item on the March County Board agenda. Supervisor Nickels said he has no problem with the policy change, but will not agree to a resolution that singles out a local employer. The motion approving the resolution passed with Supervisor Nickels voting no.

The Committee discussed Sharon's request to change EAP providers from HFM to Aurora due to the additional services that can be provided through Aurora for approximately the same cost as that of HFM. Sharon stressed that the County has gotten very good service from HFM in the past, but when looking at how the County's dollars are spent, Aurora has a more robust program. She contacted several references of clients using Aurora and they have been very pleased with their service. A motion to approve moving administration of the EAP to Aurora was made by Vogt, seconded by Behnke and carried with Supervisor Nickels voting no.

Sharon gave the Committee copies of Sections 1, 2, & 5 of the County Code and stated that with all the changes that have taken place over the past few years, there are sections of the County Code that are no longer accurate. Steve and Sharon were directed to make proposed changes and bring those to the Committee as time permits.

A motion was made by Hoff, and seconded by Vogt to adjourn at 6:00 p.m. Motion carried. The next meeting will be April 2, 2013 at 4:45 p.m.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: April 2, 2013

TIME: 4:45 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion of HFM reimbursements and employee disclosure received
4. Discussion of the Attorney General's response to request for an opinion regarding Human Services Director position
5. Discussion of organizational structure of the Human Services Department
6. Report on the implementation of the new Employee Assistance Provider
7. Update on performance management training
8. Adjournment

Date: March 26, 2013

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

April 2, 2013; 4:45 p.m.

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

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

The meeting was called to order at 4:45 p.m. All members were present. The previous minutes from March 5, 2013 were approved upon a motion by Vogt, seconded by Hoff and carried unanimously.

Sharon distributed copies of the article that appeared in the Milwaukee Journal/Sentinel regarding the County's participation in the Focus Health program.

During public input, Maura Yost spoke regarding the Human Services Department (HSD). She said the County was contriving to circumvent State law by not having one Human Services Director. The County is acting illegally and must be brought into compliance. She stated the financial status since the department has not had a director has really declined and she asked that the Committee take action to rectify this situation.

Discussion regarding the Attorney General's opinion on the HSD Director position took place. Steve Rollins stated the Attorney General would not give an opinion because the matter was not of statewide concern. The Assistant Attorney General commented that generally a Director is one person; however Steve gave examples of corporations who have more than one CEO. He also mentioned that some school districts are going to Co-Superintendents. He said the policy decision of the Board is not inherently wrong but he may suggest some changes to the job descriptions to make it clear that the co-directors have complete span of control over the department. Supervisor Nickels is not convinced that they have the leadership responsibilities that a director would have. He feels they have responsibility for their own area of expertise but not the entire department.

Bob Ziegelbauer stated that the County Board approved the creation of the four co-directors for the Human Services Department, and it's time for the Board to take responsibility for the policy decision they approved. If the issue is brought up again during the 2014 budget we can have further policy discussions, but until that time he would like to move on with the organizational structure that has been approved by the Board. Sharon distributed copies of the job descriptions for the four co-directors and pointed out examples of where they collaborate on the department budget as well as programming and services. After considerable discussion, the consensus of the Committee was that this matter has been decided for this year and if someone wants to advocate for a single director position at budget time for 2014, they should do so. Supervisor Hoff asked that Steve and Sharon make whatever changes they feel are necessary to the job descriptions to be sure they meet the requirements of the Board's action in naming the co-directors.

Bob Ziegelbauer reviewed how the organizational structure of the Human Services Department has evolved since he began as County Executive in 2006. Bob distributed several financial reports to show a clear picture of the status of the department over the past several years. Costs are leveling off since Family Care started in 2010. Bob emphasized that the Human Services Department is much better at forecasting costs on a timely basis due to the improved accounting mechanisms put into place. Since the State continues to be slow in providing reimbursements, it is still a challenge to know with certainty how actual costs are compared to budget, but the Department is much better at providing budget projections and comparing budget to actual costs.

Discussion took place regarding the reimbursements promised to employees from Holy Family Memorial (HFM). One employee came forward and disclosed the reimbursement he was promised. He will notify HFM that he cannot accept the reimbursement. Sharon is working with Auxiant to identify other participants who had services at HFM prior to March 31, 2013 that would have resulted in Focus Health co-pays being assessed so that we can follow up with them to see if they received a reimbursement. This will not result in Auxiant disclosing any personal health information and specific procedures will not be identified.

Sharon reported to the Committee that the implementation of the new Employee Assistance Program is beginning with training for supervisors and employees in April. The new program will be effective May 1st.

The status of the performance management project was discussed. Sharon informed the Committee that all but two supervisors attended the March training sessions and we have training scheduled again for April. She also told them that Personnel Department staff was working on developing the software and the templates that will be used by departments.

A motion was made by Hoff and seconded by Nickels to adjourn at 5:57 p.m. Motion carried unanimously.

Susie Maresh, Secretary

Date

Minutes taken by D. Schmidt, Personnel Coordinator



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: May 7, 2013

TIME: 4:45 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action – request for unpaid medical leave (Sheriff Department employee)
4. Discussion and possible action on addition of 1.0 FTE Child Protective Service Worker
5. Discussion and possible action on converting Paralegal position to Paralegal/Office Supervisor position – District Attorney Office *and discussion on other proposed staffing changes in the District Attorney Office*
6. Discussion and possible action related to resolution authorizing out of state travel for Jane Babcock, CVSO
7. Review of recent Court of Appeals Decisions: Ronald D. Cramer v. Eau Claire County and Milwaukee Police Association vs. City of Milwaukee
8. Discussion and possible action regarding Section 4.10(7) of Personnel Manual relating to annual calculation of pro-ration for part-time employees
9. Review of timeline and implementation of performance management project
10. Discussion and possible action related to resolution authorizing out of state travel for Stacy Ledvina and Christma Hockhammer, Human Services Department.
11. *Discussion and possible action regarding request from Circuit Court Judges to provide a temporary Court Commissioner or fill the part-time Court Commissioner position at an earlier date*
12. Adjournment

Date: May 1, 2013

Amended: May 3, 2013 @ 2:39 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

May 7, 2013; 4:45 p.m.

PRESENT: Supervisors Vogt, Maresh, Behnke and Hoff. Supervisor Nickels was excused.

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

The meeting was called to order at 4:45 p.m. The minutes from the April 2nd meeting were approved upon a motion by Vogt, seconded by Maresh and carried unanimously.

There was no correspondence or public input.

The Committee discussed the medical leave of absence for K. Nienhaus, Jail Supervisor in the Sheriff's Department. She has been on medical leave since November, 2012 and has exhausted all of her paid leave. She will exhaust her short-term disability income continuation benefit on May 24, 2013 and will be off at least until she sees the doctor June 11th. She is requesting an unpaid medical leave of absence until she is released from her doctor to return to work. A motion was made by Vogt, seconded by Maresh to approve this request until the July Personnel Committee meeting unless her doctor allows her to return to work at an earlier date. Motion carried unanimously.

The Committee discussed a request to add 1 FTE to the Child Protection Unit in the Human Services Department. The caseload has increased significantly and the Department doesn't see that declining. The investigations are very labor intensive. The State has very strict timelines for completing the review and making a determination. Bob Ziegelbauer said the need would continue to be evaluated as the budget is developed for 2014. A motion to recommend that the County Board approve the creation of this position was made by Vogt, seconded by Maresh and carried unanimously. A resolution will be brought to the May County Board meeting.

The request from the District Attorney to convert an existing paralegal position to a paralegal/office supervisor position was discussed. It is Mark Rohrer's opinion that a staff supervisor is needed in his office. While he has tried to create this position in the past, he has never had an employee interested, but now he has an employee interested in the job. Mark will be taking over as a Circuit Court Judge somewhere between June 3rd and August 1st and Mark feels it is critical that there be a Supervisor in place since the District Attorney position will be vacant. Bob Ziegelbauer suggested that the best time to address this issue is during the budget process and that it would be best to wait until a new D.A. is appointed so that individual can determine what is best for the organizational structure of the department. Supervisor Vogt supports maintaining the status quo until Mark's replacement has been appointed and this can be addressed in the budget. Supervisor Hoff understands the need to have a supervisory position in place when Mark takes his new position as Judge. Supervisor Maresh also feels it should be done as part of the budget. A motion to deny the request was made by Vogt, seconded by Maresh and carried. Supervisor Hoff voted no.

The Committee discussed a request from the District Attorney to increase a part-time (.75FTE) Victim Witness Coordinator position to full time. He thought this had been done as part of the budget process, but became aware in February that it had not been increased. Bob Ziegelbauer explained that this was discussed and not supported during the budget process. Instead, the District Attorney's office was allocated funding to be used in case the work load required that regular staff work additional hours or to hire a temporary employee if needed. This is a subject that has been discussed several times during the past few years and Bob recommends again, that this be addressed at budget time. A motion was made by Maresh and seconded by Vogt to deny the request. Motion carried.

The request for out of state travel for Jane Babcock was discussed. Money is included in her budget for this travel. A motion to approve and recommend to the County Board was made by Hoff, seconded by Maresh and carried unanimously.

Steve Rollins discussed two Court of Appeals cases. The Court of Appeals found in favor of the County in the Ronald D. Cramer v. Eau Claire County case. The issue in this case was whether or not the County could change benefits for elected officials during their term of office and the Court of Appeals determined that benefits are not part of their salary and therefore, can be changed during an elected officials' term of office. Steve anticipates this decision could be appealed.

In the other case, (Milwaukee Police Association v. City of Milwaukee), the decision supports Manitowoc County's position that contributions to a health savings account are a prohibited subject of bargaining. Once this decision is published it will become persuasive evidence in the County's case.

The Committee discussed section 4.10(7) of the personnel manual related to proration of benefits for part-time employees. In rare situations a part-time employee may work fewer hours than the number of hours budgeted. In situations like this, the practice has been to keep the pro-ration at the budgeted pro-ration and not decrease the pro-ration based on actual experience. The personnel policy does not support this practice. The Committee's consensus is that the policy be followed.

Sharon reviewed the timeline and status of the implementation of the performance management project with the Committee.

The resolution approving out of state travel for Stacy Ledvina and Cristma Hochkammer was discussed. A motion was made by Maresh, and seconded by Vogt to approve and recommend to the County Board. Motion carried.

The request from the Circuit Court Judges to appoint a temporary Court Commissioner or fill the part-time Court Commissioner position at an earlier date was discussed by the Committee. Since there has been a vacancy for the 3rd Circuit Court Judge for some time and it is anticipated it will be a few months yet before that position is filled, the Judges are considering how best to fill the void. They would like to either appoint a temporary Court Commissioner to assist them or fill the part-time Court Commissioner position prior to Ray Greig's retirement date. A motion was made to approve the Judges' request by Vogt and seconded by Maresh. Motion carried.

The next meeting will be held on June 18, 2013 prior to the County Board meeting.

A motion was made by Hoff and seconded by Vogt to adjourn at 6:06 p.m. Motion carried unanimously.

Susie Maresh, Secretary

Date

Minutes taken by D. Schmidt, Personnel Coordinator



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: July 16, 2013

TIME: 5:45 p.m.

PLACE: UW-Manitowoc, **Room F175**
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. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action – request for unpaid medical leave (Sheriff Department employee)
4. Discussion regarding Performance Management project
5. Discussion related to the transition plan for Local 5068 (Health Department employees) when the collective bargaining agreement expires on 12/31/2013.
6. Discussion related to implementation of Affordable Care Act

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

7. Litigation matters

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

8. Adjournment

Date: July 9, 2013

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

July 16, 2013; 5:45 p.m.

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

The meeting was called to order at 5:45 p.m. A motion to approve the minutes from the May 7, 2013 meeting was made by Supervisor Vogt, seconded by Supervisor Maresh and carried unanimously.

There was no correspondence or public input.

Sheriff Robert Hermann addressed the Committee regarding a request for an unpaid medical leave for Kelli Nienhaus. The Sheriff reported that Ms. Nienhaus is eager to return to work but has not yet been medically cleared to do so. Since a return to work date is unknown at this time, the Sheriff requested that the Committee authorize an unpaid medical leave of absence until November 14, 2013, which is the one year anniversary of the start of the medical leave. If Ms. Nienhaus is released to return to work earlier she will do so. A motion was made by Supervisor Vogt, and seconded by Supervisor Maresh to approve an unpaid medical leave of absence for Kelli Nienhaus until November 14, 2013. Motion carried unanimously.

Sharon Cornils, Personnel Director, updated the Committee on the Performance Management project and answered questions from the Committee.

Sharon reported that she met with Health Department employees currently represented by Local 5068 on June 25, 2013 to explain the transition to non-represented status that will occur on January 1, 2014.

Sharon distributed information regarding the Affordable Care Act, and answered questions regarding the delay in the "pay or play" mandate portion of the Affordable Care Act. The Committee discussed the additional fees that will be required by the Affordable Care Act. Cost containment strategies were discussed, and information from Smart Choice MRI regarding the savings incurred to date due to the steerage to Smart Choice was reviewed.

Steve Rollins, Corporation Counsel, updated the Committee on pending litigation matters, and answered questions from the Committee.

Next meeting dates were discussed. The Personnel Committee may meet prior to the August County Board meeting if there are matters that cannot wait until the next regularly scheduled meeting. Otherwise, the next meeting will be on September 3, 2013 at 4:45 p.m.

A motion to adjourn the meeting was made by Supervisor Maresh, seconded by Supervisor Hoff and carried unanimously. The meeting was adjourned at 6:17 p.m.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: September 3, 2013

TIME: 4:45 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action regarding unpaid medical leave for Sheriff's Department employee
4. Discussion and possible action regarding creation of 1.0 FTE Economic Support Specialist and .85 FTE Economic Support Assistant (Human Services Department)
5. Discussion and possible action regarding Focus Health co-pay amounts for 2014
6. Discussion and possible action regarding the Affordable Care Act and possible health insurance plan design changes for 2014
7. Discussion regarding establishing compensation for County Board term beginning April 2014
8. Discussion regarding establishing compensation for County Executive term beginning April 2014
9. Discussion regarding 2014 budget
10. Discussion regarding modifications to Ethics Code
11. Discussion and possible action regarding Employee Policy 4.10(7) Part Time Employees
12. Adjournment

Date: August 28, 2013

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

September 3, 2013; 4:45 p.m.

PRESENT: Supervisors Behnke, Vogt, Hoff and Maresh. Supervisor Nickels was excused.
ALSO PRESENT: Supervisor Metzger, Bob Ziegelbauer, County Executive, Steve Rollins, Corporation Counsel; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator.

The meeting was called to order at 4:46 p.m. The minutes from the July 16 meeting were approved upon a motion by Vogt, seconded by Hoff and carried unanimously.

Sharon distributed correspondence from the Wisconsin Federation of Nurses and Health Professionals.

Public Input –

Maura Yost addressed the Committee regarding the upcoming budget. She stated Manitowoc County is required by State Statute to have a Human Services Director and the County Board cannot approve appointments that conflict with State law. She asks that the 2014 budget include funds for a single Human Services Director position.

The Committee discussed a request from the Sheriff's Department to grant an unpaid medical leave of absence for the part-time LPN in the Jail until mid-October. She is a new employee who does not have any paid time available to her, nor has she been employed long enough to be eligible for family medical leave or short-term disability income continuation benefits. A motion was made by Vogt and seconded by Hoff to approve the leave as requested. After discussion, another motion was made by Vogt and seconded by Hoff to amend the original motion to approve the leave until the November Personnel Committee meeting in case she isn't able to return in mid-October. Motion carried.

The Committee discussed the proposed resolution adding 1.85 Economic Support Staff to the Human Services Department. The full-time position is necessary to fulfill increasing demands due to the implementation of the Affordable Care Act and will be fully funded through Federal and State funds. The .85 FTE Economic Support Assistant is necessary to administer the energy assistance program and will be paid for by State funding. A motion was made by Maresh and seconded by Vogt to bring this resolution to the County Board for their approval at their 9/17/13 meeting. Motion carried.

The Committee discussed Focus Health co-pays for 2014. Bob Ziegelbauer and Sharon Cornils discussed health insurance costs with the Committee. They explained that in 2014 our Plan will begin to pay costs associated with the implementation of the Affordable Care Act. Those costs are estimated to be in the range of \$70,000.

Actuarial analysis of our Plan (which looks at our claims experience, fixed costs, and the new fees associated with the Affordable Care Act) estimates that we would need to add an additional \$535,000 in funding for 2014. There is not an additional \$535,000 easily available to add to the County's funding of our Plan.

An analysis of claims experience from January 1, 2013 - July 31, 2013 found that 62% of inpatient hospital admissions took place at preferred plus tier providers and 44% of outpatient surgeries took place at preferred plus tier providers. If all the inpatient admissions and outpatient surgeries had been performed at preferred plus tier providers the cost to the plan would have been reduced by approximately \$80,000. Bob is recommending an increase in the Focus Health co-payment which is currently \$850 for an inpatient admission and \$500 for an outpatient surgery. He is proposing a co-payment of \$2000 for both inpatient admissions and outpatient surgeries effective 1/1/14. A motion was made by Vogt and seconded by Maresh to approve the adjustment in the co-pays effective 1/1/14. Motion carried with Supervisor Hoff voting no.

Discussion regarding the Affordable Care Act and possible health insurance plan design changes for 2014 took place. While very important to the control of costs, increased utilization of preferred plus tier providers alone will not solve the need to find funding for our Plan. The concept of changing how spouses are covered under our Plan was discussed, but no recommendations or proposals were offered and no decisions were made. Additional claims experience will be analyzed during the month of September and health plan modeling will be done. The Committee will discuss this again at their next meeting on October 1st. Health insurance plan design changes may be included in the County Executive's proposed annual budget, which will be delivered to the County Board in early October.

Discussion regarding compensation for County Board members for their term starting in April 2014 was on the agenda. A motion was made by Behnke and seconded by Maresh to maintain the current level of compensation for the term beginning in April 2014. Motion carried.

Discussion regarding compensation for the County Executive's position for the term beginning in April 2014 was discussed. The Committee asked Sharon to get more information regarding comparisons with other similar-sized counties. They also asked for the history of the County Executive's compensation the past several years. This will be placed on the agenda for the next meeting.

Bob discussed the 2014 budget with the Committee. He notified them that he will not be proposing any change in the way Human Services is managed. The Corporation Counsel's opinion is that the County is in compliance with the law based on the changes that were made with the appointment of the co-directors.

The two big issues that will have to be addressed are whether or not there will be a reshaping of the health insurance plan design and compensation for County employees. More than half of the employees will get increases in 2014 due to action taken as part of the 2013 budget deliberations. Whether or not there will be any additional money for any other increases has not yet been determined.

The Committee discussed modifications to the Ethics Code. Steve Rollins will be drafting some modifications for the Committee's consideration based on a recommendation by the Ethics Board.

The Committee discussed section 4.10(7) of the Employee Policy Manual related to proration of fringe benefits for part-time employees. Supervisor Hoff requested that this item be added to the agenda for discussion. He stated that of 38 part-time employees, 3 dropped below their guaranteed proration. Two were for medical reasons and the 3rd employee was new and requested some unpaid time off since she doesn't have vacation time available to her yet. He doesn't feel an employee should be penalized if they drop below their proration due to medical reasons. A motion was made by Hoff to amend the policy to state that employees cannot be dropped below their guaranteed proration. The motion failed due to lack of a second to the motion.

The next meeting will be Tuesday, October 1, 2013 at 4:45 p.m. at the C & T Building.

A motion was made by Maresh and seconded by Vogt to adjourn at 6:32 p.m. Motion carried.

Susie Maresh, Secretary

Date

Minutes taken by D. Schmidt, Personnel Coordinator



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: October 1, 2013

TIME: 4:45 p.m.

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

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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 for the Child Support Account Clerk if position is not filled through internal posting*
4. Discussion and possible action regarding establishment of alternative wage schedule for Court Commissioners
5. Discussion regarding short term disability income continuation and sick leave paid in 2013
6. Discussion regarding the Affordable Care Act and possible health insurance plan design changes for 2014
7. Discussion and possible action regarding establishing compensation for County Executive term beginning April 2014
8. Discussion regarding 2014 budget
9. Discussion and possible action on recommended modifications to Ethics Code

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

9. Discussion and possible action regarding September proposal to Wisconsin Professional Police Association

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

10. Adjournment

Date: September 25, 2013

Amended: September 30, 2013

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

October 1, 2013; 4:45 p.m.

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

Also Present: County Board Supervisors Waack, Weiss, and Baumann; Steve Rollins, Corporation Counsel; Bob Ziegelbauer, County Executive; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:45 p.m. Minutes from the September 3, 2013 meeting were approved upon a motion by Vogt, seconded by Hoff and carried unanimously.

The report of economic interest filed by Steve Rollins was received and placed on file.

Bob Ziegelbauer distributed information on overtime and sick leave costs.

Sharon distributed the 2014 Preferred Plus Tier Providers for the Focus Health Program, and information regarding the dependent coverage requirement under the Affordable Care Act.

There was no public input.

The Committee discussed the request for a waiver of the advertising requirement for the Account Clerk position in the Child Support Agency if the position is not filled internally. Our existing policy 4.01(3) does not require external advertising when recruiting for an identical position within 6 months and a qualified applicant pool is available. While not identical, this is a similar position and we received approximately 400 applications when that position was advertised in April of this year. A motion to approve the waiver was made by Vogt, seconded by Hoff and carried unanimously.

The Committee discussed the establishment of an alternative wage schedule for the Court Commissioners. The Court Commissioners are appointed and supervised by the Judges and are not subject to the performance management system being implemented for other County employees. Sharon checked wage comparisons with a few other counties and created the proposed wage schedule based on the existing wage band for the Family Court Commissioner. Movement within the wage schedule would be contingent upon the Court Commissioners receiving a satisfactory performance evaluation from the Judges. The Family Court Commissioner and the part-time Court Commissioner would be eligible for a step increase on their date in position in 2014. The Register in Probate/Court Commissioner would be eligible for a step increase on her date in position in 2015. Any new Court Commissioner appointed by the Judges could not be hired at a rate above step 3 of the schedule without Personnel Committee approval. Upon a motion by Vogt and seconded by Hoff, the Committee approved removing the Family Court Commissioner, Court Commissioner, and the Register in Probate/Court Commissioner from the non-represented salary schedule and placing them on their own salary schedule. Motion carried.

The Committee discussed short-term disability and sick leave paid in 2013. The County made the decision to self-insure the short-term disability income continuation program for this year. Through September 14th \$24,351.55 was paid in income continuation benefits. Had the program been fully insured, the County would have paid \$93,024 in premiums.

The Committee discussed the Affordable Care Act (ACA) and health insurance changes that the County Executive is including in his proposed 2014 budget. The budget includes a 3-tier rate structure with premium contributions as follows:

Single Coverage -	Employees pay 2% of the monthly premium
Employee & Children -	Employees pay 4% of the monthly premium
Employee & Children & Spouse –	Employees pay 7% of the monthly premium

The ACA does not require employers to provide coverage for spouses. Effective January 1, 2014 a working spouse provision will be implemented that makes spouses of County employees who have access to health insurance coverage at their place of employment ineligible to remain on the County's health insurance plan unless the premium contribution required by their employer exceeds \$250/month.

The above structure does not apply to employees represented by WPPA. Those employees will no longer be able to cover their spouse under the County's health insurance plan.

The Committee discussed compensation for the County Executive. Compensation for the next four-year term must be set before the first day that candidates can take out nomination papers. After considerable discussion, a motion was made by Maresh, seconded by Vogt and carried unanimously to approve a 1% increase for the next three years and a 2% increase in the fourth year of the term. The corresponding salaries are as follows:

\$79,928.37 in April, 2014

\$80,727.65 in 2015

\$81,534.93 in 2016

\$83,165.63 in 2017

A resolution establishing compensation for the office of County Executive will be forwarded to the County Board.

Bob Ziegelbauer let the Committee know that the 2014 budget was coming together and other than health insurance, he did not foresee any major policy changes.

The Committee discussed recommended changes to the Ethics Code. All of the changes were based on recommendations by staff or the Ethics Board members. Steve Rollins went through the proposed ordinance amendment with the Committee and explained the changes and rationale for those changes. A motion was made by Vogt and seconded by Hoff to present the resolution to the County Board for approval of the recommended changes. After discussion, Supervisor Hoff made a motion to amend line 76 to read The Ethics Board may assess a forfeiture... rather than “shall”. The motion to amend was seconded by Supervisor Nickels and passed unanimously. The main motion as amended was also passed unanimously.

The Committee convened in closed session at 6:11 p.m. pursuant to Wis. Stats. §19.85(1)(e) to discuss and possibly take action regarding the County's September proposal to the Wisconsin Professional Police Association.

The proposal made to the WPPA was discussed by the Committee.

The Committee reconvened in open session at 6:34 p.m. upon a motion by Maresh, seconded by Hoff and carried unanimously.

The next meeting was scheduled for Wednesday, October 30 at 4:45 p.m.

A motion was made by Hoff and seconded by Maresh to adjourn at 6:36 p.m. Motion carried.

Susie Maresh, Secretary

Date _____



MANITOWOC COUNTY
PERSONNEL COMMITTEE
2nd AMENDED MEETING NOTICE

DATE: October 30, 2013

TIME: 4:45 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action regarding request for extension of unpaid medical leave for Sheriff's Department employee
4. Discussion and possible action regarding Clerk of Court request to post Counter Clerk position at the minimum of wage band B(2)(2) - \$17.25/hour
5. Review and discussion regarding the time line for implementation of proposed health insurance plan design changes for 2014
6. Discussion of Focus Health cost savings summary report updated through September 2013
7. Discussion regarding personnel matters included in the proposed 2014 budget
8. *Discussion and possible action regarding proposal to create succession plan for position of Corporation Counsel*
9. *Discussion and possible action regarding resolution establishing County Executive salary for term beginning April 2014*
10. Adjournment

Date: October 21, 2013

Amended: October 28, 2013

Amended: October 29, 2013

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

October 30, 2013; 4:45 p.m.

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

ALSO: Biff Hansen, County Board Chairman; Bob Ziegelbauer, County Executive; Lynn Zigmunt, Clerk of Circuit Court; Supervisors Holschbach, Metzger, Waack, Baumann and Dufek; Sharon Cornils, Personnel Director and Diane Schmidt, Personnel Coordinator

The meeting was called to order at 4:45 p.m. Minutes from the October 1, 2013 meeting were approved upon a motion by Vogt, seconded by Hoff and carried unanimously.

Public Input –

Maura Yost spoke regarding the need for the County to fund a Human Services Director position in the County Budget for 2014. She urged the Committee to make the County Executive put the money in the budget for this position or they would be putting their professional integrity on the line by continuing to staff the Human Services Department with Co-Directors which is illegal.

Diane Mittnacht, employee of the Health Department, voiced her concerns about HPS and stated they do not help employees resolve payment issues between the employee and their provider.

Andy Beck, Detective, spoke regarding the increase in drug and criminal activity in the Community and how important it is that the County support the members of WPPA. They are the last line of defense between the citizens and those committing crimes. He said the County shouldn't compare deputies to other employees. The deputies can take a life or arrest someone. He referenced many of the difficult situations he has dealt with in his career and asked that they be treated fairly. He's not trying to get rich off the county, but wants to be treated fairly and eliminating coverage for spouses is unfair.

The Committee discussed the request for an extension of an unpaid medical leave of absence for a Sheriff's Department employee until the December Personnel Committee meeting. The employee will be reevaluated in November and we will have a better idea of her status by that December meeting. A motion was made by Hoff and seconded by Maresh to approve the extension until the next meeting. Motion carried.

The Committee discussed the request from Lynn Zigmunt to post the Counter Clerk vacancy in her office at the minimum of the pay grade (B22) which is \$17.25. It had been posted at the rate of \$14.03. \$14.03 is the rate of the lowest paid employee in the B22 pay grade that is in the administrative/fiscal occupational group. She understands the current policy requires that no new hire can be hired at a rate higher than an existing employee in the same occupational group. She said that while the current situation is not ideal, the pay plan has a mechanism in place for getting current employees below the minimum to minimum. Hiring new employees well below the minimum will only make the problem worse because the number of employees below minimum will grow. Generally the employees below minimum were contracted employees who are now County employees.

Filling the vacancy at \$14.03 per hour will cause the new employee to be making \$4.22/hour less than co-workers doing the same job who were hired just a year ago. She would like to see the Committee authorize a starting rate of \$18.65 (the rate paid to her other Counter Clerks), but would settle for the minimum of \$17.25.

Sharon Cornils stated that hiring a new employee at a higher rate than an existing employee would have the likely effect of all other employees currently below minimum requesting the same action. It would be impossible to justify to a current employee how paying a new employee at the minimum of the wage band and denying the same benefit to the existing employee constituted fair treatment. We are not having a problem attracting qualified applicants for these positions. The cost of bringing all employees below minimum to the minimum would be approximately \$90,674 and would provide employees with an average increase of 12.29%. No action was taken on the request.

Sharon informed the Committee that the Spin Program will be eliminated as of December 1. While the program worked well and saved the health plan an estimated \$280,000 it is no longer viable. Aurora bought the Surgery Center and will be charging the same rate for services there as it does for services at the hospital. There is no longer enough of a price differential to support the payment of cash incentives.

Bob Ziegelbauer reviewed the health insurance changes included in the 2014 proposed budget. The required 60 day notices about the change in spousal coverage have been sent to all employees currently covering their spouses under Manitowoc County's group health plan. He explained the differences in plan design for the general employees vs. the employees covered by WPPA and non-union sworn employees. He stated a proposal was made to the WPPA group to have the same coverage level as the general employees but that proposal was rejected.

Discussion followed.

Supervisor Metzger asked that a written opinion from the Insurance Commissioner regarding the legality of the proposed spousal carve-out be requested. Supervisor Behnke asked the County Board Chairman to seek that opinion.

The Committee discussed succession planning for the Corporation Counsel position. This position is the most critical position to the functioning of Manitowoc County and we have no succession plan in effect. Since it is anticipated that Steve Rollins will be retiring in a couple of years, the County Board Chairman and County Executive have advanced a proposal to create a succession plan. This plan would delegate the following additional duties to Steve:

- Identifying the most significant challenges he anticipates the County may face in the next 5 years. This will help the County determine what skills to emphasize when looking for a new Corporation Counsel.
- Assisting in the recruitment and selection process for his successor including reviewing applications, participating in the interview process, reviewing writing samples, etc.
- Developing an orientation and training plan for the first year following the hiring of a new Corporation Counsel, and

- Accomplishing the above in a timeframe that would allow the new Corporation Counsel some time to work with Steve during a transition period.

As part of asking Steve to take on these additional duties, the proposal includes increasing Steve's salary from \$93,084 to \$100,025 (the maximum of the pay grade for Corporation Counsel). It is anticipated that when Steve leaves, the County would have to pay a new hire close to what Steve is currently receiving after 16 years of service. Comparable wage information gathered from a few surrounding counties shows that Manitowoc County's salary range for Corporation Counsel is on the low side of the comparables. A motion was made by Hoff and seconded by Vogt to approve the proposal as presented. Motion carried with Supervisor Nickels voting no.

The resolution regarding establishing the County Executive's compensation for the next term was tabled by the County Board and will be brought back for discussion at the next meeting.

The next meeting will be held on December 3, 2013 at 4:45 p.m. A motion was made by Hoff, and seconded by Maresh to adjourn at 7:10 p.m. Motion carried unanimously.

Susie Maresh, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: December 3, 2013

TIME: 4:45 p.m.

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

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

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Discussion and possible action regarding request for extension of unpaid medical leave for Sheriff's Department employee
4. Discussion and possible action regarding request to pay additional K-9 uniform allowance to non-represented Sheriff's Department employee
5. Discussion of proposal to allow Sheriff Deputies hired after July 1, 2011 the opportunity to remain on the County's general employee insurance plan
6. Discussion and possible action regarding request for unpaid medical leave for Joint Dispatch Center employee
7. Discussion regarding recruitment for Information Systems Department and Clerk of Court position
8. Discussion regarding implementation of position changes approved in the 2014 budget
9. Review and discussion regarding summary of wage and benefit changes: 2006 - 2014
10. Review and discussion of Focus Health cost savings summary report updated through October 2013
11. Discussion of Wisconsin Retirement System provisions
12. Adjournment

Date: November 26, 2013

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
December 3, 2013; 4:45 p.m.

PRESENT: Supervisors Nickels, Behnke, Maresh and Hoff. Supervisor Vogt was excused.
ALSO PRESENT: Supervisors Waack, Baumann, and Metzger; Steve Rollins, Corporation Counsel; Bob Blashe, Information Systems Director; Sheriff Rob Hermann; Paul Hacker, JDC Supervisor; Sharon Cornils, Personnel Director; Diane Schmidt, Personnel Coordinator.

The meeting was called to order at 4:45 p.m. The minutes from the October 30, 2013 meeting were approved upon a motion by Hoff, seconded by Maresh and carried unanimously.

Sharon distributed correspondence from Steve Rollins to Barbara Wright regarding a disallowance of claim.

Maura Yost spoke during public input. She stated that during the budget meeting on Monday night, Chairman Hansen said the County Board follows the rules and therefore needed to vote again on the budget. The County Executive did not make any changes in the budget regarding the need to have a single Human Services Director and therefore the County continues to operate outside the law. The County shouldn't pick and choose which rules they want to follow. She urges the Personnel Committee to do the analysis regarding the needs and cost for a Human Services Director. She asked how the County can hire employees at the airport and pay for them if they can't pay for a Human Services Director.

The Committee discussed the request for an extension of the leave of absence for Kelli Nienhaus. Kelli holds the position of Jail Supervisor in the Sheriff's Department, began a medical leave of absence on November 14, 2012, and an unpaid medical leave of absence on May 23, 2013. The Sheriff stated it is difficult to continue to hold a supervisory position open, and the most recent medical certification provided shows that Kelli will need to remain off of work for at least three more months. The Sheriff's recommendation is to fill the Jail Supervisor position currently held by Kelli, and hold a full-time corrections officer position open for Kelli until she is able to return. The Sheriff also requested approval to pay Kelli the highest rate of pay being paid to a current correctional officer. A motion was made by Hoff, seconded by Maresh to approve the Sheriff's request to fill the jail supervisor position, hold a full-time corrections officer position open for Kelli, and pay her the highest rate of pay being paid to a current corrections officer. Motion carried unanimously.

The Committee discussed a request to pay the same uniform allowance to the non-represented K-9 officer as being provided to the represented K-9 officers, which is \$600 per year. All other officers receive \$525 per year. A motion was made by Maresh, seconded by Behnke to approve the request. Motion carried unanimously.

The Committee discussed a request for an unpaid medical leave of absence for a JDC employee. This employee will exhaust all of her paid time off as of 12/11/13 and will be re-evaluated by her doctor on January 6, 2014. The request is to approve an unpaid leave of absence until the January 7, 2014 Personnel Committee meeting. The recommendation from the department is to approve the leave as requested. A motion was made by Hoff and seconded by Maresh to grant the unpaid medical leave until the January 7, 2014 meeting. Motion carried unanimously.

Sharon gave the Committee an update on the status of recruitment for two vacancies in the Information Systems Department. Conditional offers of employment have been made to individuals for both the Desktop Administrator and the Aegis Administrator positions. The background check for the Aegis Administrator position is being conducted by the Sheriff's Department at this time. We will be doing reference checks and the background check on the Desktop Administrator this week.

Bob Blashe shared his concerns regarding the compensation levels for the IS positions. Recruiting for qualified people has been difficult and time-consuming. He said his staff is receiving calls from headhunters and he is concerned that he could lose additional staff. He indicated the cost of replacing his staff is significant when you factor in advertising, training needed to bring the new staff up to speed and the cost of contracted services to fill in when there is a vacancy. Chairman Behnke asked Bob and Sharon to sit down to discuss this issue and bring back some recommendations to the Committee in a few months.

Supervisors Nickels was excused at 5:17 p.m.

Sharon updated the Committee on the recruitment status for the Counter Clerk position in the Clerk of Courts Office. She told them how well the new testing software is working and that we would be testing approximately 90 individuals.

Sharon let the Committee know that we would be working over the next several weeks to implement the position changes that were approved as part of the 2014 budget so if Supervisors see more advertising in the near future, it is because of those changes.

A copy of a summary of the wage and benefit changes that have occurred for County employees from 2006-2014 was distributed to the Committee for their information.

Sharon reviewed the Focus Health summary that Supervisors received in their packet for the month of October.

Sharon distributed a handout explaining the WRS contribution levels, eligibility for retirement guidelines, and some sample retirement estimates calculated using the retirement calculator on the Department of Employee Trust Funds website.

The next meeting will be held Tuesday, January 7, 2014 at 4:45 p.m. A motion was made by Maresh and seconded by Hoff to adjourn at 5:32 p.m. Motion carried.

Susie Maresh, Secretary Date