



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: January 20, 2015

TIME: 6:30 p.m.

PLACE: Room F175, University of Wisconsin – Manitowoc County
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 comment
3. Discussion and possible action regarding 2015 risk management services
4. Discussion regarding Child Support Department reorganization
5. Discussion regarding Sheriff's Department hires/separations/overtime report
6. Discussion regarding cost of short term disability income continuation paid in 2014
7. Discussion regarding Focus Health co-pay report
8. Introduction of Corporation Counsel, Peter Conrad
9. ***Discussion and possible action regarding request to utilize existing applicant pool for Program Assistant at UW-Extension***

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

10. Discussion of pending litigation

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

11. Adjournment

Date: January 13, 2015

Amended: January 19, 2015 @ 9:06 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.

PERSONNEL COMMITTEE

January 20, 2015; 6:30 p.m.

PRESENT: Supervisors Behnke, Maresh, Baumann, Vogt and Nickels. Supervisors Waack, Vogel and Henrickson were also in attendance.

The meeting was called to order at 6:30 p.m. The minutes from the December 15, 2014 meeting were approved upon a motion by Vogt, seconded by Baumann and carried unanimously.

Sharon distributed correspondence to the Committee from the Department of Labor regarding a wage and hour investigation.

There was no public comment.

The Committee discussed the agreement with M3 for risk management services. The County has been in discussion with WMMIC regarding the need for these services. Some of the services M3 will provide include:

- Development of a comprehensive safety manual for County departments
- Hazard awareness training for the Highway Department
- Accident investigation training
- Training for employees who provide services in clients' homes.

WMMIC has agreed to pay \$3000 toward the cost of services. The remaining cost (\$5250) will be paid by the County from the County's worker's compensation self-insurance fund. There is money in the fund to cover this, so there will be no tax levy impact. A motion to approve the agreement was made by Maresh, seconded by Baumann and carried unanimously.

Sharon brought the Committee up to date on the status of the Child Support reorganization. Lou Hovda's office has been moved up to the Corporation Counsel's office. Interviews for a new Child Support Director are taking place this week. She is hopeful the County Executive will be able to bring in his appointment to the County Board in February.

The Committee reviewed the status of vacancies in the Sheriff's Department. Sharon informed the Committee that we have one full-time vacancy in patrol due to a recent retirement. There are currently two .9 FTE's vacant in Corrections. The written test has just been completed and physical agility testing will be scheduled soon.

Short-term disability income continuation was discussed. The County paid \$33,019 in benefits in 2014. The County is self-administering that benefit. Had we fully insured short term disability, we would have paid approximately \$124,000 in premiums. We will continue to analyze this benefit on an annual basis to be sure self-insuring is cost effective.

The focus health report was distributed to the Committee. The County is experiencing a utilization of 77% which is very close to the County's goal of 80% utilization.

Peter Conrad introduced himself as the new Corporation Counsel. He said he will be working full-time as of Monday, January 26th. He complimented Steve Rollins for having any pending issues in good shape and well organized.

The Committee discussed the request from the UW-Extension office to waive the advertising requirement for their part-time Program Assistant position. They would like to use the applicant pool for the Public Relations position in Soil & Water since that position uses the same skill set and the County received many qualified applicants for that position. A motion to approve waiving the advertising requirement was made by Baumann, seconded by Vogt and carried unanimously.

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

Dave Nickels, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: February 3, 2015

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 comment
- 3. *Discussion and possible action regarding Highway Department work schedule***
4. Discussion regarding Sheriff's Department hires/separations/overtime report
5. Discussion regarding Department of Labor investigation
6. Discussion regarding status of performance management project
7. Discussion regarding County Executive appointment of Child Support Director
- 8. *Review and discussion of overtime paid 2011 – 2014***

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

- 9. *Status of collective bargaining with Sheriff's Department employees represented by WPPA***
10. Discussion of pending litigation

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

11. Adjournment

Date: January 21, 2015

Amended: January 28, 2015

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

February 3, 2015; 4:45 p.m.

PRESENT: Supervisors Vogt, Behnke, Baumann and Maresh. Supervisor Nickels was excused. Supervisors Waack and Metzger were also present.

The meeting was called to order at 4:45 p.m. The minutes from the January 20, 2015 meeting were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no public comment or correspondence.

The Committee discussed the Highway Department work schedule and how and when employees are paid overtime. Gary Kennedy explained the work week is Sunday through Saturday and when employees are called in to work on Sunday they are paid at straight time. If there isn't a lot of work and the weather is quiet, employees may be told to take Friday off if they have worked 40 hours in the week. Gary reviewed their records and explained that the average employee worked four Sundays this winter season and received time and one-half the following Friday on two occasions and did not work the other two Fridays. The average employee earns \$4000-\$5000 in overtime in a year.

Bob Ziegelbauer stated that many hours were spent developing the overtime policy a few years ago and the County pays overtime in excess of what is required by the Fair Labor Standards Act (FLSA).

Supervisor Behnke stated that he requested that this item be placed on the agenda because he has gotten a few calls from employees of the Highway Department regarding this issue. He said the County often compares itself to the private sector when looking at pay and benefits and he feels that from time to time it is necessary to revisit prior decisions and have discussion. No action was taken.

The Committee discussed the summary of hires/separations and leaves in the Sheriff's Department. The Committee directed Sharon to invite Sheriff Hermann to the next meeting so he could update the Committee on their recruitment process and overtime trends.

Sharon advised the Committee on the status of the Department of Labor investigation. An investigator was here on January 28th. She met with Sharon and Peter Conrad for a few hours and reviewed all the documentation provided about the County's pay plan and methodology for determining exempt and non-exempt status. The Investigator has provided a list of approximately 65 employees she may contact. She has 90 days to complete the investigation. Sharon will keep the Committee informed as we learn more.

Sharon gave the Committee an update on the performance management project. The pay for performance component of the pay plan took effect for all employees who had anniversary dates in their position effective October 1, 2014 or later. Sharon explained that employees between minimum and midpoint need to receive a composite score of 1.75 or better to receive a step increase. Employees above midpoint must receive a composite score of 2.75 to receive a 3%

increase. Enough money was included in the 2015 budget to fund an increase for all employees. As of the end of January, 98 reviews had been completed and another 110 were in progress. The Committee requested that a summary of increases provided be provided at the March meeting.

The Committee discussed the Child Support Director position. The County Executive's appointment of Bridget Brennan will be coming to the County Board in February. She is scheduled to start on 3/16/15.

The Committee reviewed the overtime report which details overtime paid the last several years. The Sheriff's Department continues to pay a lot of overtime. The overtime rules for the members of WPPA generate much of the overtime, but the rules are contractual and cannot be unilaterally changed. That is why it is so important that vacant positions be filled as soon as possible.

Sharon let the Committee know that there has been no change in the status of bargaining for WPPA. We are still operating under a 2010 contract due to the lawsuit that WPPA has filed regarding the payment of health savings account contributions in 2011. The lawsuit is at the Court of Appeals. There are Supreme Court cases pending on this issue and the Court of Appeals appears to be waiting for the Supreme Court to rule on these cases.

Peter mentioned pending litigation regarding an easement dispute on some Walla Hi property.

A motion to adjourn was made by Maresh, seconded by Baumann and carried unanimously at 5:45 p.m.

The next meeting will be March 3, 2015 at 4:45 p.m.

David Nickels, Secretary

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: March 3, 2015

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 comment
3. Discussion and possible action regarding proposed restructuring in the WIC Division of the Health Department
4. Discussion regarding Sheriff Department recruitment process
5. Discussion regarding Sheriff's Department overtime
6. Discussion regarding Sheriff's Department hires/separations/overtime report
7. Discussion and possible action regarding Department of Labor investigation – conversion of working condition premium from lump sum to equivalent hourly rate
8. Discussion regarding status of performance management project
9. Discussion and possible action regarding resolution to authorize continuance of self-insured status for worker's compensation
10. Discussion and possible action regarding administration of non-accrued leave in conjunction with Policy 12.01 (General Restriction on use of Paid Time Off)

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

11. Discussion of pending litigation

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

12. Adjournment

Date: February 20, 2015

Kevin Behnke, Chair
By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

March 3, 2015

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

ALSO PRESENT: Supervisors Henrickson and Metzger

The meeting was called to order at 4:45 p.m. The minutes from the February 3, 2015 meeting were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no correspondence or public comment.

The Committee discussed the following proposal to restructure positions in the Health Department:

- eliminate a vacant .63 FTE bi-lingual WIC clerk position;
- add a .45 FTE nutrition educator position;
- increase the existing .73FTE bi-lingual health aide position to full-time.

The net result is an increase in FTE's of .09. There is no fiscal impact since the WIC program is fully funded by the Federal government. This restructuring was approved by the Board of Health. A motion to approve was made by Vogt, seconded by Baumann and carried unanimously. A resolution approving the restructuring will be placed on the agenda for the March 17th County Board meeting.

Recruitment for the Sheriff's Department was discussed. As of March 5th, the patrol division will be fully staffed. There are eight individuals on the list for Corrections Officers and interviews will be taking place in the very near future which should fully staff the jail also.

Sharon told the Committee that recruitment will continue to be an on-going activity for the Sheriff's Department as well as other departments as we are starting to see more retirements. We are looking at ways to shrink the timeframes between the various hiring steps. Reserve deputy recruitment is happening on an on-going basis which may help since we have had some success in filling regular positions with existing reserve deputies.

Sheriff Hermann said he feels they are doing an awesome job in filling positions. Inspector Schetter said it is difficult to keep an eligibility list because applicants are applying several places and if we don't have openings, they will be hired elsewhere. The Sheriff said he felt it would be helpful if we could offer an incentive to employees to give a six month notice if they are planning to retire so we could have positions filled quicker. Bob Ziegelbauer does not support paying a bonus but would suggest filling a vacancy sooner if we anticipate we will have an opening coming up.

There was no further discussion on Sheriff's Department overtime or the hires separation/overtime report.

The Committee discussed the conversion of the working condition premium from a lump sum to an hourly rate as required by the Department of Labor. The County can no longer pay employees a lump sum but must pay the premium on an hourly basis and include that amount in the overtime rate. The proposal is to convert the annual premium to an hourly rate by dividing it by 2080 (a 40-hour work week). The Comptroller's office is working on the calculations and will have more information on the impact at a future meeting. Before any changes are made, Sharon will review the calculations with the Department of Labor to be sure they are in agreement with how the County proposes remedying the situation.

Sharon updated the Committee on the status of the performance management project. She gave the Committee a report of the increases entered into the payroll system in January. The Committee requested that this report be provided monthly. It was noted that this report shows only those employees who were granted an increase as a result of meeting performance standards. It does not show the employees who did not qualify for an increase. Because PerformSmart and our payroll system are separate systems we cannot integrate that information without manual intervention.

Sharon advised the Committee that the resolution authorizing continuance of self-insured status is simply a formality, but is necessary to comply with State requirements to remain self-insured. A motion to forward the resolution to the County Board was made by Maresh, seconded by Baumann and carried unanimously.

The Committee discussed the policy related to restrictions on the use of paid time off. Sharon explained that except for positions that are required to be staffed at all times, employees cannot combine paid time off with hours worked to exceed their normally scheduled hours. If an employee takes vacation or sick leave the beginning of a week and then works additional hours, their vacation or sick leave is reduced so they do not get paid more than their regular hours for that week. Those benefit hours are available for them to use at a different time.

Recently an incident took place where an employee took funeral leave the beginning of the week and then worked overtime on a Saturday. When the policy was applied as currently written, the employee received 12.75 hours of funeral leave rather than 24 hours for the three days he was absent. The recommendation is to revise the policy to reflect that only accrued leave would be reduced when an employee is over their normally scheduled hours. Using funeral leave or jury duty, since it is not an accrued benefit, would not apply to this policy. The Committee agreed that the policy should be rewritten to exclude funeral leave and jury duty. A brief meeting will be scheduled prior to the County Board meeting on March 17th to take action on a resolution amending the policy. The Committee is supportive of making the change retroactively so there is no negative impact on the affected employee.

Peter Conrad gave the Committee an update on pending litigation.

A motion was made by Vogt and seconded by Baumann to adjourn at 5:45 p.m. Motion carried.

Kevin Behnke, Chairman

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: April 7, 2015

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 comment
3. Discussion regarding Sheriff's Department hires/separations/overtime report
4. Discussion and possible action regarding creation of 2 - .90 Deputy Sheriff positions
5. Discussion of results of Department of Labor investigation
6. Discussion regarding performance management reviews

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

7. Discussion of pending litigation

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

8. Adjournment

Date: March 31, 2015

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

April 7, 2015; 4:45 p.m.

Present: Behnke, Vogt, Nickels, Maresh, Baumann. Also present Supervisor Metzger

The meeting was called to order at 4:45 p.m. The minutes from the March 3rd and March 17th meetings were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no correspondence or public comment.

The Committee reviewed the updated report on hires, separations and overtime in the Sheriff's Department. Since the report was prepared, another deputy position is vacant due to a probationary employee being released.

The Committee discussed a request to create two additional .9 FTE Patrol officer positions. Adding the positions would allow us the best chance to maintain full staffing and reduce overtime. Even if the positions were hired now it would be fall before they would be ready to work independently. Sheriff Hermann would suggest making two of the existing .9 positions full time since the part-time employees are working full-time hours anyway. There was considerable discussion regarding the funding of the positions and Supervisor Behnke wanted to be sure we can document how the positions will be funded. A motion was made by Maresh and seconded by Supervisor Baumann to approve the two new positions. After more discussion regarding funding and the timing of filling these positions Supervisor Maresh withdrew her motion. Supervisor Baumann withdrew his second. This item will be placed on the agenda for the next meeting with more information on the financial impact.

Sharon advised the Committee on the results of the DOL investigation. The total back pay due to employees is approximately \$8,365 and is primarily due to converting the working condition premium to an hourly rate. In addition, after reviewing the salaried status of about 65 positions, the County will have to convert the following positions to hourly:

- Desktop Administrator in the Information Systems Department
- Veterans Service Officer
- Information and Assistance Specialist in the ADRC
- Elderly Benefit Specialist in the ADRC
- Disability Benefit Specialist in the ADRC
- Transition Care Coordinator in the ADRC
- Dementia Benefit Specialist in the ADRC

Their status will be changed effective 4/12/15 (the start of a new pay period). Sharon has met with all the affected employees so they understand the changes.

The performance management report for February was reviewed.

Peter Conrad updated the Committee on two pending litigation matters. A petition for review regarding the WPPA case was filed with the Supreme Court. Now it is up to the Court whether or not they will take up the case.

A subrogation claim has been filed in a matter involving a Highway employee who was injured while driving a snow plow in 2013. The other driver was at fault so the County has filed a claim for the costs associated with the worker's compensation claim.

The next meeting will be May 5, 2015.

A motion was made by Baumann and seconded by Maresh to adjourn at 5:20 p.m. Motion carried.

Dave Nickels, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: April 14, 2015

TIME: 6:00 p.m.

PLACE: Room F-175, University of Wisconsin, Manitowoc County
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 at the meeting:

1. Roll Call
2. Discussion and possible action regarding request to hire Highway Maintenance Worker above midpoint of pay grade B2(1)
3. Adjournment

Date: April 9, 2015

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

April 14, 2015

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

The meeting was called to order at 6:00 p.m.

A motion to approve hiring a Highway Maintenance Worker above midpoint of pay grade B2(1) was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 4-0.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Vogt and carried unanimously. The meeting was adjourned at 6:01 p.m.

Kevin Behnke, Chair

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: May 5, 2015

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 comment
3. Discussion and possible action regarding request for authorization for unpaid leave – ADRC employee
4. Discussion and possible action regarding request for waiver of vacation policy – Information Systems employee
5. Discussion regarding Sheriff's Department hires/separations/overtime report
6. Discussion regarding staffing and recruitment since January 1, 2015
7. Discussion and possible action regarding Policy 3.02 and 4.01(3) which require advertising for County positions

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

8. Discussion of pending litigation

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

9. Adjournment

Date: April 29, 2015

Kevin Behnke, Chair
By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

May 5, 2015; 4:45 p.m.

Present: Supervisors Behnke, Vogt, Maresh and Baumann. Supervisor Nickels was excused.

The meeting was called to order at 4:45 p.m. Minutes from the April 7th and April 14th meetings were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no correspondence.

PUBLIC COMMENT

Maura Yost spoke in support of a single Human Services Director rather than the current structure of co-directors. She stated she has shared her concerns about this issue with the Finance and Personnel Committees numerous times in the past.

Bob Blashe, IS Director, spoke in support of Ashley Smits' request for a waiver of the vacation policy.

Kelly Klein, Transition Care Coordinator for the ADRC, addressed the Committee regarding the recent change in her position from salaried to hourly due to the Department of Labor audit. She noted the potential loss of income and the reduced vacation benefits that will occur until she reaches 7 years of service. She realizes the County did not mean any intentional harm, but this change is significant for her personal situation.

Ashley Smits, Desktop Administrator addressed the Committee regarding the change in her position from salaried to hourly due to the Department of Labor audit. While she knows the change in status is beyond the County's control it does impact her personally. She is requesting a waiver of the vacation policy to allow her to remain on the exempt vacation schedule.

The Committee discussed the request for an unpaid leave of absence for J. Salzsieder, Information & Assistance Specialist at the ADRC. Jamie is expecting twins and will be eligible for short-term disability income continuation but not family medical leave because she has been employed less than one year. Department Directors have the ability to grant unpaid leaves of absence up to 10 calendar days. The request is to allow Cathy Ley, Director of the ADRC, the ability to grant an unpaid leave of absence for more than 10 calendar days so that Jamie would be able to take a total of 12 weeks of leave. This would include sick leave, vacation, paid short term disability income continuation and unpaid leave. A motion to approve the request was made by Vogt, seconded by Maresh and carried unanimously.

The Committee discussed the request for a waiver of the vacation policy for the Desktop Administrator. This position was recently converted from salaried to hourly as the result of the Department of Labor audit, and has been moved to the hourly vacation schedule. While the employee retains all vacation earned to date, the vacation schedule for hourly employees is less than the vacation schedule for exempt employees up to the completion of 7 years of service. At 7 years of service the vacation schedules are identical.

Discussion followed. Supervisor Vogt feels the vacation policy for hourly and salaried employees should be the same. Sharon explained the reason for the difference is because hourly employees have the ability to accrue compensatory time at the rate of time and one-half over 40 hours and therefore, have the ability of taking additional time off. Supervisor Baumann feels those converted to hourly should maintain the benefits they were promised when they were hired. Sharon noted that if the Committee approves this request other hourly employees could request the same variance, and the consistent exercise of policy is critical. It would be difficult to justify giving some hourly employees more vacation than others.

Sharon said the County urges supervisors to be as flexible as possible with employee schedules to allow the balance needed between work and home, but the flexibility can be granted only to the point that service to the public is not affected. Supervisor Vogt asked that the vacation schedule be addressed at a future meeting. Supervisor Behnke requested that staff get vacation schedules from other employers for the Committee to consider.

A motion was made by Maresh, seconded by Behnke to deny the request for a waiver of the vacation policy. Motion carried unanimously.

Staffing in the Sheriff's Department was discussed. We currently have two vacant .90 FTEs in corrections and two .90 FTEs vacant in patrol. One employee will be transferring from the Jail to Patrol soon and a background investigation is taking place for the other vacant patrol position.

Sharon reviewed the summary she provided to the Committee regarding the recruitment that has been taking place since the beginning of this year. Approximately 50% of the recruitment was due to retirements and approximately 30% of recruitment was done due the creation of new positions.

The Committee discussed the current policy related to the requirement to advertise in the newspaper for vacant positions. The policy was drafted prior to Manitowoc County having a website and access to JobNet and other web based recruitment sources. A survey of our applicants shows that approximately 75% of our applicant pool comes from the County's website, Wisconsin JobNet or job interest cards that applicants can fill out on the website. Advertising in the newspaper typically costs \$1100 - \$1500 per ad and only about 15% of applicants learn of our vacancies through the newspaper.

Discussion followed about available options for changing the policy. The Committee is supportive of changing the policy to give department directors the discretion of whether or not to advertise in the newspaper, and staff was directed to draft a policy revision for their consideration at the June meeting.

Peter Conrad updated the Committee on the status of two pending lawsuits.

A motion was made by Vogt and seconded by Baumann to adjourn at 5:40 p.m. Motion carried.

Kevin Behnke, Chairman

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: June 2, 2015

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 comment
3. Discussion and possible action regarding request to add 1.50 FTE Child Family Services Ongoing Social Worker positions and 1.0 FTE Waiver Program – Human Services Department
4. Discussion and possible action regarding proposed change to Policy 3.02 and 4.01(3) which require advertising for County positions
5. Discussion and possible action regarding request to waive advertising requirement for current administrative support vacancies
6. Discussion and possible action regarding proposed change to Policy 12.03 Holidays
7. Discussion and possible action regarding adoption of Policy 18.04 (Adjustment Time) and proposed change to Policy 18.03 Compensatory Time
8. Discussion and possible action regarding flexible work schedules
9. Discussion regarding vacation schedules
10. Discussion regarding County Executive appointment of Veterans Service Officer/Department Director

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

11. Discussion of pending litigation

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

12. Adjournment

Date: May 26, 2015

Kevin Behnke, Chair
By: Sharon Cornils, Personnel Director

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PERSONNEL COMMITTEE

June 2, 2015; 4:45 p.m.

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

The meeting was called to order at 4:45 p.m. Minutes from the May 5, 2015 meeting were approved upon a motion by Vogt, seconded by Behnke and carried unanimously.

Correspondence: Sharon distributed an updated hiring/separation report for the Sheriff's Department and an update on the status of Sheriff's Department recruitment.

There was no public comment.

The Committee discussed a request from the Human Services Department to authorize the addition of 1.5 FTE Social Worker positions in the Child & Family Services Ongoing unit. Lane Kinzel, Supervisor of the unit, shared statistics regarding the number of cases the unit handles as well as the complexities of the cases his staff is responsible for. Since October of 2014, the number of cases has increased by 62%. The request to add the additional staff was approved by the Human Services Board. The money for these positions will come from the accumulated reserve fund for Human Services and will be built into the 2016 budget.

Nancy Randolph, Child & Family Services Manager, presented a request to authorize the addition of 1.0 FTE Waiver Specialist position. The Waiver Specialists work with children whose disabilities are severe enough to warrant institutional-type care if these services are not provided. An employee who worked part-time in this capacity moved to the Juvenile Unit so her caseload was transferred to existing Waiver Specialists and they cannot take on any more cases. This position is almost fully funded by case management money.

A motion was made by Baumann and seconded by Vogt to approve the addition of 1.50 Social Worker positions and 1.0 Waiver Specialist positions and to bring the resolution to the June 16th County Board meeting. Motion carried unanimously.

A resolution authorizing a change in policy 3.02 Advertisement and 4.01 Hiring Procedure was discussed. The current County policy requires that all external County openings be advertised in the newspaper. Data obtained from applicants shows that most of our applicants learn of openings either through the County's website or Job Net. The change in policy would make advertising in the newspaper discretionary rather than mandatory. A motion was made by Vogt, seconded by Baumann to forward the resolution to the June 16th County Board meeting. Motion carried unanimously.

Sharon presented a request to waive the advertising requirement for current administrative support vacancies and use an existing applicant pool. Vacancies have recently occurred in the Coroner's office, the Health Department, UW Extension and the Planning & Zoning office. We have created a large applicant pool from our recent recruitment efforts for an Account Specialist in the Sheriff's Department and a Secretary position in the D.A. office. We have tested about 60 individuals for those positions. We are currently recruiting for two vacant Counter Clerk positions in the Clerk of Court office. We already have over 200 applicants and will be testing for those in the near future. A motion was made by Vogt, seconded by Baumann to approve the request. Motion carried unanimously.

The Committee reviewed the proposed resolution amending Policy 12.03 Holidays. The proposed changes reduce existing practices to writing and will assure clarity of understanding and consistency in practice. A motion was made by Baumann, seconded by Vogt and carried unanimously to approve the resolution and pass it on to the County Board for their June 16, 2015 meeting.

The Committee discussed the proposed resolution related to Policy 18.03 Compensatory Time 18.04 Adjustment Time. The proposed change would reduce an existing practice to writing and would allow all hourly employees access to this option. A motion was made by Baumann and seconded by Vogt to approve the change and recommend passage by the County Board. Motion carried.

Cathy Ley, ADRC Director, discussed a request to allow her staff to work a flexible schedule from June 15th through September 4th on a trial basis. The normal operating hours of the department would not change. Cathy provided schedules of how this would work and what factors were taken into consideration when developing the proposed schedule. Basically half of her staff would work Monday through Thursday and the other half would work Tuesday through Friday. In weeks when an employee plans to use vacation or sick leave, they would be required to work the normal hours for that week.

The proposed schedule would give employees greater flexibility to have time off and would give them additional time before and after normal office hours to get work done when clients are not coming into the office. This will allow for more appointments to be scheduled during normal business hours. The effectiveness of this change will be reviewed and a report will be brought back to the Committee in September. A motion was made by Vogt, seconded by Baumann and carried unanimously to approve the revised schedule on a trial basis through September 4th, 2015. This item will be placed on the September 1st Personnel Committee agenda.

The Committee discussed vacation schedules. Sharon requested information from other cities and counties, and only received a response from the City of Manitowoc and Fond du Lac County. Many employers are going to paid time off (PTO) programs now rather than having separate accounts for sick leave, vacation, funeral leave, etc. The Committee decided not to pursue this any further at this time.

The status of the Veterans Service Officer/Director recruitment was discussed. 63 applications were received. 51 took the CVSO test and 19 passed. Interviews are being conducted and an appointment should be ready for confirmation by the Board at their June 16th meeting.

There was no new pending litigation.

A motion was made by Baumann and seconded by Vogt to adjourn at 5:25 p.m. Motion carried.

Dave Nickels, Secretary

Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: August 4, 2015

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 comment
3. Discussion and possible action regarding request for out of state travel for Veterans Service Officer/Department Director
4. Discussion and possible action regarding request to provide stipend to After Hours Crisis Workers for vacation and holiday coverage
5. Discussion and possible action regarding request to temporarily increase FTE for WIC Nutrition Educator
6. Discussion and possible action regarding proposed changes to the Employee Policy Manual (striking section 11.02 and 11.03 and correcting reference to Manitowoc County Code in Section 11.01)
7. Discussion of health insurance plan design information
8. Discussion of WCA Steering Committee and pending legislative issues
9. Discussion and possible action regarding impact of Affordable Care Act on temporary employees and employees resigning from regular positions
10. Discussion regarding Sheriff's Department hiring and separation report

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

11. Discussion of pending litigation

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

12. Adjournment

Date: July 29, 2015

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 4, 2015 4:45 p.m.

PRESENT: Supervisors Vogt, Behnke, Maresh, Baumann and Nickels. Also: Supervisor Waack

The meeting was called to order at 4:45 p.m.

Minutes from the June 2, 2015 meeting were approved upon a motion by Baumann, seconded by Vogt and carried unanimously.

There was no correspondence.

Public Comment Maura Yost spoke and urged the Committee to fund a position in the 2016 budget for a single qualified Human Services Director. None of the current co-directors can fulfill that role because none of them have authority over the entire dept. She asked that the Committee please put this on the agenda again and consider it for the 2016 budget.

The Committee reviewed the request for out of state travel for Todd Brehmer, Veterans Service Officer. He is requesting permission to attend training in Ohio on September 20th – September 25th to obtain his accreditation as a CVSO. A motion was made by Vogt and seconded by Maresh to approve. Motion carried unanimously.

The Committee discussed a request from Jeff Jenswold to provide a stipend for after hour crisis workers at HSD when they work on a holiday or when they cover for each other's vacation. Crisis workers provide coverage for the entire Human Services Department during the times the Department is closed. This includes nights, weekends and holidays. The department has 3 full-time salaried crisis workers, who are also required to provide coverage for each other when they are on vacation, holiday, or sick leave. Under the present policy salaried employees get \$100 stipend for working holidays. We are asking for approval to pay the crisis workers a \$50 stipend for each 8 hour shift when working a holiday or when covering for a co-worker's vacation. The request is to implement this on a one-year trial basis. A motion to approve the request was made by Baumann, seconded by Vogt and carried unanimously.

The Committee discussed a request from the Health Department to temporarily increase the FTE for one of the WIC Nutrition Educators who will be providing coverage for another Nutrition Educator going on a medical leave. The proposed temporary increase is .40 FTE to .85 FTE. No County tax levy will be required. If approved, the change would be implemented immediately and would end at the end of the year. Motion by Vogt, seconded by Baumann to approve. Motion carried.

Changes to the employee policy manual regarding striking Section 11.02 and 11.03 of the policy manual and correcting a reference in Section 11.01 in the County Code were discussed. This is simply cleaning up some language in the policy manual that is no longer applicable and correcting a reference made in the code. A motion was made by Maresh, seconded by Vogt to approve. Motion carried.

Discussion regarding the County's health plan took place - Sharon obtained information from other comparable entities, but it is difficult to compare since there are so many variations in plan designs (premium contributions, HSA contributions, out of pocket costs, prescription drug co-pays, etc). Sharon discussed premium costs on average paid by employees. Our plan covers virtually everything at 100% if employees meet their deductible and stay in network. On average across the board our employees have less out of pocket expenses than other plans.

Our Focus Health missed opportunities have decreased from \$170,000 in 2013 to \$19,000 so far this year. We are doing what we can to control the cost of the plan knowing that the ACA may require the County to pay the “Cadillac” tax which goes into effect in 2018. This is a 40% tax imposed on employers who have a single plan valued at more than \$10,200 or a family plan valued at more than \$27,500.

Information from the WCA steering committee and possible legislation was discussed. The WCA traditionally has not supported making jailers protective status under the WRS. The WCA is now actively pursuing inclusion of corrections officers into the protective status category. The WCA proposal would require corrections officers to pay the difference between general and protective and the cost of the duty disability benefit. If this passes, it minimizes local control of the costs of running a jail. There isn’t any current legislation pending but Bob Ziegelbauer encouraged Committee members to let the WCA know how they feel about this issue.

The Committee then reviewed proposed policy changes to address the requirements of the Affordable Care Act that would increase health insurance costs. The ACA requires that:

- Employees who work at least 30 hours per week who separate from employment and then return to employment within 13 weeks be afforded the opportunity to continue health insurance at the same cost as when they were regularly employed;
- Temporary employees scheduled to work 30 or more hours per week for more than 6 months be provided access to health insurance.

A draft policy will be presented to the Committee for their consideration in September.

The Sheriff’s Department hiring/separation report was reviewed. A new deputy will be starting tomorrow (8/5). There remains one more .9 position vacant and 8 on the eligibility list. Background checks are being completed at this time. A full-time employee who has been on an extended military leave will be returning in October also so we should be fully staffed.

In the Jail Division we have 3 vacant .9 positions and have 4 on the eligibility list. A conditional offer has been made to one candidate. Two more background checks are finishing up and conditional offers should be made soon. Recruitment will probably begin again soon. We are working with the Sheriff’s Department to develop some new ways to attract good candidates.

A motion was made by Baumann and second by Maresh to convene in closed session at 5:30 p.m. pursuant to Wis. Stats. §19.85(1)(g) to discuss pending litigation. The motion carried unanimously.

Pending litigation was discussed.

A motion to reconvene in open session at 5:40 p.m. was made by Vogt seconded by Maresh and carried unanimously. The next meeting will be held September 1, 2015 at 4:45 p.m.

A motion was made by Baumann, seconded by Vogt to adjourn at 5:40 p.m. Motion carried.

Dave Nickels, Secretary

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: September 1, 2015

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 comment
3. Discussion regarding County Executive appointment of Marc Holsen as Highway Commissioner
4. Discussion and possible action regarding request to reinstate unused 2014 holiday hours for Joint Dispatcher Center employee
5. Discussion and possible action regarding flexible work schedules at ADRC
6. Discussion and possible action regarding request for authorization of a trial period of an employee referral program at the Sheriff's Department
7. Discussion and possible action regarding Sheriff's Department request to amend policy 18.05 - Field Training Officer Premium
8. Discussion and possible action regarding Sheriff's Department Hire and Separation Report
9. Discussion and possible action regarding proposed change to Section 4.02 – Temporary Help
10. Discussion and possible action regarding implementation of Caremark Specialty Pharmacy and adoption of Caremark Formulary
11. Discussion regarding summary of performance reviews completed: 10/1/2015 – 8/13/2015
- 12. Discussion regarding Attorney General letter dated August 27, 2015**

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

13. Discussion of pending litigation

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

14. Adjournment

Date: August 26, 2015

Amended: August 31, 2015 @ 1:58 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

September 1, 2015; 4:45 p.m.

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

Also Present: Supervisors Waack, Brey, Vogel, Metzger

The meeting was called to order at 4:45 p.m. Minutes from the August 4th meeting were approved upon a motion by Baumann seconded by Vogt and carried unanimously.

There was no correspondence.

Public comment –

Maura Yost spoke to the Committee to again advocate for a single HSD director in the County budget for next year. She stated that County Executive Ziegelbauer doesn't have the authority to appoint 4 co-directors because the legislature stated its intent to have a single director. As County Executive, it is his responsibility to be sure that all ordinances and laws are followed and enforced. She said that in 2013 an AG letter said there is no director because none are in charge of the entire department.

Bob Ziegelbauer informed the Committee of his appointment of Marc Holsen as Highway Commissioner to succeed Gary Kennedy, who will be retiring by the end of 2015. Supervisors commented that they have heard very positive comments about Marc. The appointment will be on the September 15, 2015 County Board agenda.

The Committee discussed the request to reinstate 6.75 hours of 2014 holiday time for a Joint Dispatch Center employee. The employee was unable to get all of his holiday hours scheduled off due to the scheduling needs of the department. A motion was made by Vogt and seconded by Baumann to approve the reinstatement of 6.75 hours of 2014 holiday time and to allow the employee 45 days to use the time. The motion carried unanimously.

Flexible work schedules for supervisory staff at the ADRC were discussed. The Personnel Committee approved supervisory employees to work a flexible work schedule at the June meeting and that approval was will be exhausted on September 4th. Flexible work schedules have been working well with the hourly staff and both absenteeism and tardiness have decreased. The office remains open during normal business hours. Cathy Ley answered Supervisors questions and she asked for authorization to allow flexible work schedules for the supervisors on a regular basis. A motion was made by Baumann and seconded by Maresh to approve the request. Carried unanimously.

Sharon discussed the request to implement an employee referral program on a trial basis for recruiting corrections officers and patrol officers. Existing employees in the Sheriff's Department would be eligible for a \$300 bonus if they recommended someone for a position and that individual was hired and completed the field training process which is about 3 months. If the new employee completed their twelve month probationary period, the referring employee would be paid another \$200 bonus. We would like to try this program for 12 months. Currently we have 3 corrections officer vacancies and this would be the first application of the policy. Employees involved in the hiring process would be ineligible to participate. Employees represented by WPPA would also be ineligible unless the County had a side letter of agreement with WPPA which would allow their participation without creating a past practice or precedent. A motion was made by Vogt to approve the policy for a trial period of 12 months and

approved Sharon approaching WPPA for a side letter allowing those employees the ability to participate also. The motion was seconded by Maresh. Motion carried unanimously.

The Committee discussed the request to amend section 18.05 of the policy manual related to field training officer (FTO) premiums. Currently anyone who acts as a FTO receives \$1.50 per hour premium for acting as a FTO. Members of WPPA get \$1.00/hour or 1 hour of adjustment time in lieu of the premium pay for each 8 hr. shift. This change would allow the other FTO's in the Sheriff's Department and Joint Dispatch Center the same option. The cost to the County at \$1.50/hour for an 8-hour shift is \$12. On average, corrections officers are paid about \$24/hour so the value of the adjustment time is higher. A motion to amend the policy and recommend passage by the County Board was made by Maresh, seconded by Vogt and carried unanimously.

Sheriff's Department hire and separation report was reviewed. The Jail Division has three .9 corrections officer positions vacant. A conditional offer is pending for the one remaining person on the eligibility list. On the Patrol side, we have one .9 vacancy and the background check is being done on the top person now.

Discussion on the proposed change to the temporary help policy was discussed. There are two changes. The first one limits the length of employment for any temporary employee working 30 hours or more to less than six months. The other change specifies that any employee who separates from employment with the County must have at least a 13 week break in service before being rehired into a temporary position. A motion was made by Baumann, seconded by Maresh to recommend approval by the County Board. Motion carried unanimously.

Adopting the Caremark Specialty Pharmacy and Formulary was discussed.

1. Adopting the Caremark Specialty Pharmacy for high cost specialty medications would allow us to receive deeper discounts and would give employees access to dedicated support and education about their drug therapy. Of the 10 employees who currently have specialty medications, 8 of the 10 already have their scripts filled by Caremark Specialty Pharmacy. This change would only impact two employees currently. Estimated savings to the plan is \$3500.
2. Adoption of Caremark's formulary will increase rebates to the County by 25%. Based on 2014 numbers, this would have resulted in an additional \$10,000. Offering this program would require that employees on a certain brand medication may be required to switch to a different brand (same medication but different brand). If there is a specific medical reason why the employee's doctor says it is necessary for the employee to take the medication as written, the physician can request an exception explaining why the script must be dispensed as written. Currently 27 people would be affected by this change and CVS/Caremark would give employees a minimum of 60 days to make the change. Supervisor Maresh asked if there were any records as to how many people get those exceptions. While that information isn't available, Sharon said if there is a clinical reason for staying on a certain medication it will be approved.

Out of pocket costs to the employees will not change. A motion to approve these changes was approved upon a motion by Vogt, seconded by Baumann and carried unanimously.

Perform Smart statistics were reviewed. 62% of employee evaluations for the first year are completed. 87% of those received an increase. Discussion followed. The report will be update at the end of 2015.

The letter from the Attorney General dated 8/27/15 was discussed. Peter Conrad explained that he responded to the letter and copies of both letters were provided to the Committee. County Board Chairman Brey asked that this be on the next agenda for the County Board.

Pending litigation – Peter told the Committee that the County is in the briefing stage with WPPA. This issue will be decided in October.

The next meeting will be October 6th at 4:45 p.m. A motion was made by Baumann and seconded by Maresh to adjourn at 5:40 p.m. Motion carried unanimously.

Kevin Behnke, Chairman

Date

Minutes taken by D. Schmidt, Personnel Coordinator



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: October 6, 2015

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 comment
3. Discussion and possible action regarding minimum payment and mileage reimbursement for interpreters
4. Discussion and possible action regarding Sheriff's Department Hire and Separation Report
5. Discussion and possible action regarding revision to vehicle operation policy
6. Discussion regarding County Executive 2016 proposed budget

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

7. Discussion of pending litigation

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

8. Adjournment

Date: September 29, 2015

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 6, 2015

PRESENT: Behnke, Vogt, Baumann, Maresh, Nickels. Supervisor Waack was also present.

The meeting was called to order at 4:45 p.m. All members were present. Minutes from the 9/1/15 meeting were approved upon a motion by Baumann, seconded by Maresh and carried unanimously.

There was no correspondence or public comment.

Interpreter services were discussed. The County is required to provide interpreters free of charge to people accessing our services. We use Language Line, which is a telephonic service but also have a need for on-site interpreters. The Company we used to contract with for the on-site interpreters has gone out of business. To help departments meet the need for on-site interpreters we have reached out to bilingual employees and are recruiting. We will be having an assessment done for interpreters applying to make sure that they are qualified to provide interpreter services. Qualified applicants will be put on our payroll as on-call employees and will be paid a minimum of one hour for on-site interpretation and will be reimbursed for mileage from their home to the place they are called and back again. The Committee had no questions about the recruitment or compensation of interpreters.

Discussion took place regarding the hire/separation report for the Sheriff's Department. There is currently 1 vacancy on patrol and 2 vacant positions in corrections. A background check is currently being done on a patrol applicant and we have just concluded written testing for corrections.

The vehicle operation policy was discussed. The County contracted with M3 to have their risk manager evaluate our safety policies. He also did a walkthrough of the Courthouse, Human Services, Highway, Health Department and Sheriff's Department. He went on site to highway construction sites and also did on-site inspections of Parks. The one recommendation that was made to the Personnel Department was to update the vehicle operation policy. Department Directors have reviewed the policy and provided their input. Discussion followed. A motion to approve the revised policy was made by Vogt, seconded by Baumann and carried 4-1 with Supervisor Nickels voting no. The revised policy will be brought to the November 3, 2015 County Board meeting.

County Executive Bob Ziegelbauer described his 2016 proposal for the pay plan. A general wage increase is not included but a 3% performance based increase is included. All employees will be at minimum on January 1, 2016.

One proposed change to the administration of the pay plan is for employees above midpoint. These employees would be eligible for a 1.50% performance based increase if their cumulative score on their performance review is between 2.01-2.74. Under the current rules employees must achieve a cumulative score of at least 2.75 to be eligible for any increase.

Health Insurance for 2016 was discussed. Based on current plan design the actuary is projecting that a 17.84% increase for 2016 would be necessary. This increase equals an increase in costs of \$827,592. The cost increases are largely due to a significant increase in the number of claims exceeding \$55,000. To date in 2016 we have 10 such claims; at the same time in 2014 we had 5 claims.

The Affordable Care Act requires the implementation of an imbedded deductible that will limit the out of pocket costs for an individual to \$6550. The cost of implementing the embedded deductible range from 3% on the general plan to 7.7% for the Sheriff Department plan for employees hired prior to 7/1/11.

Increasing the cost of the plan by 17% would put our plan costs very close to the 2018 Cadillac tax limits. The approach that has been selected is to reduce plan costs by changing plan design. Deductibles would be increased by \$500 for a single plan and \$1000 for a family plan. After deductible is met services would be paid at 90% for the general plan and at 80% for the Sheriff's Department plan for employees hired before 7/1/11. Implementing these changes will allow the cost of the plan to remain at current rates.

Peter Conrad provided a brief summary of pending litigation. The Theyrl case has been briefed and the County is waiting for summary judgment. A decision on the WPPA case should be delivered on October 23.

The next meeting date was discussed. If it is necessary to have a Personnel Committee meeting in November it will be prior to the November 3rd County Board meeting. Otherwise the next meeting date will be December 1, 2015.

A motion to adjourn at 5:35 p.m. was made by Maresh and seconded by Baumann. Motion carried.

	<u>12/1/15</u>
Dave Nickels, Secretary	Date

Minutes taken by D. Schmidt, Personnel Coordinator

PERSONNEL COMMITTEE
December 15, 2015

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

The meeting was called to order at 6:45 p.m.

The request for authorization of a starting salary for the Deputy Emergency Management Director above midpoint of pay range C42 was discussed. A motion to approve a starting salary of \$63,126 was made by Supervisor Maresh and seconded by Supervisor Baumann. The motion was approved unanimously.

Recruitment for the Deputy County Clerk was discussed. A motion to approve the request for authorization to offer a starting hourly rate of up to \$23.54/hour was made by Supervisor Vogt, seconded by Supervisor Baumann and carried unanimously.

A motion to adjourn was entered by Supervisor Maresh, seconded by Supervisor Vogt and carried unanimously. The meeting was adjourned at 6:50 p.m.

Kevin Behnke, Chairperson

Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: December 15, 2015

TIME: 6:45 p.m.

PLACE: Room F-175, University of Wisconsin, Manitowoc County
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 at the meeting:

1. Roll Call
2. Discussion and possible action regarding request to authorize starting salary above midpoint of pay range
3. Adjournment

Date: December 2, 2015

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.