



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: February 7, 2017

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 reclassification of Public Works employees
4. Discussion and possible action regarding salary correction for two Health Department employees
5. Discussion and possible action regarding salary correction for Jail Supervisor
6. Discussion and possible action regarding salary correction for three Corrections Officers
7. Discussion regarding County Executive appointment of Emergency Services Director
8. Discussion and possible action regarding stipend for limited period of providing after hours crisis services
9. Discussion regarding process used to determine Elected Official Salaries
10. Adjournment

Date: February 1, 2017

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
February 7, 2017

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

The meeting was called to order at 4:45 p.m. with Supervisors Behnke, Maresh, Vogt, Baumann and Metzger present.

A motion to approve the minutes from the December 6, 2016 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 5-0.

There was no correspondence. There was no public input.

The Committee reviewed the request to reclassify two Public Works employees: A Maintenance 2 to a Maintenance 1 effective January 1, 2017 and a Custodian/Mail Carrier to a Maintenance 2 effective April 3, 2017. Total cost of the reclassifications is \$2805. Discussion followed. A motion to approve the reclassifications was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously

The Committee reviewed the request for a salary correction for two Health Department employees who have January 1 anniversary dates in position. These employees had been represented under the Nurses contract which expired on 12/31/2013. The employees were converted to salaried status and placed on the pay plan as of January 5, 2014, which was the first date of the first payroll in January. An unintended consequence of delaying placement on the pay plan was that these employees did not have the opportunity to have a performance review in 2014. The following corrective action is being proposed: increase the salary for the 2 employees by 3.0% as of January 1, 2017 to compensate them for the increase they were not afforded in 2014. Total cost of the corrective action is \$3866. A motion to approve the corrective action was made by Supervisor Vogt, seconded by Supervisor Metzger and carried unanimously.

The Committee reviewed a request for a salary correction for a Jail Supervisor who was promoted to the position of Jail Supervisor on January 2, 2015 and was placed at minimum of the wage band, because the Sheriff's Department did not realize that they could offer a rate above minimum. This employee has received increases under our performance management plan and is currently at step 3 of the wage band.

We recently filled another Jail Supervisor position and had to offer the promoted corrections officer step 4 in order to provide a sufficient increase. The Sheriff's Department is requesting authorization to move the Jail Supervisor promoted on January 2, 2015 from step 3 to step 5 of the wage band as of his anniversary date of January 2, 2017. Total cost of the salary correction is estimated at \$3790.

Discussion followed. A motion to approve the salary correction requested was made by Supervisor Metzger, seconded by Supervisor Vogt and carried unanimously.

The Committee reviewed the salary correction requested for 3 corrections officers who were hired at minimum of the wage band in 2015 and 2016. They were placed at minimum of the wage band because the Sheriff's Department did not realize at that time that they were able to offer a starting rate above minimum. Since that time 3 corrections officers were offered step 2 at the time of hire. The salary

correction being requested is to allow the 3 corrections officers hired at minimum the ability to move 2 steps up on their next anniversary date in position, subject to meeting the performance management criteria. Total cost of the salary correction is estimated to be \$2134.

Discussion followed. A motion to approve the salary correction was made by Supervisor Baumann, seconded by Supervisor Metzger and carried unanimously.

The County Executive's appointment of Jamie Aulik as Emergency Services Director was discussed.

The Committee reviewed the request to provide a \$40/hour stipend to Human Services Department employees being called out of their homes to respond to after-hours crisis situations. One of our after-hours crisis workers is retiring in February and we have hired an employee to fill the vacancy, but the new hire will not be able to independently provide after-hours crisis services until she is fully trained. During this interim period we will be asking Human Services employees who work during business hours to provide after-hours crisis services on 35 work days and 8 weekend days. The employees will not be compensated for time spent on call or while responding to phone calls. If the worker is called out of their home to respond to an after-hours crisis the Department would like to provide a \$40.00/hour stipend for time actually worked. The need for this stipend will no longer exist once the new worker is fully trained.

Discussion followed. A motion to approve the payment of the \$40/hour stipend was made by Supervisor Metzger, seconded by Supervisor Vogt and carried unanimously. The Committee asked that a report be provided to them in early June regarding the number of hours paid.

The Committee discussed the process to be used to establish elected official salaries. Comparable salaries were reviewed. The Committee also discussed using the job evaluation system to classify the elected official positions. The Committee requested that Sharon Cornils provide information on the salary of the Sheboygan County Medical Examiner and changes in the CPI for the past 4 years. This item will be carried over to the March 7th meeting.

The next meeting is scheduled for March 7, 2017 at 4:45 pm.

A motion to adjourn was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 5-0. Meeting was adjourned at 5:45 p.m.

 3-7-17
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: March 7, 2017

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 the office of Coroner and Office of Medical Examiner
4. Discussion regarding process used to determine Elected Official Salaries
5. Discussion and possible action regarding correction to Personnel Manual
6. Adjournment

Date: March 1, 2017

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
March 7, 2017

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

The meeting was called to order at 4:45 p.m. with Supervisors Behnke, Maresh, Baumann and Metzger present.

A motion to approve the minutes from the February 7, 2017 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Metzger and carried 4-0.

There was no correspondence. There was no public input.

The Committee reviewed the difference between having a Coroner or a Lay Medical Examiner. Curtis Green, Coroner, addressed the Committee and recommended that the Office of Coroner be retained. Discussion followed. The consensus of the Committee is to retain the Office of Coroner.


The Committee discussed the process to be used to establish elected official salaries. The Committee reviewed the changes in CPI for the past 4 years and how increases during the term of office could be calculated using the average change in CPI.

The Committee also reviewed the proposed grading of the elected offices and how salaries could be set using the existing wage bands. The Committee directed Sharon to calculate how elected office salaries would change if the Committee used 80%, 85%, 90% and 95% of the maximum wage to establish salaries. This item will be carried over to the April 4th meeting.

The Committee reviewed the clerical correction necessary to the Personnel Manual and asked that a resolution be drafted for the April 4th meeting that would correct the clerical error and would allow for future clerical errors to be corrected by the Personnel Director.

The next meeting is scheduled for April 4, 2017 at 4:45 pm.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Metzger and carried 4-0. Meeting was adjourned at 5:55 p.m.

 4-4-17
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: April 4, 2017

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. Review of Employee Policy 18.02 Overtime
4. Discussion and possible action regarding process used to determine Elected Official Salaries
5. Discussion and possible action regarding Resolution Amending Employee Policy Manual §12.03(7) and Disclaimer
6. Adjournment

Date: March 28, 2017

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 4, 2017

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

The meeting was called to order at 4:45 p.m. with Supervisors Behnke, Vogt, Baumann and Metzger present.

A motion to approve the minutes from the March 7, 2017 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 4-0.

There was no correspondence.

Public Input

Paul Dellemann expressed his concerns with Manitowoc County's worker's compensation policy.

Public input was closed at 5:00 p.m.

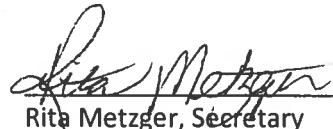
The Committee discussed the overtime rules contained in Policy 18.02 and decided to carry this item over to the May meeting.

The Committee discussed the process to be used to establish elected official salaries. The consensus of the Committee was to use the wage bands in the pay plan to determine elected official salaries. This item will be carried over to the May meeting.

The Committee reviewed the Resolution Amending Employee Policy Manual §12.03(7) and Disclaimer. The Committee asked that the resolution be modified to require Personnel Committee approval of any clerical or typographical corrections. A motion to approved the modified resolution was made by Supervisor Metzger, seconded by Supervisor Baumann and carried 4-0.

The next meeting is scheduled for May 2, 2017 at 4:45 pm.

A motion to adjourn was made by Supervisor Metzger, seconded by Supervisor Baumann and carried 4-0. Meeting was adjourned at 5:45 p.m.

 5-2-17
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
MEETING NOTICE

DATE: May 2, 2017

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 salary adjustments for Patrol Lieutenants
4. Review of recruitment activity
5. Review of employee demographics
6. Review Employee Policy 13.04 Workers Compensation
7. Review of Employee Policy 18.02 Overtime
8. Discussion and possible action regarding process used to determine Elected Official Salaries
9. Adjournment

Date: April 26, 2017

Kevin Behnke, Chair
By: Sharon Cornils, Personnel Director

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Personnel Committee
May 2, 2017

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

The meeting was called to order at 4:45 p.m. with all members present.

A motion to approve the minutes from the April 4, 2017 Personnel Committee meeting was made by Supervisor Metzger, seconded by Supervisor Baumann and carried 5-0.

There was no correspondence.

Public Input

Maura Yost expressed her concern with the process used to establish elected official salaries, and the organizational structure of the Human Services Department.

Paul Dellemann expressed his concerns with Manitowoc County's worker's compensation policy, and requested that the Committee pay Highway Department employees at an overtime rate for calls to work on Sunday.

Public input was closed at 4:53 p.m.

The Committee then reviewed the request for a salary adjustment for two Patrol Lieutenants. This was the first promotion to Lieutenant that has occurred since 2011. In order to make the offer attractive to the internal qualified applicant, the starting salary was established at a salary equivalent to the two lowest paid Patrol Lieutenants. To provide a differential between the salary for this recently promoted Lieutenant and the two next senior Lieutenants, the following proposal was made:

1. On Sean Littlefield's anniversary date of October 18th, increase the hourly rate by an additional \$1.03/hour so that Lt. Littlefield's hourly rate will be equivalent to the other fully trained Lieutenants who have met all performance standards.
2. On Todd Cummings anniversary date of January 6th, increase the hourly rate by approximately .35/hour so that Lt. Cummings hourly rate will be equivalent to the other fully trained Lieutenants who have met all performance standards.

Discussion followed. A motion to approve the proposal was made by Supervisor Baumann, seconded by Supervisor Maresh and carried unanimously.

The Committee then reviewed a summary of recruitment activity. Retirements and the creation of new positions have both contributed to increased recruitment activity, and we have been successful in filling all positions. Not counting seasonal or on-call positions, 65 positions were filled in 2016 and 21 positions have been filled through the first quarter of 2017.

The Committee then reviewed Employee Policy 13.04, Worker Compensation. A history of work related injuries from 2015 – first quarter of 2017 was reviewed. The process for reporting injuries and investigation of injuries was discussed. The Committee requested that they receive quarterly updates of claims reported, and that a closed session be placed on the next agenda to allow discussion of a specific case.

The Committee reviewed Employee Policy 18.02 Overtime.

The process used to determine Elected Official salaries was discussed. A summary of the proposed method was distributed and a draft ordinance was discussed. This issue will be carried over to the June Personnel Committee agenda, and the Committee tentatively planned to bring this issue to the June County Board for discussion and the July County Board meeting for action.

The Committee then reviewed a summary of employee demographics and discussed the concept of creating an employee recognition program. The concept of an employee recognition program will be on the June Personnel Committee agenda.

The next Personnel Committee meeting will be June 14th at 4:45 p.m.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Metzger and carried unanimously. The meeting adjourned at 5:55 p.m.

 6-14-17
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: June 14, 2017

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 the addition of .50 FTE Treatment Alternative and Diversion Counselor
4. Discussion and possible action regarding request to add additional staffing for Comprehensive Community Services Program at Human Services Department
5. Discussion and possible action regarding process used to determine Elected Official salaries
6. Review of stipends paid for after-hours crisis work
7. Review of deferred compensation program
8. Discussion of providing funding for employee retirement celebrations
9. Discussion of creation of employee recognition program
10. Adjournment

Date: June 8, 2017

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

June 14, 2017

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

The meeting was called to order at 4:45 p.m. with Supervisors Behnke, Maresh, Vogt and Metzger present. Supervisor Baumann joined the meeting at 4:50 p.m.

A motion to approve the minutes from the May 2, 2017 Personnel Committee meeting was made by Supervisor Vogt, seconded by Supervisor Metzger and carried 4-0.

There was no correspondence or public input.

The Committee reviewed the resolution **Authorizing Addition Of .50 Full-Time Equivalent Human Services Employee (Treatment Alternative and Diversion Counselor)**. A .50 FTE Treatment Alternative and Diversion Counselor was authorized in the 2017 budget but has not yet been filled, pending program development. A full-time Treatment Alternative and Diversion Counselor is needed to meet the demands for treatment and alternative diversion services. The Human Services Board recommends this increase in FTE, and grant funding already included in the 2017 budget will cover costs. A motion to approve the resolution was made by Supervisor Maresh, seconded by Supervisor Vogt and carried 4-0.

The Committee reviewed the resolution **Authorizing Addition of 4.50 Full-Time Equivalent Human Services Employees (Comprehensive Community Program)**. County Executive Bob Ziegelbauer, Human Services Department Co-Director Lori Fure, and Human Services Co-Director Patricia Dodge answered questions regarding the need for these services and the fiscal impact. The Human Services Board has recommended the expansion of the Comprehensive Community Program Services and more of these positions may be included in the 2018 budget. Discussion followed. A motion to approve the resolution was made by Supervisor Baumann, seconded by Supervisor Maresh and carried, 5-0.

The Committee discussed the process used to determine elected official salaries. County Executive Ziegelbauer answered questions regarding his recommendation to modify proposed Section 5.06(3)(a) to establish salaries at 85% of the wage band for the first year of the term rather than the proposed 90%. Discussion followed.

The Committee came to a consensus on the following time line:

- Presentation of the proposed ordinance amendment at the September 19, 2017 County Board meeting;
- Resolution approving the proposed ordinance amendment at the October 10 County Board meeting;
- Resolution establishing compensation for the County Executive for the 2018-2022 term at the October 10 County Board meeting.

Stipends paid to Human Services employees for providing after hours crisis services were reviewed, as requested at the February 2017 meeting. From February to June 3, 2017 33.25 hours of stipend were paid at a cost of \$1330.

The Committee reviewed performance of the deferred compensation program. Manitowoc County's plan continues to exceed the benchmarks for VOYA's other public sector groups and participation

remains strong. Employees utilize the opportunity to meet with a financial advisor quarterly and M3 Financial continues to do an excellent job monitoring the plan and assisting Manitowoc County in meeting its fiduciary responsibilities.

The Committee discussed the possibility of providing funding for employee retirement celebrations. No funding is currently provided so any celebrations are paid for by employees. 18 employees retired in 2015 and 13 employees retired in 2016. A proposal to provide up to \$100 for each employee retirement was discussed and would be modeled after our policy on providing volunteer gratuities. Funds could be included in the 2018 budget. The Committee directed staff to bring a proposed policy to the next Personnel Committee meeting.

Creation of an employee recognition program was discussed. Our performance management plan is based on recognizing and rewarding performance and assisting managers in developing an employee recognition program would complement and support the performance management system. The goal of the employee recognition program would be to focus on building employee's pride in the work they perform. The recognition programs will vary from department to department because of the diversity of our departments. The first step in the creation of an employee recognition program would be to meet with department directors and managers to ascertain their interest in developing an employee recognition program within their work site. The Committee asked to be kept informed as these discussions occur.

The next Personnel Committee meeting is tentatively scheduled for July 6th at 4:45 p.m. If there are not enough agenda items to warrant calling a meeting, Personnel Committee members will be notified and the meeting will be cancelled.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Vogt and carried unanimously. The meeting adjourned at 5:57 p.m.


Rita Metzger, Secretary

8-1-17
Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: August 1, 2017

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 clarification of Policy 12.01 (General Restriction on Use of Paid Time Off)
4. Discussion regarding health insurance plan performance in 2016
5. Discussion and regarding adding access to TelaDoc services for health insurance participants effective January 1, 2018
6. Discussion and possible action regarding providing access to voluntary supplemental products (critical illness and accident insurance) effective January 1, 2018
7. Discussion of providing funding for employee retirement celebrations
8. Discussion regarding 2017 Assembly Bill 434
9. Discussion regarding payment of per diem to County Board Supervisors
- 10. Discussion and possible action regarding employee request for an unpaid medical leave of absence**
11. Adjournment

Date: July 27, 2017

Amended: July 28, 2017

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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

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Personnel Committee

August 1, 2017

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

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

A motion to approve minutes from the June 14, 2017 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Metzger and carried 4-0.

There was no correspondence or public input.

The Committee discussed the proposed clarification to Policy 12.01 (General Restriction on Use of Paid Time Off). A motion to forward the amended policy to the County Board was made by Supervisor Maresh, seconded by Supervisor Baumann and carried unanimously.

Health insurance plan performance in 2016 was reviewed.

A proposal to include access to TelaDoc services for health insurance plan participants effective January 1, 2018 was discussed.

The Committee discussed providing employee's access to critical illness and accident insurance. These are voluntary supplemental plans that would provide compensation when a critical illness or accident occurs. The member is paid according to a fee schedule, unrelated to health insurance status or coverage. The plans are compatible with health savings accounts. The County's contribution would be administrative only – conducting employee meetings, setting up payroll deduction and payment of premiums to the carrier. A motion to approve offering employee's access to critical illness and accident insurance effective January 1, 2018 was made by Supervisor Baumann, seconded by Supervisor Maresh and carried unanimously.

A draft policy of funding employee retirement celebrations was discussed. The policy will be placed on the September meeting for action.

2017 Assembly Bill 434 was discussed.

County Board Supervisor compensation for the term beginning April 2018 was discussed. This will be carried over to the September meeting.

The agenda item related to an employee request for an unpaid medical leave of absence was pulled from the agenda.

The next Personnel Committee meeting will be on September 5, 2017 at 4:45 p.m.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Maresh and carried unanimously. The meeting adjourned at 5:40 p.m.

 9-5-17
Rita Metzger, Secretary Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: September 5, 2017

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 2.0 FTE Highway Department Maintenance Worker positions
4. Discussion and possible action regarding request to add 1.0 AODA Case Manager position
5. Discussion regarding 2018 budget
6. Discussion and possible action regarding proposed Policy §20.02 Recognition of Retiring Employees
7. Discussion and possible action regarding proposed Policy §8.12(3), which requires employees covered under the Wisconsin Caregivers Law to disclose certain investigations and convictions
8. Discussion and possible action regarding proposed amendment to County Code establishing process for determining elected official salaries
9. Discussion and possible action regarding County Board Supervisor compensation for 2018-2020 term
10. Adjournment

Date: August 31, 2017

Kevin Behnke, Chair
By: Sharon Cornils, Personnel Director

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

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Personnel Committee
September 5, 2017

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

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

A motion to approve minutes from the August 1, 2017 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Maresh and carried 5-0.

There was no correspondence or public input.

The Committee discussed the request to add 2.0 FTE Highway Department Maintenance Worker positions. A motion to approve the positions was made by Supervisor Maresh, seconded by Supervisor Vogt and carried, 4-1, with Supervisor Metzger voting no.

The Committee discussed the request to add 1.0 AODA Case Manager Position. A motion to approve the position was made by Supervisor Baumann, seconded by Supervisor Metzger and carried 5-0.

The Committee was updated on the status of the 2018 budget, including information on wage increases, fringe benefit costs, position requests and reclassification requests.

Chairman Brey introduced a County Board salary proposal for the 2018-2020 term. A motion to amend the proposal to decrease the County Board per diem to \$100 but increase total compensation by \$600 was made by Supervisor Vogt, seconded by Supervisor Maresh and carried 5-0.

The Committee reviewed proposed Policy §20.02 Recognition of Retiring Employees. A motion to approve the proposed policy was made by Supervisor Vogt, seconded by Supervisor Maresh and carried, 5-0.

The Committee reviewed proposed Policy §8.12(3), which requires employees covered under the Wisconsin Caregivers Law to make certain disclosures. A motion was made by Supervisor Baumann, seconded by Supervisor Metzger and carried, 5-0.

The Committee reviewed the proposed amendment to the County Code, which would establish a process for determining elected official salaries. A motion to change the proposed Code amendment to 85% of the maximum of the wage band was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 5-0.

The next meeting of the Personnel Committee is scheduled for October 3, 2018 at 4:45 p.m.

A motion to adjourn was made by Supervisor Baumann, seconded by Supervisor Maresh and carried, 5-0. Meeting adjourned at 5:55 p.m.


Rita Metzger, Secretary 10/3/17
Date



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: October 3, 2017

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 amend Employee Policy §25.06 Volunteer Gratuities
4. Discussion and possible action regarding Employee Policy §12.02 Funeral Leave
5. Discussion and possible action regarding ordinance creating Manitowoc County Code §5.06 (Setting Elected Official Compensation)
6. Discussion and possible action regarding resolution establishing elected official's compensation (Clerk of Court, Coroner, County Clerk, County Executive, and Sheriff)
- 7. *Discussion and possible action regarding request for unpaid leave of absence***
8. Adjournment

Date: September 26, 2017

Amended: September 29, 2017

Kevin Behnke, Chair

By: Sharon Cornils, Personnel Director

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Personnel Committee
October 3, 2017

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

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

A motion to approve minutes from the September 5, 2017 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 5-0.

There was no correspondence or public input.

The Committee reviewed the proposed change to Policy §25.06 Volunteer Gratuities. A motion to approve the proposed policy was made by Supervisor Baumann, seconded by Supervisor Vogt and carried, 5-0.

The Committee reviewed the proposed change to Policy §12.02 Funeral Leave. A motion to approve the proposed policy change with the following amendment was made by Supervisor Metzger:

- Add classification of step-brother and step-sister to §12.02(1)

The motion was seconded by Supervisor Maresh and carried, 5-0.

The Committee reviewed proposed ordinance § 5.06 Elected Official Compensation. Supervisor Vogt made a motion to approve the proposed ordinance with the following amendments:

1. Line 59 will be approved to read: Sheriff, and Treasurer generally using the following guidelines;
2. Section (5) will be added: If the Personnel Committee deviates from the guidelines in §5.06(3) when establishing a recommended salary, the Personnel Committee shall provide an explanation for such deviation in its resolution to the County Board.

The motion was seconded by Supervisor Maresh and carried, 5-0.

The Committee reviewed a proposed resolution establishing elected officials' compensation (Clerk of Court, Coroner, County Executive, and Sheriff). A motion to approve the resolution with the following amendment was made by Supervisor Vogt:

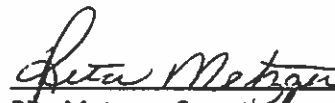
- Increase the County Executive salary by 3.0% each year of the 2018-2021 term

The motion was seconded by Supervisor Baumann and carried, 5-0.

A motion to approve 10 unpaid days for the Recycling Center Program Manager was made by Supervisor Maresh, seconded by Supervisor Metzger and carried, 5-0.

The next meeting of the Personnel Committee is tentatively scheduled for immediately prior to the County Board meeting on November 7, 2017.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Baumann and carried, 5-0. Meeting adjourned at 5:35 p.m.


Rita Metzger, Secretary 11-7-17
Date



MANITOWOC COUNTY

PERSONNEL COMMITTEE

MEETING NOTICE

DATE: November 7, 2017

TIME: 6:15 p.m.

PLACE: Heritage Center
Education Room (Lower Level)
1701 Michigan Avenue, 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. County Executive appointment of Patricia Dodge as Human Services Director
4. Report on 2018 health insurance plan
5. Report on enrollment into voluntary benefits: critical illness and accident insurance
6. Report on worker's compensation claims
7. Report on short term disability insurance and sick leave
8. Adjournment

Date: October 31, 2017

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.

A majority of members of the County Board of Supervisors, or any of its committees, may be present at the meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Personnel Committee
November 7, 2017

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

The meeting was called to order at 6:15 p.m.

A motion to approve minutes from the October 3, 2017 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Vogt and carried 5-0.

There was no correspondence or public input.

The Committee discussed the County Executive appointment of Patricia Dodge as Human Services Director.

Sharon Cornils provided an update on the following:

- Performance of health insurance plan and stop loss costs in 2018;
- Employee enrollment into critical illness and accident voluntary plans;
- 2017 worker's compensation claim activity;
- Short term disability and sick leave experience.

The next meeting of the Personnel Committee is scheduled for December 5, 2017 at 4:45 p.m.

A motion to adjourn was made by Supervisor Metzger, seconded by Supervisor Baumann and carried, 5-0. Meeting adjourned at 6:35 p.m.

 12-5-17
Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director



MANITOWOC COUNTY
PERSONNEL COMMITTEE
AMENDED MEETING NOTICE

DATE: December 5, 2017

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 resolution accepting Nine Key Element Plan Grant and Increasing Public Relations/Education Coordinator from .60 FTE to 1.0 FTE
4. Discussion and possible action regarding resolution creating .43 Site Manager position for ADRC and waiving posting requirement
5. Discussion and possible action regarding waiver of posting procedure for CST Coordinator position
6. Discussion and possible action regarding waiver of posting procedure for Receptionist position
7. Discussion and possible action regarding waiver of posting procedure for Parent Support Worker position
8. Discussion and possible action regarding revision to Policy §12.01 General Restriction on Use of Paid Time Off
9. *Discussion and possible action regarding tentative agreement with Sheriff's Department employees represented by WPPA for 2018 collective bargaining agreement*
10. Adjournment

Date: November 28, 2017

Amended: December 4, 2017

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.

A majority of members of the County Board of Supervisors, or any of its committees, may be present at the meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Personnel Committee
December 5, 2017

PRESENT: Supervisors Behnke, Maresh, Vogt, Baumann, Metzger.

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

A motion to approve minutes from the November 7, 2017 Personnel Committee meeting was made by Supervisor Baumann, seconded by Supervisor Maresh and carried 5-0.

There was no correspondence or public input.

A motion to approve the Resolution Accepting Nine Key Element Plan Grant and Increasing The Public Relations/Education Coordinator by .40 FTE (from .60 FTE to 1.0 FTE) was made by Supervisor Metzger, seconded by Supervisor Maresh and carried 5-0.

The following four actions were requested as the result of new positions authorized in the 2018 budget.

A motion to approve the Resolution Authorizing The Creation of A .43 Full-Time Equivalent ADRC Position (Site Manager) and waiving the posting of this position to allow the ADRC to offer the position to the person currently performing these services as a volunteer was made by Supervisor Maresh, seconded by Supervisor Vogt and carried 4-1, with Supervisor Metzger voting no.

A motion to approve a waiver of the posting requirement for the newly created CST Coordinator position to allow the Human Services Department to offer the position to the person currently performing these functions under contract was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 4-1, with Supervisor Metzger voting no.

A motion to approve a waiver of the posting requirement for the newly created Receptionist position for the Economic Support Division to allow the Human Services Department to offer the position to the temporary employee currently performing these services was made by Supervisor Baumann, seconded by Supervisor Vogt, and carried 4-1, with Supervisor Metzger voting no.

A motion to approve a waiver of the posting requirement for the newly created full-time Parent Support Worker to allow the Human Services Department to offer the full-time position to the existing part-time Parent Support Worker was made by Supervisor Vogt, seconded by Supervisor Baumann and carried 4-1, with Supervisor Metzger voting no.

A motion to approve the Resolution Amending Employee Policy Adding §12.02 (Conversion of Paid Time Off) and Renumbering All Subsequent Sections Accordingly was made by Supervisor Baumann, seconded by Supervisor Maresh and carried 5-0.

A motion to approve the Resolution Approving Settlement of 2018 Collective Bargaining Agreement With Sheriff's Department Employees Represented by Wisconsin Professional Police Association was made by Supervisor Vogt, seconded by Supervisor Metzger and carried 5-0.

The Personnel Committee will meet in advance of the January 16, 2018 County Board meeting if necessary. The next regular Personnel Committee meeting will be held on February 6, 2018 at 4:45 p.m.

A motion to adjourn was made by Supervisor Maresh, seconded by Supervisor Metzger and carried, 5-0.
Meeting adjourned at 5:05 p.m.

 2-6-18

Rita Metzger, Secretary Date

Minutes taken by Sharon Cornils, Personnel Director