



*Sawyer County Wisconsin*



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## **Personnel and Administrative 03/18/2014**

DRAFT - minutes of the meeting of the Personnel and Administrative Committee

Sawyer County Board of Supervisors

March 18, 2014, 8:30 a.m., Assembly Room, Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Warren Johnson, Kathy McCoy, Fred Zietlow, Jim Bassett, Dale Schleeter

also present: Human Resource Manager Michelle Jepson, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Bassett, 2<sup>nd</sup> by Zietlow, to approve the meeting agenda. Motion carried.

Motion by Zietlow, 2<sup>nd</sup> by Bassett, to approve the February 18, 2014 meeting minutes. Motion carried.

Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart's wage as Deputy Clerk of Court was \$17.97 per hour and that Ms. Burgan's wage as Chief Deputy Clerk of Court was \$20.00 per hour. The Courthouse Committee recommends Personnel and Administrative Committee and County Board approval for Ms. Aubart to receive the wage that Ms. Burgan received as Chief Deputy Clerk of Circuit Court, effective January 13, 2014 (effective date of her appointment). Motion by Kinsley, 2<sup>nd</sup> by McCoy, to recommend County Board approval of the Courthouse Committee recommendation with the position to be authorized as a 40 hour a week position. Motion carried.

Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan requests approval to fill a Deputy Clerk of Court position that became vacant due to the recent resignation of Deputy Clerk of Court Kelly Clark. Recruitment to fill the position would be from the candidates who interviewed for the last vacant Deputy Clerk of Court position. Compensation for the position would be at entry level wages. The Courthouse Committee recommends Personnel and Administrative Committee and County Board approval to fill the position. Motion by Kinsley, 2<sup>nd</sup> by Schleeter, to recommend County Board approval of the Courthouse Committee recommendation. Motion carried.

The Committee reviewed the Sheriff's Department recommendation for approval to fill a vacant (due to recent retirement) Patrol Deputy position and any resulting vacancies. Motion by Schleeter, 2<sup>nd</sup> by Zietlow, to recommend County Board approval of the recommendation. Motion carried.

Human Resource Manager Michelle Jepson presented the Agriculture and Extension Education Committee recommendation for the University of Wisconsin-Extension Department to share a Secretary/Administrative Assistant position with the Health and Human Services Department. The Health and Human Services Department would hire a full-time employee and provide the University of Wisconsin-Extension Department with Secretary/Administrative Assistant services 20 hours a week. Motion by Kinsley, 2<sup>nd</sup> by McCoy to recommend Health and Human Services Board and County Board approval of the proposal. The motion failed as 3 voted in favor and 3 against the motion.

Human Resource Manager Michelle Jepson presented the Property and Airport Committee recommendation to approve Maintenance Department Supervisor Tim Hagberg's request for approval to fill a vacant budgeted Mechanic position in the Maintenance Department. Motion by Johnson, 2<sup>nd</sup> by McCoy, to recommend County Board approval of the request with the wages for the position to be \$18-21 per hour. Motion carried.

Sawyer County Highway Commissioner Gary Gedart presented the concerns of the Highway Department with new accounting procedures implemented by Accounting Manager Melissa Roach prohibiting departments from establishing new vendors and changing addresses in the New World accounting software system. The department noted that the new procedure delays the accounts payable process. Ms. Roach countered that the new procedure is in line with accounting standards but offered to meet with Mr. Gedart and Highway Department Office Manager Janeen Abric to address the Highway Department concerns.

The Committee discussed that Accounting Manager Melissa Roach and Ambulance Service Department Director Laurie Smith have been meeting to assess whether to continue utilizing LifeQuest as a private contractor for the collection of charges to users of the Sawyer County Ambulance Service or whether Ambulance Service billing should be done by County personnel.

The Committee discussed that compensation for 2015 through 2018 needs to be established for the elected Clerk of Circuit Court, Sheriff, and Coroner positions before April 15, 2014, the first date when nomination papers for election to those offices may be circulated. Human Resource Manager Michelle Jepson had provided the Committee with summaries of comparable compensation for the positions in other Wisconsin counties.

Motion by Kinsley, 2<sup>nd</sup> by Johnson, to recommend County Board approval of a 2.5% increase effective January 1, 2015, a 2.5% increase effective January 1, 2016, a 1% increase effective January 1, 2017, and a 1% increase effective January 1, 2018 for the salary for the Sheriff position. Motion carried.

Motion by Johnson, 2<sup>nd</sup> by McCoy, to recommend County Board approval of a 2.5% increase effective January 1, 2015, a 2.5% increase effective January 1, 2016, a 1% increase effective January 1, 2017, and a 1% increase effective January 1, 2018 for the salary for the Clerk of Circuit Court position. Motion carried.

Motion by Johnson, 2<sup>nd</sup> by Zietlow, to recommend County Board approval of a 2.5% increase effective January 1, 2015, a 2.5% increase effective January 1, 2016, a 1% increase effective January 1, 2017, and a 1% increase effective January 1, 2018 for the base salary for the Coroner position. All other compensation for the position would remain the same. Motion carried.

The Committee discussed that Emergency Government Department Director Pat Sanchez reported to the Finance Committee that there are remaining issues with the County's communication radio system that need to be resolved and that the contract with John Kruk to address those issues expired at the end of February. Ms. Sanchez requested additional funding for Mr. Kruk to continue working to resolve the issues. The Public Safety Committee recommends that Ms. Sanchez's request for additional funding be considered. Ms. Sanchez presented the Finance Committee with options to address the issues, including an extension of the contract with Mr. Kruk or approving the employment of Mr. Kruk as a full-time Paramedic allowing Mr. Kruk to work on the communication system issues 8-16 hours a week. Ms. Sanchez also suggested several options to seek funding from non-County users of the system to support the additional expenses of contracting with or employing Mr. Kruk. Ms. Sanchez indicated that she is organizing a meeting of the users of the communications system to be sure all the user issues are addressed. The Finance Committee recommends approval to extend Mr. Kruk's contract for an additional 3 months with the funds (\$4,200) to come from the Contingency Fund Account of the General Fund of the 2014 Sawyer County Budget. Motion by McCoy, 2<sup>nd</sup> by Johnson, to recommend County Board approval of the Finance Committee recommendation. Motion carried.

County Clerk Kris Mayberry advised the Committee that, at a meeting of County department heads concerning the need for establishing a procedure to review, prioritize, and reduce the County's expenditures during 2014, several department heads suggested that the County Board consider supporting an additional county sales tax and/or presenting a voter referendum to approve exceeding the levy limit to provide additional revenue for the County. The Committee referred those suggestions to the County Board.

Human Resource Manager Michelle Jepson presented and the Committee reviewed information and forms for the evaluation of County department heads and employees. The Committee discussed using the forms for the performance evaluation of Accounting Manager Melissa Roach due at her one year anniversary of employment with Sawyer County.

Human Resource Manager Michelle Jepson presented a written department report and requested approval to attend a Wisconsin Counties Association seminar entitled "Reducing County Liability and Workers' Compensation Costs through Appropriate Risk Management Practices" to be held April 14, 2014, in Stevens Point; and to attend a Wisconsin unemployment law update to be held in Eau Claire May 1, 2014. Motion by Kinsley, 2<sup>nd</sup> by Schleeter, to approve the request. Motion carried.

Accounting Manager Melissa Roach presented a written report, including the Finance Committee recommendation to approve E.O. Johnson's proposal for a print management system for the County. The proposal includes an agreement with E.O. Johnson for the lease of printers/copiers/scanners throughout the Courthouse. Motion by McCoy, 2<sup>nd</sup> by Johnson, to recommend County Board approval of the agreement. Motion carried.

The Committee discussed a proposal for a document management system to be used by the departments of the County for document storage and retrieval. Accounting Manager Melissa Roach and Information Technology Department Director Mike Coleson were requested to develop a request for proposals for the procurement of a system for the Committee's review.

Accounting Manager Melissa Roach and County Clerk Kris Mayberry reported that Ms. Roach will now administer the hangar area leases (collection of annual rent, notice of adjustment of rent, provision of insurance certificates) instead of the County Clerk's Office.

There were no monthly Human Resource Department vouchers.

Motion by Bassett, 2<sup>nd</sup> by Schleeter, to convene into **closed session**, pursuant to sections 19.85(1)(a), (b), (c), and (e), Wisconsin Statutes, for an employee grievance concerning a disciplinary action, to confer with legal counsel concerning the grievance and disciplinary action, and to review the terms for the engagement of legal services. Motion carried by unanimous voice vote.

[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]

Motion by Johnson, 2<sup>nd</sup> by Zietlow, to reconvene into open session. Motion carried.

Motion by Johnson, 2<sup>nd</sup> by Bassett, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry