



AGENDA

PERSONNEL AND VETERANS SERVICE

Friday, November 6, 2015

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of October 27, 2015
5. Discuss/consider recommending County Board approve eliminating one (1) Mental Health Therapist position and creating one (1) additional Alcohol and other Drug Abuse Counselor position, effective December 5, 2015, action if any
6. Discuss/consider recommending County Board approve eliminating one (1) Sheriff's Financial Accountant Clerk ~~one (1)~~ and creating one (1) Accounting Clerk **effective January 8, 2016**, pending Law Enforcement Committee and Finance Committee approvals, action if any (handout)
7. Discuss/consider recommending County Board approve an Ordinance establishing April, 2016 - April, 2018 County Board Supervisor salary and per diem, action if any
8. Discuss/consider recommendation to County Board related to wage adjustment for all County employees except County Administrator and elected officials, action if any
9. Human Resources Director's Report: (handout)
 - Distribute signed Letter(s) of Understanding
 - Distribute approved amendment(s) to Policies and Procedures
 - Worker's Compensation Report
 - Department of Safety and Professional Services
 - Exiting Employment
 - New Hires
 - Postings
 - Job Descriptions
10. Discuss/consider Schedule of Paid Invoices, action if any
11. Future agenda items

12. Set next meeting date
13. Adjournment

Addendum(s) when applicable

cc:	Ken Casper	Human Resources Director
	Melissa Christiansen	Veterans Service Officer
	Nick Lakari	Posting
	Ken Keller	County Administration
	Joe Policello	

Supervisors present at this meeting may constitute an unintended quorum of other county board committees. Supervisors appointed to the committee shall participate in action. Others may be present to listen and observe.

PLEASE NOTE: AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717



MINUTES

Personnel and Veterans Service

October 27, 2015
UW Extension Conference Room
3rd Floor Courthouse

MEMBERS PRESENT: Supervisors Ken Casper, Melissa Christiansen, Ken Keller, Nick Lakari and Joe Policello

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Corporation Counsel Gale Mattison, County Administrator Shawn Hennessee, Supervisors Holley and Just

1. Call to order

Chair Lakari called the meeting to order at 8:15 a.m.

2. Agenda

Motion (Christiansen/Keller) to approve agenda. Motion carried.

3. Public Comment

Supervisor Holley – not in favor of the 2% wage increase, it will increase the wage gap.

4. Minutes

Motion (Casper/Keller) to approve minutes of October 9, 2015. Motion carried.

5. 2% Wage Increase for Employees

Motion (Christiansen/Policello) to recommend County Board approve a 2% wage increase for all employees, excluding County Administrator and constitutional officers, effective January 1, 2016. Motion failed. Voting no – Supervisors Casper, Keller and Lakari

6. Adjournment

Motion (Keller/Policello) to adjourn at 8:43 a.m. Motion carried.

Next meeting date: Friday, November 6, 2015 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee HHSD 11/4/15
 Personnel Committee 11/18/15
 Finance Committee 11/28/15 *Not Needed*
 County Board 11/10/15

Permission to proceed: SH

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health and Human Services
 Department Head: Robin Elsner
 Supervisor: Robert Valentine
 Position Title: AODA Counselor
 Old Position Title: Mental Health Therapist
 Hours per Week/Year: 40
 Requested Start Date: TBD 12-05-15

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Account Number(s): 205-62-54310-111 71%
205-62-54330-111-15%/ 20562-54325-111-10%
205-62-54317-111-4%

Funding taken from: 205-62-54310-111 (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale MC
 Pay Rate/Salary: \$ 27,312 - 55,968
 Pay Level: 12

Human Resources Initials: VE

Finance Completes and returns to Administration

Cost of Request:

Wages:	\$ _____	Workers Comp:	\$ _____
FICA:	\$ _____	Life Insurance:	\$ _____
Retirement:	\$ _____	Longevity:	\$ _____
Other (explain):	_____		

Total Cost: \$ See Attached Finance Initials: PK

Finance Committee approval? Yes No

Approval*

Department Head: Robin Elsner
 County Administrator: [Signature]

10/19/15
10/28/15

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.



Justification for Request: The Health and Human Services Department continues to experience systems transitions and has experienced staff turnover in the ADAPT Clinic. A Mental Health Therapist with AODA experience has provided a retirement date of 12-04-15, which is causing a gap in Alcohol and Other Drug Abuse services. The department is requesting to eliminate one (1) Mental Health Therapist position and create one (1) additional Alcohol and Other Drug Abuse Counselor position to meet the treatment needs for alcohol and drug abuse treatment in the clinic, effective 12-05-15. This will give the clinic an additional clinician to deliver alcohol and other drug abuse services to serve the citizens of Marinette County

10/28/15

Marinette County Health & Human Services
 Fiscal Impact - Mental Health Therapist vs. AODA Counselor Positions
 Using 2015 Budget Figures

Staff	Hours	6.80%							Total Benefits	Total S&B
		112 2015 WAGES	151 S.S.	152 RET	154 H&D	155 LIFE	159 W/C			
Mental Health Therapist - Level 10 Mid	2080	\$ 53,925.00	\$ 4,125.26	\$ 3,666.90		\$ 69.00	\$ 1,078.50	\$ 8,939.66	\$ 62,864.66	
AODA Counselor - Level 12 Mid	2080	\$ (46,640.00)	\$ (3,567.96)	\$ (3,171.52)		\$ (69.00)	\$ (932.80)	\$ (7,741.28)	\$ (54,381.28)	
		\$ 7,285.00	\$ 557.30	\$ 495.38	\$ -	\$ -	\$ 145.70	\$ 1,198.38	\$ 8,483.38	



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee LEC 11/4/15
 Personnel Committee 11/10/15
 Finance Committee -NA-
 County Board 11/10/15

Permission to proceed: SAT

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department:

Sheriff / FINANCE

Department Head:

Sheriff / FINANCE Director

Supervisor:

Sheriff / ACCOUNTANT

Position Title:

Accounting Clerk

Old Position Title:

FINANCIAL ACCOUNT CLERK

Hours per Week/Year:

40

Requested Start Date:

1-14-2016 1-8-2016

New Positions:

- Permanent
- Seasonal
- Project
- LTE
- Addition of Current Position

Changes to Existing:

- Hours of Work
- Title Change
- Location Change

Account Number(s):

100-50-52110-111

Funding taken from:

SALARIES

(i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale

MC 14.43 - 21.64 (\$30,012 - \$45,018)^{KL}

Pay Rate/Salary:

\$

Pay Level:

15

Human Resources Initials: [Signature]

Finance Completes and returns to Administration

Cost of Request:

Wages: \$ _____

FICA: \$ _____

Retirement: \$ _____

Other (explain): _____

Workers Comp: \$ _____

Life Insurance: \$ _____

Longevity: \$ _____

Total Cost: \$

See Attached

Finance Initials: [Signature]

Finance Committee approval? Yes No

Approval*

Department Head:

County Administrator:

[Signature] 11/02/15
[Signature] 11/02/15
[Signature] 11/3/15

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

received
KL 10/30/15

Eliminate Financial Account Clerk (Sheriff)/Create Accounting Clerk

Justification for request:

This is a continuation of 2012 Finance Department Reorganization. The current opening in the financial account clerk position and the implementation of the new financial software creates the opportunity to implement another part of the 2012 Finance Department reorganization plan.

Objectives of the 2012 reorganization plan are listed below:

1. Centralize certain accounting functions creating greater internal control.
2. Provide additional financial support for certain departments.
3. More fully utilize County's resources.
4. Provide for progression and transition within the department.
5. Provide a fluid centralized support staff.
6. Reduce costs.

Currently the Sheriff Department relies heavily on one person for the oversight of the majority of the departments financial transactions. While the Finance Department provides support in certain financial areas, the current structure segregates the two departments in the accounting area which results in inefficiencies and insufficient financial backup.

Finance and Sheriff Department management have discussed the change and believe the transition to an accounting clerk assigned to the Sheriff Department will provide the Sheriff Department with greater accounting resources, increased backup and meet the objectives of the 2012 reorganization plan. The Finance Department and Administrator agree any time savings resulting from changes in financial procedures and implementation of the new financial software will be reinvested in the Sheriff Department for department support.

**2015 - Position Comparison
FINANCIAL ACCOUNT CLERK vs ACCOUNTING CLERK**

2015 Budget

Grade 16	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	0.17% WORKER'S COMP	TOTAL
Financial Account Clerk - Current	\$ 38,315	\$ 540	\$ 2,972	\$ 2,642	\$ 20,893		\$ 66	\$ 65,428

Grade 15	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	0.17% WORKER'S COMP	TOTAL
Accounting Clerk - Minimum	\$ 30,130	\$ -	\$ 2,305	\$ 2,049	\$ 20,893	\$ -	\$ 51	\$ 55,428
Accounting Clerk - Midpoint	\$ 37,668	\$ -	\$ 2,882	\$ 2,561	\$ 20,893	\$ -	\$ 64	\$ 64,068
FAC vs Accounting Clerk - Minimum	\$ 8,185	\$ 540	\$ 667	\$ 593	\$ -	\$ -	\$ 15	\$ 10,001
FAC vs Accounting Clerk - Midpoint	\$ 647	\$ 540	\$ 91	\$ 81	\$ -	\$ -	\$ 2	\$ 1,361

NOTE – Any changes need language added effective April 12, 2016 added to the body of the section changed.

ORDINANCE No.

**AMENDING CHAPTER 2 THE MARINETTE COUNTY CODE OF
ORDINANCES – “COUNTY GOVERNMENT”**

The County Board of Supervisors of the County of Marinette does ordain as follows:

Section One: Section 2.06 of the Marinette County Code of Ordinances entitled County Board Compensation and Reimbursement is amended to read as follows:

2.06 COUNTY BOARD COMPENSATION AND REIMBURSEMENT

- (1) Compensation.** County Board Supervisors shall receive an annual salary of twenty-four hundred dollars (\$2,400.00) payable in twelve (12) monthly installments.
- (2) County Board Chairperson Compensation.** The County Board Chairperson shall receive additional compensation over and above the compensation paid to him/her as a Supervisor in the amount of forty-eight hundred dollars (\$4,800.00) per year payable in twelve (12) monthly installments.
- (3) Mileage and Travel Expense.** Reimbursement for mileage shall be paid at the present rate per mile authorized by the Internal Revenue Service of the United States Department of the Treasury for the business mileage personal income tax deduction traveled to and from meetings by the most direct route. Only the operator of a personal vehicle used for transportation to and from a meeting may claim reimbursable mileage. Supervisors shall be reimbursed other travel expenses in accordance with Marinette County’s Policies and Procedures Manual. In the event of unusual circumstances, the County Board Chairperson may authorize expenses outside of the Personnel Policies and Procedures Manual parameters.
- (4) Meals.** County Board Supervisors shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County’s policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period.
- (5) Per Diem.** Supervisors shall receive fifty dollars (\$50.00) per diem for each regularly scheduled monthly County Board meeting attended. Supervisors shall be paid twenty-five dollars (\$25.00) for all other meetings attended not to exceed three (3) claimed meetings per day. Effective April 2012, claims for additional meeting payment in any given day shall be made only if such meeting, because of its nature, time or location, caused the meeting to be held separately. The annual number of per diem committee meetings claimed in any calendar year shall not be limited.
- (6) Meeting Defined.** For compensation purposes, a meeting is defined as a meeting called to order by the Chairperson or a majority of its members for the purpose of exercising the responsibility, authority, power or duties delegated to or vested in a quorum of that body meeting the requirements of Ch. 19, Sub V, Wis. Stats. Open

meetings of Governmental Bodies. In the event a quorum is lacking, members attending officially called meetings are entitled to meeting and travel expenses. Additionally, a Supervisor shall be credited with a committee meeting when said Supervisor has received authorization by his/her committee or the County Board Chairperson to perform an administrative task for said committee or the County Board, is a member of a Wisconsin Counties Association steering committee or has received prior approval to attend a specific event. Any day a Supervisor travels a distance of one hundred fifty (150) miles or greater one-way, said Supervisor shall be entitled to one (1) meeting per diem in addition to any other claimed meeting per diem.

(7) County Board Chairperson Authorization to Attend Meetings. The County Board Chairperson is authorized to attend meetings and conferences on matters directly related to County government. The Chairperson may direct the Vice-Chairperson or another member of the County Board to attend such meetings and conferences, either in place of the Chairperson or with the Chairperson. The Chairperson, the Vice-Chairperson and such other Board members as may be designated by the Chairperson, shall be entitled to per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to per diem, mileage, and expenses.

(8) Citizen Members. The per diem payment shall be twenty-eight dollars (\$28.00), plus mileage reimbursement at the current IRS rate for citizen members appointed by the County Board or Administrator to Boards, Committees and Commissions. Citizen members shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period. Specific to Board of Adjustment members, per diem shall be paid per inspection or hearing not to exceed two claimed per diems per day.

(Ord #288 6/28/05, Ord #300 3/28/06, Ord 337, 1/26/10)

Section Two: This ordinance shall be effective immediately upon passage and publication.

Approved by a majority of a quorum of the Marinette County Board of Supervisors this 10th day of November 2015.

Vilas Schroeder, Chairperson

Katherine K. Brandt, County Clerk

Recommended: Personnel Committee November 3, 2015

REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	168388	07678	09/03/15	00000	00120	CVSO ASSOCIATION OF WISCONSIN				
00000	168388	07678	09/03/15	00000	00120	CVSO ASSOCIATION OF WISCONSIN	CVSO DUES & FALL CONF REGIS	100-68-54720-424-000		180.00
00000	168394	07697	09/03/15	00000	00711	FLAWS, ROBERT	CIVIL SERVICE 8/27	100-08-52190-140-000	28.00	
00000	168394	07697	09/03/15	00000	00711	FLAWS, ROBERT	CIVIL SERVICE 8/27	100-08-52190-439-000	33.35	61.35
00000	000000	07993	09/14/15	00000	02371	JP MORGAN CHASE	BELLEVUE TOTAL HEALTH SC			
00000	000000	07993	09/14/15	00000	02371	JP MORGAN CHASE	RANDOMS/DRUG/PHYSCL	100-41-51430-441-000	1,048.00	
00000	000000	08974	10/13/15	00000	02371	JP MORGAN CHASE	RANDOMS, PRE EMPLOY DRUG/PHYSI	100-41-51430-441-000	947.00	
00000	000000	07944	09/14/15	00000	02371	JP MORGAN CHASE	EAGLEHERALD PUBLISHING			
00000	000000	07944	09/14/15	00000	02371	JP MORGAN CHASE	POSITION ADS	100-41-51430-426-000	350.48	
00000	000000	07776	09/08/15	00000	02371	JP MORGAN CHASE	EQUIFAX CONSUMER SERVICES			
00000	000000	07776	09/08/15	00000	02371	JP MORGAN CHASE	BACKGROUND CHECK	100-41-51430-441-000	27.95	
00000	000000	08368	09/28/15	00000	02371	JP MORGAN CHASE	FRIENDS OFFICE PRODUCTS L			
00000	000000	08368	09/28/15	00000	02371	JP MORGAN CHASE	OFFICE SUPPLIES	100-68-54720-410-000	41.13	
00000	000000	09113	10/19/15	00000	02371	JP MORGAN CHASE	HO CHUNK NATION			
00000	000000	09113	10/19/15	00000	02371	JP MORGAN CHASE	CVSO ASSN CONF LODGING	100-68-54720-435-000	350.00	
00000	000000	08208	09/21/15	00000	02371	JP MORGAN CHASE	PESHTIGO TIMES			
00000	000000	08208	09/21/15	00000	02371	JP MORGAN CHASE	POSITION ADS	100-41-51430-426-000	131.40	
00000	000000	09123	10/19/15	00000	02371	JP MORGAN CHASE	POSITION ADS	100-41-51430-426-000	138.70	
00000	000000	08164	09/21/15	00000	02371	JP MORGAN CHASE	S & O LOCK SERVICE			
00000	000000	08164	09/21/15	00000	02371	JP MORGAN CHASE	DAV VAN KEYS	100-68-54710-439-000	28.00	
00000	000000	08545	10/05/15	00000	02371	JP MORGAN CHASE	KEYS, WALL 'SAFE'	100-68-54720-410-000	45.00	
00000	000000	07717	09/08/15	00000	02371	JP MORGAN CHASE	SEARCH FIRST INFORMATION			
00000	000000	07717	09/08/15	00000	02371	JP MORGAN CHASE	BACKGROUND CHECKS	100-41-51430-441-000	60.00	
00000	000000	07958	09/14/15	00000	02371	JP MORGAN CHASE	BACKGROUND CHECKS	100-41-51430-441-000	265.00	
00000	000000	08173	09/21/15	00000	02371	JP MORGAN CHASE	BACKGROUND CHECKS	100-41-51430-441-000	60.00	
00000	000000	08460	09/28/15	00000	02371	JP MORGAN CHASE	WAL-MART STORES, INC.			
00000	000000	08460	09/28/15	00000	02371	JP MORGAN CHASE	LOCK BOX & SHREDDER LUBE	100-68-54720-410-000	17.26	3,509.92
00000	168421	07698	09/03/15	00000	80448	PETH, BRYAN				
00000	168421	07698	09/03/15	00000	80448	PETH, BRYAN	CIVIL SERVICE 8/27	100-08-52190-140-000	28.00	
00000	168421	07698	09/03/15	00000	80448	PETH, BRYAN	CIVIL SERVICE 8/27	100-08-52190-439-000	10.35	38.35
00000	168753	08145	09/17/15	00000	00096	UNITED MAILING SERVICES INC	I#131690 POSTAGE			
00000	168753	08145	09/17/15	00000	00096	UNITED MAILING SERVICES INC	HUMAN RESOURCES	100-41-51430-411-000	16.54	
00000	168753	08145	09/17/15	00000	00096	UNITED MAILING SERVICES INC	VETERANS	100-68-54720-411-000	35.58	
00000	169285	09279	10/22/15	00000	00096	UNITED MAILING SERVICES INC	I#132118 POSTAGE			
00000	169285	09279	10/22/15	00000	00096	UNITED MAILING SERVICES INC	HUMAN RESOURCES	100-41-51430-411-000	21.44	
00000	169285	09279	10/22/15	00000	00096	UNITED MAILING SERVICES INC	VETERANS	100-68-54720-411-000	46.14	119.70

REPORT TOTALS 3,909.32

ACH PAYMENTS
 ELECTRONIC PAYMENTS
 DISBURSEMENTS

NOTE: AN ASTERISK (*) FOLLOWING THE ACCOUNT NUMBER INDICATES THE ACCOUNT IS TO BE APPLIED TO THE PRIOR YEAR.



ADDENDUM

AGENDA

PERSONNEL AND VETERANS SERVICE

Friday, November 6, 2015

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

- 10 a. Discuss/consider appointing a Personnel Committee member to attend WPPA labor negotiations as a County Board liaison, not as a negotiator, effective immediately, action if any

cc: Ken Casper Human Resources Director
Melissa Christiansen Veterans Service Officer
Nick Lakari Posting
Ken Keller County Administration
Joe Policello

PLEASE NOTE: AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717