



AGENDA

PERSONNEL AND VETERANS SERVICE

Thursday, July 13, 2017

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 June 15, 2017
5. Discuss Personnel Policies and Procedures – Section 1.27 Excused Absences
(d) Sick Leave (12) after five (5) days of consecutive sick leave for the same qualifying condition, employees shall be forced to apply for Family Medical Leave – discussion only
6. Discuss/consider extended leave of absence for a courthouse employee, action if any
7. Discuss/consider extended leave of absence for a courthouse employee, action if any
8. Human Resources Director's Report:
 - 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
9. Discuss/consider Schedule of Paid Invoices, action if any
10. Future agenda items
11. Set next meeting date
12. Adjournment

Addendum(s) when applicable

cc: Mark Anderson
Russ Bauer
Mike Behnke
Ken Keller
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

May 15, 2017

1:00 p.m.

Jury Assembly Room

Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Russ Bauer, Mike Behnke, Ken Keller and Joe Policello

MEMBERS EXCUSED:

OTHERS PRESENT: County Clerk Kathy Brandt, Human Resources Director Jennifer Holtger, Veterans Program Assistant Michelle Steffen, Health and Human Services Director Robin Elsner, County Conservationist Greg Cleereman, County Administrator John Lefebvre, Eagle Herald and Peshtigo Times

1. Call to order

Chair Joe Policello called the meeting to order at 1:00 p.m.

2. Agenda

Motion (Behnke/Bauer) to approve agenda. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Bauer/Anderson) to approve minutes of March 7 and 22, 2017. Motion carried.

5. Data Sharing Agreement with WDVA/CVSO/TVSO VBATS

Motion (Behnke/Bauer) to approve agreement with WDVA/CVSO/TVSO VBATS for access and data sharing, contingent upon Corporation Counsel's approval. Motion carried. Exhibit A

6. Conservation Generalist Project Position

Motion (Anderson/Behnke) to approve a Conservation Generalist Project position, 560 hours, partially funded by private sources, effective immediately. Motion carried. Exhibit B

7. Elimination of the Customer Service Resource Screener Position

Motion (Anderson/Keller) to eliminate the Customer Service Resource Screener Position, effective May 26, 2017. Motion carried. Exhibit C

8. Amendment 69 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences (c) (8) (9)

Motion (Keller/Behnke) to recommend County Board approve Amendment 69 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences (c) (8) (9). Motion carried. Exhibit D

9. Proposed Amendments to Policies and Procedures Manual as Relates to Wages and Benefits

County Administrator reviewed recommendations for implementation of the Carlson Dettmann pay study being cognizant of balancing the need to stay competitive with the market. The Administrator will present a summary of recommendations to the County Board at the May meeting and then draft as an amendment to the Policies and Procedures Manual for final approval at a later date.

10. Proposed Amendments to Policies and Procedures Manual as Relate to Cell Phone Policy and Travel Stipend

Discussion included creating policies to establish a travel per diem for highway Department Operators I and II for weeks during May thru October; allow personal use of County cell phones as long as said use does not cost the County or conflict with job duties; allow an employee to use personal cell phone for County business and receive a monthly cash payout, thus reducing the number of County owned phones currently being used.

11. County Board Vice Chair Wage Adjustment

Discussion postponed to June meeting.

12. Human Resources Director's Report

Exhibit E

Supervisor Keller excused at 3:00 p.m.

13. Schedule of Paid Invoices

Committee reviewed April Schedule of Paid Invoices totaling \$1,748.40.

14. Future Agenda Items

County Board Vice Chair salary

15. Adjournment

Motion (Bauer/Anderson) to adjourn at 3:10 p.m. Motion carried.

Next meeting date: Thursday, June 8, 2017 – 9:30 a.m.

Kathy Brandt
County Clerk

Date approved/corrected:

07/05/2017 09:16
CHubbard

Marinette County, WI - LIVE
INVOICE LIST BY GL ACCOUNT

P 1
apinvgl

YEAR/PERIOD: 2017/6 TO 2017/6	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	51430000								HUMAN RESOURCES
	100-51-41-000-000-04-51430-000-52225-								TELEPHONE
	002809 CENTURYLINK	25417		2017	6	INV P		5.09	CENTURYLINK/SPEEDPA
								5.09	ACCOUNT TOTAL
	100-51-41-000-000-04-51430-000-52411-								POSTAGE
	000096 UNITED MAILING SERVI	148947		2017	6	INV P	061417	16.33	9593 MAY POSTAGE DUE
								16.33	ACCOUNT TOTAL
	100-51-41-000-000-04-51430-000-52426-								ADV BIDS NOTICES
	000263 PESHTIGO TIMES	25378		2017	6	INV P		212.80	Position Ads
	005254 EAGLE-HERALD PUBLISH	25105		2017	6	INV P		348.44	Position Ads
								561.24	ACCOUNT TOTAL
	100-51-41-000-000-04-51430-000-52441-								EMPLOYMENT EXPENSE
	000584 SEARCH FIRST INFORMA	25107		2017	6	INV P		235.00	Background checks
	000584 SEARCH FIRST INFORMA	25667		2017	6	INV P		180.00	SEARCH FIRST INFORM
	000584 SEARCH FIRST INFORMA	25669		2017	6	INV P		325.00	SEARCH FIRST INFORM
	000584 SEARCH FIRST INFORMA	25916		2017	6	INV P		60.00	Background check
								800.00	
	000760 AURORA HEALTHCARE, I	25377		2017	6	INV P		867.00	Employee drug/physc
	000886 WI DEPT OF JUSTICE	25106		2017	6	INV P		10.00	RECORDS CHECK
	000886 WI DEPT OF JUSTICE	25379		2017	6	INV P		20.00	DOJ RECORDS CHECK
	000886 WI DEPT OF JUSTICE	25380		2017	6	INV P		14.00	DOJ RECORDS CHECK
	000886 WI DEPT OF JUSTICE	25668		2017	6	INV P		10.00	DOJ EPAY RECORDS CH
	000886 WI DEPT OF JUSTICE	25914		2017	6	INV P		14.00	RECORDS CHECK
	000886 WI DEPT OF JUSTICE	25915		2017	6	INV P		10.00	RECORDS CHECK
								78.00	
								1,745.00	ACCOUNT TOTAL
								2,327.66	ORG 51430000 TOTAL
	54710000								VETERANS RELIEF
	100-54-68-000-000-04-54710-000-52498-								OPERATION EXPENDITURES
	000299 MARINETTE CO TREASUR	5/31/17		2017	6	INV P	060717	250.00	9488 VETERANS OFFICE PET
								250.00	ACCOUNT TOTAL
								250.00	ORG 54710000 TOTAL
	54720000								VETERANS SERVICE OFFICE
	100-54-68-000-000-04-54720-000-52225-								TELEPHONE
	002809 CENTURYLINK	25417		2017	6	INV P		10.03	CENTURYLINK/SPEEDPA

07/05/2017 09:16
 CHubbard

Marinette County, WI - LIVE
 INVOICE LIST BY GL ACCOUNT

P 2
 apinvgl

YEAR/PERIOD: 2017/6 TO 2017/6	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
									ACCOUNT TOTAL
									10.03
	100-54-68-000-000-04-54720-000-52291-								PURCHASE OF SERVICE
	002048 DATASPEC INC	5022		2017	6	INV P			1,647.00 061417 9637 PROGRAM PURCHASE
	002048 DATASPEC INC	5022		2017	6	INV P			1,647.00 062117 9703 PROGRAM PURCHASE
									3,294.00
									ACCOUNT TOTAL
									3,294.00
	100-54-68-000-000-04-54720-000-52411-								POSTAGE
	000096 UNITED MAILING SERVI	148947		2017	6	INV P			35.14 061417 9593 MAY POSTAGE DUE
	006365 MARINETTE CO CLERK	05/31/17		2017	6	INV P			12.25 060717 9539 MAY POSTAGE DUE
									ACCOUNT TOTAL
									47.39
									ORG 54720000 TOTAL
									3,351.42
	54730000								VET-GRAVES/BURIALS/HEADSTONES
	100-54-68-000-000-01-54730-000-52498-								OPERATION EXPENDITURES
	000095 CITY OF NIAGARA	1013		2017	6	INV P			297.50 06/28/17 9771 Care of Veterans Gr
									ACCOUNT TOTAL
									297.50
									ORG 54730000 TOTAL
									297.50
=====									
	FUND 100	GENERAL FUND		TOTAL:					6,226.58
=====									

** END OF REPORT - Generated by Chastidy Hubbard **



ADDENDUM

AGENDA

PERSONNEL AND VETERANS SERVICE

Thursday, July 13, 2017

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

- 4a. Discuss/consider a request from the Marinette County District Attorney for the County to fund a .5 FTE Assistant DA position for 2018 and 2019, action if any
- 4b. Discuss/consider the schedule for employees to appeal pay grade classifications as determined by the 2017 Carlson Dettmann Wage Study, action if any

cc: Mark Anderson
Russ Bauer
Mike Behnke
Ken Keller
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

Estimated Cost for Assistant District Attorney Position

	2017		2018		2019
	Sept-Dec		Jan-Dec		Jan-Dec
Salary Estimate	\$ 8,075.00	\$	25,346.00	\$	27,347.50
Fringe Benefits (Estimated @ 40%)	\$ 3,230.00	\$	10,138.40	\$	10,939.00
County Cost Estimate	\$ 11,305.00	\$	35,484.40	\$	38,286.50
Budgeted in 2017	\$ 21,922.00				
Available \$\$\$	\$ 10,617.00				

Proposed Schedule for 2017 Pay Grade Classification Appeal Process

- July 14th 2017 - Distribution of Statement of Possible Intent to Appeal Forms to staff covered by Carlson Dettmann Wage Study.
- July 31st 2017 – Last day to return Statement of Possible Intent to Appeal Forms to County Administrator.
- July 17th- August 1st – Distribution of Compensation and Classification Plan Position Classification Review Form, position ratings and associated proprietary information from Carlson Dettmann which explains the Job Evaluation System.
- August 18th – Last day for employees to provide the Department Head with Compensation and Classification Plan Position Classification Review form.
- August 25th – Last day for Department Heads to turn in completed Compensation and Classification Plan Position Classification Review forms to County Administrator.
- Mid-September – Employees will be notified of results of appeals.
- Late September - Early October – Finance makes adjustments to 2017 payroll and 2018 budget to reflect appeal outcomes.



ADDENDUM II

AGENDA

PERSONNEL AND VETERANS SERVICE

Thursday, July 13, 2017

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

- 5a. Discuss/consider authorizing County Administrator to sign Carlson Dettmann Confidential Disclosure Agreement, subject to Corporation Counsel's review, action if any

cc: Mark Anderson
Russ Bauer
Mike Behnke
Ken Keller
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

CONFIDENTIAL DISCLOSURE AGREEMENT

This Confidential Disclosure Agreement is made and entered into as of _____, 201_, by and between the _____ of _____, WI ("RECIPIENT"), whose address is _____, _____, _____, and **Carlson Dettmann Consulting, LLC**, a Wisconsin limited liability company, and all of its subsidiaries and affiliates (collectively hereinafter referred to as "DISCLOSER"), whose address is 6733 Frank Lloyd Wright Ave., Middleton, WI 53562.

RECITALS

A. DISCLOSER possesses certain proprietary information relating to DISCLOSER'S compensation consulting business (hereinafter, collectively referred to as the "Confidential Information"), specifically including, without limitation, all intellectual property, trade secrets, ideas, concepts, data compilations and methods relating to all such Confidential Information which is disclosed to RECIPIENT or of which RECIPIENT becomes aware, whether such information is embodied in tangible form or not. The Confidential Information may include, but is not limited to, The Carlson Dettmann Point Factor Job Evaluation System and methodology, public and private sector marketplace surveys performed, job point evaluation data collected or compiled, and job data compilations and analyses which relate to DISCLOSER'S business or services. Confidential Information may be specifically designated or marked as "confidential," but does not need to be designated or marked to be subject to the terms of this Agreement.

B. RECIPIENT desires to examine and evaluate any such Confidential Information which is disclosed to RECIPIENT by DISCLOSER for the purpose of analyzing DISCLOSER'S work and conclusions (hereinafter collectively referred to as the "Purpose of the Agreement").

AGREEMENT

NOW THEREFORE, in consideration of the Recitals set forth above (which are incorporated herein by reference), any prior or future disclosure of any Confidential Information by DISCLOSER to RECIPIENT hereunder, and such other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant and agree as follows:

1. RECIPIENT agrees that any Confidential Information which is disclosed by DISCLOSER to RECIPIENT, whether before or after the date of execution of this Agreement, and whether such disclosure is made by written, electronic, oral or other means, shall be subject to the terms of this Agreement for an unlimited period. DISCLOSER shall disclose such Confidential Information to RECIPIENT that DISCLOSER, in its sole discretion, determines to be prudent and necessary to carry out the Purpose of the Agreement.

2. RECIPIENT acknowledges and agrees that all of the Confidential Information is the confidential and proprietary property of DISCLOSER, and that RECIPIENT has no

ownership rights, licensing rights, use rights or other rights with respect to any of the Confidential Information, except as specifically permitted under the terms of this Agreement. RECIPIENT agrees not to use any of the Confidential Information for any purpose other than the Purpose of the Agreement.

3. RECIPIENT covenants and agrees to keep all Confidential Information absolutely confidential and not to divulge, reveal, report, or disclose any the Confidential Information to any person or entity without the prior written consent of DISCLOSER, which consent may be withheld by DISCLOSER in its sole discretion and which may be conditioned upon such other person or entity executing a Confidential Disclosure Agreement which is satisfactory to DISCLOSER.

4. RECIPIENT agrees not to copy or reproduce the Confidential Information for any purpose other than the Purpose of the Agreement. RECIPIENT further agrees that all originals, copies and reproductions of the Confidential Information shall be returned promptly upon request from DISCLOSER or when the Purpose of the Agreement has been carried out, whichever occurs first.

5. DISCLOSER claims that, because of the unique nature of the Confidential Information, immediate and irreparable harm would be suffered by DISCLOSER and damages for breach of the covenants in this Agreement would be an inadequate remedy and, that in the event of such breach, the DISCLOSER shall be entitled to injunctive or other equitable relief, in addition to any remedies of law, including the recovery of damages and reasonable attorneys' fees. RECIPIENT agrees to indemnify and hold DISCLOSER harmless from any and all demands, claims, causes of action, losses, damages, costs or expenses, including without limitation actual attorneys' fees, arising out of or related to any breach by RECIPIENT of this Agreement.

6. The obligations of RECIPIENT pursuant to this Agreement shall not apply to such part of the Confidential Information, if any, that: (a) RECIPIENT obtains from a third party who has the right to disclose to RECIPIENT; or (b) which at the time of disclosure is in the public domain, or which after disclosure is published or otherwise becomes part of the public domain through no fault of the RECIPIENT; or (c) RECIPIENT had in its possession prior to the date of this Agreement and prior to any disclosure of any Confidential Information by DISCLOSER to RECIPIENT relating to this Agreement, but only to the extent that RECIPIENT can prove such possession by written records that can be shown to predate this Confidential Disclosure Agreement.

7. This Confidential Disclosure Agreement shall be construed under and pursuant to the laws of the State of Wisconsin. The parties agree that the forum and venue for any action to enforce this Agreement shall be the Circuit Court for Dane County, Wisconsin.

8. Any person signing below on behalf of a municipality, agency, corporation, partnership, limited liability company, or other business entity hereby personally represents and warrants to the other party that such person has the requisite authority to bind such business entity to the terms of this Agreement.

9. This Agreement shall be binding upon, and inure to the benefit of, the parties and each of their respective successors and assigns. Notwithstanding the foregoing, this Agreement shall not be assignable by RECIPIENT without the prior written consent of DISCLOSER, which consent may be withheld in DISCLOSER'S sole discretion.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

RECIPIENT:
XXXXXX OF XXXXXX, WI

By: _____

DISCLOSER:
CARLSON DETTMANN CONSULTING, LLC

By: _____