



MINUTES

Personnel and Veterans Service

December 18, 2017

9:30 a.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: Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator John Lefebvre, Highway Commissioner Rick Rickaby, Library Director Jennifer Thiele, Cheryl Maxwell, HHSD Finance Manager Glenn Sartorelli, Economic Support Manager Kris Parkansky, Eagle Herald and Peshtigo Times

1. Call to order

Chair Joe Policello called the meeting to order at 9:30 a.m.

2. Agenda

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

3. **Public Comment** – Cheryl Maxwell – Library Insurance for employees working less than 30 hours per week

4. Minutes

Motion (Keller/Bauer) to approve minutes of November 9, 2017. Motion carried.

5. **Reconsider Motion by County Board in June Regarding Health Insurance for Employees that work less than 30 Hours per Week**

Motion (Anderson/Keller) to deny request by the Library Director for the County to reconsider the action taken by the County Board in June of 2017 to eliminate Health Insurance for employees that work less than 30 hours per week effective December 31, 2017. Motion carried. Voting no – Supervisor Behnke

6. **Expanding Courthouse Hours from 8:30 am - 4:30 pm to 8:00 am - 4:30 pm**

Motion (Keller/Anderson) to recommend County Board approve expanding the courthouse hours from 8:30am to 4:30 pm to 8:00am 4:30pm effective January 2nd 2018. Motion carried.

7. Cell Phone Stipend Agreement

Motion (Behnke/Keller) to recommend County Board approve Cell Phone Stipend Agreement. Motion carried. Exhibit A

8. Retitling of Administrative Assistant Positions

Motion (Anderson/Behnke) to approve retitling of the Administrative Assistant positions: Administrative Assistant I to Administrative Assistant; Administrative Assistant II & III to Administrative Specialist; and Administrative Assistant V to Executive Assistant, effective January 1, 2018. Motion carried.

9. Assign County Land Information Director as Department Head for UW-Extension Staff

Motion (Anderson/Behnke) to assign department head duties of the UW Extension to the Marinette County Land Information Director effective January 1, 2018. Motion carried.

10. Create Mechanic I/II Position and Eliminate Equipment Operator I Position

Motion (Bauer/Behnke) to recommend County Board approve creating a Mechanic I/II position and eliminating an Equipment Operator I position, effective immediately. Motion carried. Exhibit B

11. Create Administrative Assistant I Position at the Job Center

Motion (Behnke/Keller) to recommend County Board approve creating an Administrative Assistant I position to be located at the Job Center, effective immediately. Motion carried. Exhibit C

12. Extended Leave of Absence for Courthouse Employee

Motion (Keller/Anderson) to deny the extended leave of absence for Courthouse employee. Motion carried.

13. Amendment 80 to Personnel Policies and Procedures Manual Section 1.12 Employment/Hiring (k) Interim Management Positions

Motion (Anderson/Behnke) to recommend County Board approve amendment 80 to Personnel Policies and Procedures Manual Section 1.12 (k) Interim Management Positions. Motion carried. Exhibit D

14. Amendment 81 to Personnel Policies and Procedures Manual Section 1.29 Benefits (g) Longevity

Motion (Behnke/Bauer) to recommend County Board approve amendment 81 to Personnel Policies and Procedures Manual Section 1.29 Benefits (g) Longevity. Motion carried. Exhibit E

15. Amendment 82 to Personnel Policies and Procedures Manual Section 1.10 Classification Plans (3) Employee Classifications

Motion (Bauer/Behnke) to recommend County Board approve amendment 82 to Personnel Policies and Procedures Manual Section 1.10 Classification Plans (3) Employee Classifications. Motion carried. Exhibit F

16. Amendment 83 to Personnel Policies and Procedures Manual Section 1.29 Benefits

Motion (Behnke/Keller) to recommend County Board approve amendment 83 to Personnel Policies and Procedures Manual Section 1.29 Benefits (d) Life Insurance as amended. Motion carried. Exhibit G

17. Employee Recognition Program – Committee discussed recognizing employees after 10 years of service without monetary reward.

18. Human Resources Director's Report

Exhibit H

19. Schedule of Paid Invoices

Committee reviewed November Schedule of Paid Invoices totaling \$2,604.21.

20. Future Agenda Items

- Employee Recognition Program

21. Adjournment

Motion (Anderson/Behnke) to adjourn at 10:50 a.m. Motion carried.

Next meeting date: January 4, 2018 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



Marinette County Cell Phone Stipend Agreement

Employee Name: _____ Stipend Start Date*: _____

Job Title: _____ Stipend Amount - \$20/month

Department: _____

Cell Phone #: _____ Cellular Carrier: _____

Business Purpose: _____

**Stipend eligibility shall begin the first of the month after the agreement is signed.*

Policy Summary

Employees holding positions including the need for a cell phone may receive a cell phone stipend to reimburse costs incurred for use of personally-owned cell phones. The stipend will be considered a non-taxable employee expense. The County Board will review and set the stipend on an annual basis.

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions including, but is not limited to plan choices, service features, and calling areas meeting the requirements of the job, termination clauses, and payment of all charges associated with the cellular service and device.
- Submit monthly billing statements to the County Finance Department.
- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change.
- If the employee reduces service levels in the wireless contract below the reimbursed amount, the same communication expectations exist.
- Retain monthly invoices for a two-year period.
- Comply with all County, State or Federal laws including those pertaining to data security, and acceptable use practices.
- Delete all County data from the cellular device upon termination of employment with Marinette County.

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend agreement.

Employee Signature

Date

Department Head Signature

Date



MARINETTE COUNTY POSITION REQUEST FORM

Exhibit B

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 12-13-17 HHS
 Personnel Committee 12-14-17
 Finance Committee ~~12-11-17~~ NA
 County Board 12-19-17

Permission to proceed: JL

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
 Department Head: Robin Elsner
 Supervisor: Kris Parkansky
 Position Title: Administrative Assistant I
 Old Position Title: New Position
 Hours per Week/Year: 40
 Requested Start Date: Immediately
 Account Number(s): 54503000-50111
 Funding taken from: 54503000-46610 (i.e. salaries with or without fringes)

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

Justification for request: Please attach

Human Resources Completes and submits to Finance

Received in HR 11/30/17
KS

Wage Scale: CD
 Pay Rate/Salary: \$ 15.50 - 17.78 - 20.00
 Pay Level: D

Human Resources Initials: KS

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 12/1/2017

Finance Committee approval? Yes No

Approval*

Department Head: Robin Elsner
 County Administrator: John L. [Signature]

10/25/17
12/1/17

received
KL 10-25-17

* 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 is requesting to create one (1) Administrative Assistant I position to be located at the Job Center. The Bay Area Workforce Development Board has agreed on the need for and the funding of an additional Administrative Assistant I position to be located at the Job Center. The funding commitment will cover the salary/fringes associated with the position based upon hiring the position at step 1 of pay grade D. (See attached letter) Marinette County will assume some minor costs associated with hiring and potentially other costs if the position were to be eliminated. Funding from Bay Area Workforce Development Board will be determined on a year by year basis and failure by the Bay Area Workforce Development Board to fund the salaries/fringe costs associated with the position will jeopardize the existence of the position. The Administrative Assistant I position will provide receptionist duties for the partner agencies in the Job Center and serve as backup for the other two County funded Administrative Assistant I positions working in the Economic Support Unit. Creating the additional Administrative Assistant I position will allow the Health and Human Service Department to utilize all 3 positions to cover the Energy Unit, Economic Support Unit and the Job Center. The addition of this position will free up some work time for the County's Economic Support Specialist who are currently filling in for the current Administrative Assistant I positions. The Job Center averages 800 walk-in consumers per month and over 90 phone calls per day. The addition of this position will allow for 2 Administrative Assistant I positions to be at the front desk on a consistent basis.



Bay Area Workforce Development Board

317 W. Walnut St.
Green Bay, WI 54303
(920) 431-4100
Fax (920) 431-4101
TDD/TTY Dial 7-1-1 Toll Free
www.bayareawdb.org

October 9, 2017

Mr. Robin Elsner
Marinette County Department of Human Services
2500 Hall Avenue
Marinette, WI 54143

Dear Mr. Elsner:

This letter will serve as notification that the partners at the Marinette (Bay North) Job Center have agreed on funding an additional full time receptionist for the job center. This position will be in addition to the current receptionist position that is totally funded by the county. The partners have agreed to a cost not to exceed \$60,486.00 for the position. This will include wage, fringe and allocated costs. The funding of the position will be shared by the partners, (NWTC, DWD Job Service, DWD DVR, DWD Office of Veteran's Services, MI Works, the Bay Area Workforce Board and DWD Unemployment Division) based on the number of FTE the organization has at the job center. The receptionist position will provide all reception services for the partners and the county. The funding will be available upon the approval of the partnership's MOU by state staff. This was submitted to the state on Monday October 9th.

Please contact Betty Gregory-Paasch at our office if you have any additional questions regarding this position.

Sincerely,

A handwritten signature in black ink that reads "James Golembeski". The signature is fluid and cursive.

James Golembeski
Executive Director

Marinette County Health & Human Services

Fiscal Impact - Create Administrative Assistant Position for the Marinette Job Center

Using 2018 Figures

Staff	FTE	Hours	Per Hour	111 SALARY	151 S.S.	6.70% 152 RET	154 H&D	.17% or 2% 159 W/C	Total Benefits	Total S&B
Admin Assistant I Grade D - Step 1	1.00	2,080.00	\$ 15.56	\$ 32,364.80	\$ 2,475.91	\$ 2,168.44	\$ 22,797.79	\$ 647.30	\$ 28,089.43	\$ 60,454.23
BAWD Funding(Not to Exceed \$60,486)										\$ (60,454.23)
Variance(Fiscal Impact)										\$ -

Plan B

Single/Single	\$ 7,583.28
Family/Family	\$ 22,797.79
Emp/Sp	\$ 16,438.80
Emp/Ch	\$ 13,112.78



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 12/13/17 Hwy
 Personnel Committee 12/14/17
 Finance Committee 12/11/17 NA
 County Board 12/19/17

Permission to proceed: jd

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Highway
 Department Head: Rick Rickaby
 Supervisor: Joe Baranek ^{F G}
 Position Title: Mechanic I ^{(OR II) KB}
 Old Position Title: Equipment Operator I
 Hours per Week/Year: 40 / 2080
 Requested Start Date: TBD
 Account Number(s): 53210000-50111

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

Eliminate/Create

Funding taken from: _____ (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: \$ F-19,20, 21.94, 24.08 : A-21.01, 24.01, 27.01
 Pay Level: F-1 ; A-11
 Human Resources Initials: KB

Finance Completes and returns to Administration

Cost of Request:			
Wages:	\$ <u>see attached</u>	Workers Comp:	\$ _____
FICA:	\$ _____	Life Insurance:	\$ _____
Retirement:	\$ _____	Longevity:	\$ _____
Other (explain):	_____		\$ _____

Total Cost: \$ Mechanic I (F) 0 cost
Mechanic II (G) #4474 - #5760
 Finance Committee approval? Yes No

Finance Initials: LM

Approval*

Department Head: Rick Rickaby
 County Administrator: Joe Baranek

11, 16, 17
11, 27, 17

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

Create Mechanic I (Highway) and Eliminate Equipment Operator I (Highway) Position

The Highway Department has three shops spanning Marinette County, including Peshtigo, Crivitz and Pembine, with each containing many trucks, implements and pieces of equipment used daily in the Department's maintenance activities. In an effort to address this aging fleet of trucks and equipment and to be able to more efficiently and effectively serve the public highway maintenance needs, it is believed that the demand for Highway Mechanics far outweighs the current Highway Mechanic staffing level. We believe adding another Mechanic will help alleviate the backlog of repairs and service needs and continually maintain the existing fleet to provide a more effective service. It is further believed that the duties and responsibilities of the eliminated Equipment Operator I position can be divided up amongst the other Highway staff including the new Mechanic I Position.

**2018 - Position Request
Elimination of Equipment Operator I - Creation of Mechanic I**

Eliminate - Equipment Operator I	7.65%			HEALTH & DENTAL	LIFE INS	4.50% WORKER'S COMP	TOTAL	SAVINGS (COST)
	SALARY	LONGEVITY	SOCIAL SECURITY					
Grade F, Step 1	\$ 39,936	\$ -	\$ 3,055	\$ 16,439	\$ -	\$ 1,797	\$ 63,903	
Grade F, Step 6	\$ 45,635	\$ -	\$ 3,491	\$ 16,439	\$ -	\$ 2,054	\$ 70,676	
Grade F, Step 11	\$ 51,334	\$ -	\$ 3,927	\$ 16,439	\$ -	\$ 2,310	\$ 77,450	
Create - Mechanic I								
Grade F, Step 1	\$ 39,936	\$ -	\$ 3,055	\$ 16,439	\$ -	\$ 1,797	\$ 63,903	\$ -
Grade F, Step 6	\$ 45,635	\$ -	\$ 3,491	\$ 16,439	\$ -	\$ 2,054	\$ 70,676	\$ -
Grade F, Step 11	\$ 51,334	\$ -	\$ 3,927	\$ 16,439	\$ -	\$ 2,310	\$ 77,450	\$ -
OR Create - Mechanic II								
Grade G, Step 1	\$ 43,701	\$ -	\$ 3,343	\$ 16,439	\$ -	\$ 1,967	\$ 68,377	\$ (4,474)
Grade G, Step 6	\$ 49,941	\$ -	\$ 3,820	\$ 16,439	\$ -	\$ 2,247	\$ 75,794	\$ (5,117)
Grade G, Step 11	\$ 56,181	\$ -	\$ 4,298	\$ 16,439	\$ -	\$ 2,528	\$ 83,210	\$ (5,760)



AMENDMENT 80
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.12 EMPLOYMENT/HIRING

The Policies & Procedures Manual shall be amended to read as follows:

1.12 Employment/Hiring.

...

- (k) Interim Management Positions.** When a management position becomes vacant, another employee may be appointed to assume the duties of the vacant management position on an interim basis while continuing to perform normal position duties. The County Administrator shall appoint Interim Department Head positions and Department Heads shall appoint interim management positions within their own department. The interim management employee shall be placed in the vacant position's pay grade at the step that provides at least a two percent increase if moving up one pay grade or the step that provides at least a four percent increase if moving up two or more pay grades. The interim management employee shall also receive management benefits/accruals for the duration of the appointment.

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 81
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.29 BENEFITS**

The Policies & Procedures Manual shall be amended to read as follows:

1.29 Benefits.

...

(g)

Longevity.

Employees hired prior to 01/01/2012 are eligible to receive longevity pay as follows:

- ~~(1) Employees must have completed four (4) years of County employment by December first (1st) to receive the employee's first longevity payment of sixty dollars (\$60.00).~~
- (2) Employees shall receive fifteen dollars (\$15.00) for each year of service.
- (3) Annual longevity amounts shall be divided and paid on each payroll as are other earnings.
- ~~(4) Subsequent longevity payments shall be increased December first (1st) of each year by fifteen dollars (\$15.00).~~
- (5) Longevity shall be paid annually to eligible employees on a separate annual payroll on the payday nearest December 1st.
- (6) In the event an employee retires and is eligible for the Wisconsin Retirement Fund said employee shall receive one-twelfth (1/12) of the longevity payment for each month of service during employee's last year of employment.

DRAFT

Approved by Personnel Committee:

Approved by County Board:



AMENDMENT 82
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.10 CLASSIFICATION PLANS

The Policies & Procedures Manual shall be amended to read as follows:

1.10 Classification Plans.

...

(3) **Employee Classifications. [Amendment 42, Adopted 05/27/2014]**

...

- c. **Types of Employees.** Employees may be classified as permanent or temporary.
1. Permanent employees are those working on an ongoing as opposed to a temporary basis. Permanent full-time employees work equivalent to the department's normal, full-time work period on a regular basis. Permanent part-time employees work fewer hours than the department's regular full-time work period on a regular basis.
 2. Temporary employees are engaged to work full or part-time for a specific period of time. Employees subsequently hired, as permanent employees shall not receive time-in-service credit for work performed as a temporary employee.
 - a. **Limited Term Employee.**
 1. Limited term employees are those employees hired due to unforeseen circumstances and/or needs of a department on a temporary basis, not to exceed one thousand one hundred ninety-nine (1199) hours in a twelve (12) month rolling calendar year from date of hire. If extreme circumstances warrant additional hours, the Department Head shall receive prior approval from the County Administrator. See '[Limited Term Employee/Project Position Employee Hiring Procedure](#)'.
 2. Limited term employees are eligible for Social Security and Worker's Compensation.
 3. Limited term positions shall be compensated at Step 1 of Pay Grade A of the Carlson-Dettmann Compensation & Classification Plan adopted by County Board on 06/29/2017. ~~seventy five percent (75%) of the entrance/minimum rate of the permanent position the employee is assuming.~~ If a Department Head wishes to pay an LTE higher a rate other than Step 1 of Pay Grade A ~~75% of minimum up to 75% of midpoint/market,~~ he/she shall complete and submit an Entrance Pay Request ~~submit written justification~~ to Human Resources. The justification must be approved by the Human Resources Director and County Administrator. A former County employee, who returns as a limited term employee to a permanent position previously held, shall be compensated at the same pay as when employment terminated or Step 6 ~~the midpoint/market level pay~~ of the permanent position's current pay grade, whichever is higher.
 4. ~~A limited term employee returning to a limited term employee position previously held shall be paid either the previous pay or 75% of the minimum pay for the permanent position the employee is assuming, whichever is higher.~~ Employees who have previously been

employed by the County and are returning to the same position or who are currently serving as LTEs shall continue at their established rate of pay. If the Department Head wishes to modify this rate of pay, he/she shall submit written justification to the Human Resources Department. The justification shall be approved by the Human Resources Director and the County Administrator for the rate of pay to change.

5. Limited term employees do not accrue benefits.
6. In the event an LTE works for two consecutive years in the same position within the same department with a relatively consistent work schedule of 600 or more hours each year and the Department Head justified to the Administrator the need for the position and the Administrator approves, the position shall become a permanent part time position effective the first of the following year. In the event the same employee has consistently filled the LTE position, the employee will be awarded the position without posting and shall be required to serve a probationary period. [[Amendment 65, Adopted 02/28/2017](#)]

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 83
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.29 BENEFITS**

The Policies & Procedures Manual shall be amended to read as follows **when the current Life Insurance contract ends:**

1.29 Benefits.

...

(d) **Life Insurance. [Amendment 31; Adopted 08/28/2012] [Amendment 45; Adopted 10/28/2014] [Amendment 60, Adopted 10/25/2016]**

- (1) Permanent full-time ~~highway category employees hired prior to 05/01/2010, professional category employees, WPPA category employees and salaried/management/elected official employees~~ shall be eligible for life insurance with the availability of accidental death and dismemberment while actively employed with the County.
- (2) ~~Enrollment forms will be distributed and completed at the employee new hire meeting.~~
- (3) Marinette County shall pay one hundred percent (100%) of the monthly premiums for life insurance and accidental death and dismemberment.
- (4) Life insurance coverage shall be effective the first (1st) day of the month following the first 30 days of employment.
- (5) Death Benefits shall be as follows:
 - a. ~~Management Exempt Employees and Elected Officials – equivalent to employee’s annual salary~~
 1. ~~Salaries shall be updated annually at a date determined by the Administrator.~~
 2. ~~Salary amounts shall be capped at an amount determined by the Administrator.~~
 - b. ~~Professional/Computer Exempt Employees - \$25,000~~
 - c. ~~Non-Exempt Employees - \$25,000~~
 - d. ~~WPPA Employees – per bargained union contract~~
 - e. ~~Salaried/Management/Elected Official (Exempt/Non-Exempt) – equivalent to employee’s annual salary~~
 - f. ~~Highway Category \$10,000~~
 - g. ~~Professional Category (Exempt/Non-Exempt) – \$25,000~~
 - h. ~~WPPA Category – \$25,000~~

Approved by Personnel Committee:

Approved by County Board:



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: December 14, 2017

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include Cracked Rib (Medical) and Punctured L pointer finger (Medical).

Total Number of Claims this Month: 2 (2 - Medical, 0 - Report Only, 0 - Lost Time)
2017 YTD Lost Time: 46
Pending YTD Lost Time: 0
Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

December Basic First Aid Training

EXITING EMPLOYMENT (permanent employees)

Table with 2 columns: Category, Count. Rows: Resignations (4), Retirements (1), Layoffs (1), Dismissals (-).

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Rows include Care Worker LTE, Mechanic I, Mental Health Case Manager, etc.

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Rows include AODA Counselor, Mental Health Technician - PT, Public Health Nurse, etc.

JOB DESCRIPTIONS

- All applicable HHS positions requiring data entry/recording client contacts verbiage into new computer programs/software.
Began updating all job descriptions to Carlson-Dettmann Wage Scale and addressing Exemption status' on affected positions.