



## MINUTES

### Personnel and Veterans Service

March 7, 2017

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Russ Bauer, Mike Behnke, Ken Keller and Joe Policello  
MEMBERS EXCUSED: Supervisor Mark Anderson  
OTHERS PRESENT: County Clerk Kathy Brandt, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, Interim County Administrator John Lefebvre, and Eagle Herald

#### 1. Call to order

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

#### 2. Agenda

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

#### 3. Public Comment - None

#### 4. Minutes

Motion (Keller/Behnke) to approve minutes of February 9, 2017. Motion carried.

#### 5. Two Watercraft Inspector Project Positions

Motion (Behnke/Keller) to approve two (2) Watercraft Inspector Project positions, not to exceed 540 hours combined. Motion carried. Exhibit A

Supervisor Bauer arriving at 9:36 a.m.

#### 6. Carlson-Dettmann Pay Study

A presentation by Carlson-Dettmann will be presented to the Personnel Committee and Executive Committee on Wednesday, March 22, 2017 at 10:00 a.m.

**7. Pay Adjustment for Employees Hired Below WIPFLI Pay Scale**

Motion (Behnke/Policello) to recommend to County Board approval a one-time pay adjustment for approximately 34 employees hired below the WIPFLI market midpoint pay scale effective April 9, 2017 per the attachment and request the Finance Committee to determine a funding source. Motion carried. Exhibit B

**8. Amendment 68 to Personnel Policies and Procedures Section 1.27 Excused Absences and 1.29 Benefits**

Motion (Bauer/Keller) to recommend County Board approve Amendment 68 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences and 1.29 Benefits. Motion carried. Exhibit C

**9. Incentives to Smart Choice MRI Benefit – Discussion only**

Discussion held regarding writing a policy for implementation of Smart Choice MRI benefit to save insurance costs for both the County and employee.

**10. Human Resources Director's Report**

Exhibit D

Program development for safety training with Highway and Forestry and Parks departments.

**11. Schedule of Paid Invoices**

Committee reviewed February Schedule of Paid Invoices totaling \$1,394.20.

**12. Future Agenda Items**

Smart Choice MRI Benefit

**13. Adjournment**

Motion (Bauer/Behnke) to adjourn at 10:38 a.m. Motion carried.

Next meeting date: Thursday, April 6, 2017 at 9:30 a.m.

Kathy Brandt  
County Clerk

Date approved/corrected:



# MARINETTE COUNTY POSITION REQUEST FORM

### Administration Completes and returns to the Department

Applicable dates:

Governing Committee 2-13-17 ✓  
 Personnel Committee 3-7-17  
 Finance Committee \_\_\_\_\_  
 County Board \_\_\_\_\_

Permission to proceed:

JA 2/14/17

(County Administrator initials and dates)

### Department Completes and submits to Human Resources

Department: Land Information  
 Department Head: John Lefebvre  
 Supervisor: Greg Cleerman  
 Position Title: Watercraft Inspector (2)  
 Old Position Title: NA  
 Hours per Week/Year: 270/year  
 Requested Start Date: May 4th  
 Account Number(s): 56182000-50112

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input checked="" 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

Funding taken from: Salaries without fringes (i.e. salaries with or without fringes)

Justification for request: Please attach

### Human Resources Completes and submits to Finance

Wage Scale: Marinette County  
 Pay Rate/Salary: \$ 13.73  
 Pay Level: 12 @ 75%

Human Resources Initials: KA

### Finance Completes and returns to Administration

Cost of Request:

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

Total Cost: \$ 8,130 see attached

Finance Initials: JK 2/13/2017

Finance Committee approval?  Yes  No Parent Committee approval Rev/Exp Appropriation. Required if no County contribution

### Approval\*

Department Head: \_\_\_\_\_  
 County Administrator: [Signature] 2/14/17

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



**Wild Rivers Invasive Species Coalition**  
A cooperative partnership managing invasive species in  
Dickinson, Menominee (MI), Florence, Forest, and Marinette Counties (WI)

February 2, 2017

Greg Cleereman  
Marinette County Land and Water Conservation Division  
Courthouse, 1926 Hall Avenue  
Marinette, WI 54143-1717

RE: Wild Rivers Invasive Species Coalition Commitment of funding for 2 limited term watercraft inspectors in 2015

Mr. Cleereman,

The Wild Rivers Invasive Species Coalition (WRISC) has obtained a grant totaling \$32,076 from the US Forest Service (Agreement # 16-PA-11091300-058) for the purpose of providing aquatic invasive species education and watercraft power washing at boat landings in the WRISC Service area in 2016 and 2017. WRISC proposes to commit the funds of up to \$14,000 to Marinette County to conduct those activities with at Marinette County boat landings. Eligible costs include: salaries for 2 watercraft inspectors, Marinette County administrative and supervisory costs, vehicle mileage, and other necessary support costs. Costs incurred for this project up to \$14,000 will be reimbursed by WRISC after submission of payroll documentation and SWIMS data entry as described in the attached work plan.

The use of one WRISC-owned portable boat wash will be supplied to Marinette County from May through Oct for this purpose. Boat wash maintenance and repair needs during this period will also be supplied as described in the above agreement. WRISC will deliver and pick up the boat wash to Marinette County.

Sincerely,

A handwritten signature in blue ink that reads 'Amanda Nelson'.

WRISC Fiscal Agent,  
Dickinson Conservation District

Attachments: Draft USFS Agreement 16-PA-11091300-058; Work Pan

**2017 PROPOSAL FOR:  
LAND CONSERVATION - 2 Watercraft Inspector Positions**

Project Position \$13.73 per hour  
(75% Grade 12 WIPFLI)

<u>75%</u> <u>Pay Rate</u>	<u>Hours</u>	<u>SALARY</u>	<u>7.65%</u> <u>SOCIAL</u> <u>SECURITY</u>	<u>6.80%</u> <u>RETIREMENT</u>	<u>2.00%</u> <u>WORKER'S</u> <u>COMP</u>	<u>TOTAL</u>
\$ 13.73	270	\$ 3,707.10	\$ 283.59	\$ -	\$ 74.14	\$ 4,065
\$ 13.73	270	\$ 3,707.10	\$ 283.59	\$ -	\$ 74.14	\$ 4,065
	540					<u>\$ 8,130</u>





**AMENDMENT 68  
MARINETTE COUNTY  
PERSONNEL POLICIES AND PROCEDURES MANUAL  
VARIOUS SECTIONS**

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

**1.27 Excused Absences.**

- ...
- j. Permanent part time Care Worker position employees are eligible to use banked accruals to bring him/her to position percentage during weeks when there is lack of work.
- ...

**1.29 Benefits.**

(a) **Permanent Part-Time Employees.**

- (1) Permanent part-time employees are eligible for accrued benefits based on the percentage of the position approved in the budget. Permanent part-time position percentages may be reviewed/adjusted annually. ~~A Department Head prior to allowing a permanent part time employee to work hours in excess of the original budget must obtain approval from the County Administrator. Department Heads shall submit written documentation to the County Administrator stating the reason the work percentage of the position warrants an increase of hours. Upon approval from the County Administrator, the Department Head shall forward the request to the Committee of Jurisdiction, Personnel Committee, Finance Committee and County Board for final approval.~~
- (2) A Department Head, prior to allowing a permanent part-time employee to work in excess of the original budget, must follow the process outlined in Section 1.10(a)(5)a.

**Approved by Personnel Committee:**

**Approved by County Board:**

- approval. If the County Administrator denies the position request, the process ends.
7. Upon approval of the County Administrator, Administration shall forward all information to the Personnel Committee and, if funding is required, the Finance Committee. If either the Personnel Committee denies the position request or the Finance Committee denies funding, the process ends. Upon approval of the Personnel Committee; and, if funding is required, approval of the Finance Committee, the request will be forwarded to the County Board for final approval.
  8. Upon County Board approval of the position, the Department shall work with Human Resources to fill the position.
- b. Limited Term/Project Position
1. If funding is available in the departmental budget through salaries with or without fringes, the Department Head shall complete and submit the Position Request Form to the County Administrator for approval to transfer funds to the appropriate account. If the County Administrator approves the position, the Department Head shall submit the request to Human Resources and then work with Human Resources to fill the position
  2. If funding is not available through salaries with or without fringes, the Department Head shall:
    - a. Complete and submit the Position Request Form to the County Administrator to transfer funds from the proposed funding source. If the County Administrator does not approve the request/transfer, the process ends.
    - b. If the County Administrator approves the transfer, the Department Head shall place the request on the agenda for his/her committee of jurisdiction as an action item. Administration shall forward the request to the Personnel Committee for position approval, and the Finance Committee for fund transfer approval. If either Committee denies the request, the process ends.
    - c. In the event both the Personnel Committee and Finance Committee approve the request, Administration shall forward the request to County Board for approval.
    - d. Upon County Board approval of the position, the Department shall work with Human Resources to fill the position.
- c. Intern Position
1. In the event a Department Head determines his/her department has sufficient time to accommodate an intern/shadow, the Department Head shall submit a written intern request to the County Administrator for approval.
  2. If the County Administrator approves the request, the Department Head shall place the request on the agenda of his/her Committee of Jurisdiction as an informational item.

 (5) **Status Changes to Existing Positions [Amendment 32; Adopted 09/18/2012]**

- a. Increase of Work Hours
1. Prior to allowing a permanent employee to work hours in excess of the original budget, a Department Head shall obtain approval from the County Administrator. A Department Head shall submit the Position Request form to the County Administrator setting forth reasons the position warrants an increase of hours. Denial of the request by the County Administrator ends the process.
  2. In the event the County Administrator approves and additional funding is not required, Administration shall provide Human Resources with a copy of the approved Position Request Form.
  3. In the event the County Administrator approves and funding is required, the Department Head shall place the request on the agenda for his/her committee of jurisdiction as an informational item. Administration shall forward the request to the Personnel Committee, Finance Committee and County Board. If either committee denies the request, the process

ends. Upon County Board approval, Administration shall provide Human Resources with a copy of the approved Position Request Form.

- b. Changes to Position Titles and/or Departmental Organizational Chart.
  - 1. **Position title change.** The Department Head shall complete and submit a Position Request Form to the County Administrator stating the reason for the position title change. Upon approval, Administration shall provide Human Resources with a copy of the approved Position Request Form. The Department Head shall place the item on the agenda for his/her committee of jurisdiction as an informational item.
  - 2. **Departmental Organizational Chart.** The Department Head shall submit the Position Request form to the County Administrator justifying the requested change. Upon approval of the County Administrator, the Department Head shall place the item on the agenda for his/her committee of jurisdiction as an informational item. Administration shall forward the request to the Personnel Committee and County Board for final approval.
- c. Changes to Work Location. To change the work location of an established position, a Department Head shall complete and submit a Position Request Form to the County Administrator. If approved, Administration shall provide Human Resources with a copy of the approved request.
- d. In the event the title of or department reporting to position changes, the incumbent employee shall automatically be awarded the position without a job posting or status change. **[Amendment 59, Adopted 10/25/2016]**

**(6) Eliminating Positions. [Amendment 49; Adopted 11/12/2014]**

- a. A Department Head requesting elimination of a vacant position shall do so by submitting a written request including justification to the County Administrator. If the County Administrator approves, the Department head shall place the elimination on the applicable governing committee agenda. If the governing committee approves eliminating the position, the Department Head shall provide Human Resources and Finance with approval minutes. If the governing committee does not approve, the position remains.
- b. A Department Head requesting elimination of a position and create a different position in lieu of shall do so through the Position Request Form process.

**(b) Compensation Plan. [Amendment 39; Adopted 02/25/2014]**

**(1) Hiring/ Progression in Pay.**

- a. **Entrance Pay.** Entrance Pay is defined as the wage paid for newly hired Marinette County employees or employees transferring into a new position. The hiring rate is the entry-level wage for the position. If a Department Head wishes to hire at a rate higher than the minimum, he/she shall make a written request with justification to the Human Resources Director. Proposed entrance pay up to midpoint/market value shall require written approval from the County Administrator and Human Resources Director. Entrance pay higher than the midpoint/market level shall require written approval from the County Administrator, Human Resource Director, Governing Committee Chair and County Board Chair.
- b. **Merit Pay.** Merit pay shall be based on performance evaluations. Employees covered in Phase I and Phase II of the WIPFLI study are eligible to receive an increase in pay January 1, 2016 if merited. Employees hired post Phase I and Phase II will be eligible for pay increases in 2015 if merited.
  - 1. Performance evaluations shall be conducted semi-annually by each employee's direct supervisor/manager. Specific performance evaluation deadlines shall be determined by County Administration. An employee shall be evaluated on his/her overall job description performance and will be given an overall score between 1 and 5.
  - 2. Each department Head shall approve all performance evaluations conducted for department employees.



# HUMAN RESOURCES DEPARTMENT

## Personnel Agenda Report

Personnel Committee Date: March 7, 2017

### WORKER'S COMPENSATION

<b>Description of Injury</b>		<b>Report Type</b>
Sore right hip and knee		Report Only

Total Number of Claims this Month: 1      0 - Medical, 1 - Report Only, 0 – Lost Time  
 2017 YTD Lost Time: 0  
 Pending YTD Lost Time: Pending  
 Updates/Additional Comments:

### DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

#### Monthly Trainings

March Defensive Driving

### EXITING EMPLOYMENT (permanent employees)

Resignations	1
Retirements	1
Layoffs	---
Dismissals	---

### NEW HIRES

Date of Hire	Job Title	Department
02/09/2017	Equipment Operator I	Highway
02/10/2017	Equipment Operator I	Highway
03/06/2017	Inmate Education & Programs Corrections Officer	Sheriff
03/13/2017	LTE Care Worker	Health & Human Services

### POSTINGS

Date Closed	Job Title	Department
02/27/2017	AODA Counselor	Health & Human Services
02/28/2017	Mental Health Therapist – 2 Vacancies	Health & Human Services
02/28/2017	Administrative Assistant III	Sheriff
03/08/2017	Bridgetender	Highway

### JOB DESCRIPTIONS

- All applicable HHS positions requiring data entry/recording client contacts verbiage into new computer programs/software.