MINUTES

Personnel and Veterans Service

October 13, 2016
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT:	Supervisors Mark Anderson, Russ Bauer, Bob Holley, Ken Keller, and Joe Policello
MEMBERS EXCUSED:	Supervisor Mike Behnke
OTHERS PRESENT:	Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator Shawn Henessee, HHSD Director Robin Elsner, Supervisors Kathy Just, 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 (Bauer/Anderson) to approve agenda. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Bauer/Anderson) to approve minutes of September 8, 2016. Motion carried.

5. Creation of One Full-time (40hrs/week) Transportation Coordinator Position

Motion (Anderson/Bauer) to recommend County Board approve creation of one (1) Full-time (40hrs/week) Transportation Coordinator position. Motion carried. Exhibit A

6. Personnel Policies and Procedures Manual-1.07 Records and Transactions

Discussion only.

7. Amendment 58 – Marinette County Personnel Policies and Procedures Manual Section 1.26 Excused Absences (a) Vacations

Motion (Anderson/Holley) to recommend County Board approve Amendment 58 to the Marinette County Personnel Policies and Procedures Manual Section 1.26 Excused Absences (a) Vacations. Motion carried. Voting no, Supervisors Bauer and Keller Exhibit B

8. Amendment 60 – Marinette County Personnel Policies and Procedures Manual Section 1.29 Benefits (d) Life Insurance

Motion (Anderson/Policello) to recommend County Board approve Amendment 60 to the Marinette County Personnel Policies and Procedures Manual Section 1.29 Benefits (d) Life Insurance. Motion carried. Voting no – Supervisor Bauer, Voting abstain – Supervisor Keller Exhibit C

9. Amendment 59 – Marinette County Personnel Policies and Procedures Manual Section 1.10 Classification and Compensation Plans (a) Classification (5) Status Changes to Existing Positions

Motion (Bauer/Holley) to recommend County Board approve Amendment 59 to the Marinette County Personnel Policies and Procedures Manual Section 1.10 Classification and Compensation Plans (a) Classification (5) Status Changes to Existing Positions. Motion carried. Exhibit D

10. Human Resources Director's Report

Exhibit E

11. Schedule of Paid Invoices

Committee reviewed September Schedule of Paid Invoices.

12. Future Agenda Items

13. Adjournment

Motion (Bauer/Keller) to adjourn at 10:55 a.m. Motion carried.

Next meeting date:
Joint Finance and Personnel Meeting Wednesday, October 19th at 1:00 p.m.
Regular Personnel Meeting Thursday, November 10, 2016 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:

Exhibit A

MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
Governing Committee HHS 10/12/16
Personnel Committee 10/13/16
Finance Committee
County Board 10/25/16

Permission to proceed: SH
(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
Department Head: Robin Elsner
Supervisor: Candace Breault
Position Title: Transportation Coordinator
Old Position Title: [redacted]
Hours per Week/Year: 40
Requested Start Date: Upon approval

New Positions: ☒ Permanent ☐ Seasonal ☐ Project ☐ LTE ☐ Addition of Current Position
Changes to Existing: ☐ Hours of Work ☐ Title Change ☐ Location Change

Account Number(s): 54313000-50111

Funding taken from: 54313000-43537 (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

09/09 - Received in HR. Sent job description questionnaire to department. 09/12/16

Wage Scale MC
Pay Rate/Salary: $ 11.84 - 14.80 - 17.76
Pay Level: 18

Human Resources Initials: KG

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: PK 9/14/2016

Finance Committee approval? ☐ Yes ☒ No

Approval*

Department Head: Robin Elsner 9/7/16
County Administrator: [signature] 9/15/16

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

Rev 12/2014

received 9/7/16 KL

Justification for Request: The Health and Human Services Department is proposing to create a full time Transportation Coordinator position utilizing 85.21 Transportation Grant funds. The fiscal impact for the position is attached. No tax levy will be utilized to fund the position. The position will be benchmarked in the current wage study scale at level 18. This position will be eliminated if 85.21 Transportation Grant funds are no longer available.

Marinette County Health & Human Services
Fiscal Impact -
Using 2017 Budget Figures with highest cost health insurance plan

	FTE	Hours	Per Hour	111 SALARY	151 S.S.	152 RET (6.80%)	154 H&D	155 LIFE	159 W/C (2.00%)	Total Benefits	Total S&B
Transporter Minimun	1.00	2,080.00	$ 11.84	$ 24,627.20	$ 1,883.98	$ 1,674.65	$ 27,923.80	$ -	$ 492.54	$ 31,974.97	$ 56,602.17
Transporter Mid-point	1.00	2,080.00	$ 14.38	$ 29,910.40	$ 2,288.15	$ 2,033.91	$ 27,923.80	$ -	$ 598.21	$ 32,844.06	$ 62,754.46
Transporter Maximum	1.00	2,080.00	$ 17.76	$ 36,940.80	$ 2,825.97	$ 2,511.97	$ 27,923.80	$ -	$ 738.82	$ 34,000.56	$ 70,941.36

	Plan A	Plan B
Single/Single	$ 9,981.17	$ 8,387.55
Family/Family	$ 27,923.80	$ 25,225.90
Emp/Sp	$ 20,073.16	$ 18,160.36
Emp/Ch	$ 15,966.95	$ 14,464.79

Job Title: Transportation Coordinator

Department: Health & Human Services
Position Reports to: CSP Manager/Child & Family Services Manager
Pay Grade Level: 18
FLSA Status: Non Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to coordinate consumer transports to and from county buildings, schools, hospitals, homes, group homes, foster homes, juvenile correctional facilities, treatment facilities or other destinations approved by management for the purpose of conducting department business. This position shall assign transporters, including him/herself, to each transport.

ESSENTIAL JOB FUNCTIONS

A. Coordinate the transport schedule and assign transporters as necessary for requested transports.
B. Transport consumers to and from any designated location as directed by department management staff to conduct departmental business within timeframes identified.
C. Record and compete paperwork on the transport for billing and quality assurance purposes.
D. Attend crisis and program meetings to meet State guidelines for training and continuing education purposes.
E. Report mechanical difficulties with vehicles to management and coordinate transport vehicle repairs as necessary.
F. Maintain records of vehicles utilization and complete reports for the 85.21 Transportation Grant.

REQUIRED ABILITIES

A. Maintain security of confidential matters and materials.
B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
C. Operate modern office equipment.
D. Properly operate tools and machinery.
E. Communicate orally and in writing effectively.
F. Present information to management, small groups and individuals.
G. Respond to inquiries, complaints or questions from a group or individual setting.
H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
I. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
J. Define problems, collect data, establish facts and draw valid conclusions.
K. Add, subtract, divide and multiply.
L. Apply attention to detail.
M. Perform effectively under tight time frames and demanding schedules.
N. Plan and monitor assigned activities.
O. Prioritize multiple tasks and meet scheduled deadlines.
P. Work as team player in the absence of or with minimal supervision.
Q. Manage unexpected changes within job duties.
R. Work independently and exercise sound professional judgment.

QUALIFICATIONS

A. Requires a High School diploma or equivalent.
B. Requires one year of experience with any or all of the following groups: mentally ill; alcohol or drug dependent; developmentally disabled; children with child abuse, neglect or significant emotional disturbances; elderly or physically disabled.
C. Possess and maintain an insurance acceptable driver's license.
D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

A. Work outdoors but in the confines of a vehicle.
B. Work in client homes and the community as needed.
C. Travel to all county workstations on an as needed basis.
D. Interact with abusive and/or difficult individuals occasionally.
E. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

A. Requires hand-eye coordination.
B. Sit for long periods of time.
C. Lift and/or carry up to 25 pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

A. Work outside of normal hours when necessary.
B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 09/2016
Approved: 09/28/2016

09/28/2016 ***Position is pending Health & Human Services Committee, Finance Committee, Personnel Committee and County Board approval.***

AMENDMENT 58
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.26 EXCUSED ABSENCES

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

1.26 Excused Absences.

(a) **Vacations. [Amendment 25, Adopted 12/20/2011] [Amendment 40, Adopted 03/25/2014]**

(1) Employee vacation shall be computed on a calendar year basis. Vacation eligibility shall be determined based upon the length of continuous service of each employee as of the employee's most recent hiring date as adjusted for unpaid leaves in excess of fourteen (14) calendar days. Employees shall earn vacation on an accrual basis and be entitled to paid vacation leave as follows:

draft

Salaried/Management

35 Hour Employees		**40 Hour Employees**	
70 hours	0 through 5th year	80 hours	0 through 5th year
105 Hours	6th through 10th year	120 hours	6th through 10th year
140 Hours	11th through 13th year	160 hours	11th through 13th year
175 Hours	14th through 18th year	200 hours	14th through 18th year
210 Hours	19 Plus years	240 hours	19 Plus years

~~12/31/2011 Expired AFSCME Courthouse Contract~~
Courthouse & Highway Categories

7 Hour Employees		**8 or 12 Hour Employees**	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 6th year	80 hrs	2nd through 6th year
105 hrs	7th through 11th year	120 hrs	7th through 11th year
140 hrs	12th through 14th year	160 hrs	12th through 14th year
175 hrs	15th through 19th year	200 hrs	15th through 19th year
210 hrs	20 Plus years	240 hrs	20 Plus years

~~12-31-2011 expired AFSCME Professional Contract~~
Professional Category

35 Hour Employees		**40 Hour Employees**	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 5th year	80 hrs	2nd through 5th year
105 hrs	6th through 10th year	120 hrs	6th through 10th year
140 hrs	11th through 13th year	160 hrs	11th through 13th year
175 hrs	14th through 18th year	200 hrs	14th through 18th year
210 hrs	19 Plus years	240 hrs	19 Plus years

~~12-31-2011 expired AFSCME Library Contract~~
Library Category

36.5 hrs	0 through 1st year
73 hrs	2nd through 6th year
109.5 hrs	7th through 11th year
146 hrs	12th through 14th year
182.5 hrs	15th through 19th year
219 hrs	20 Plus years

~~***12/31/2012 Expired IUOE Highway Contract***~~

~~40 hours~~	~~0 through 1st Year~~
~~80 hours~~	~~2nd through 6th Year~~
~~120 hours~~	~~7th through 11th Year~~
~~160 hours~~	~~12th through 14th Year~~
~~200 hours~~	~~15th through 19th Year~~
~~240 hours~~	~~20 Plus Years~~

(2) Employees shall receive full week of vacation on January 1st of the employee's anniversary year in which the employee is eligible to move to the next level of vacation.

(3) Vacation may not be used during an ~~non-represented~~ employee's first four (4) months of the twelve (12) month probationary period, although accumulation starts with the first (1st) day of employment.

(4) ~~Vacation must be taken in a minimum of one-half (1/2) hour increments~~.

(5) Vacation pay shall be computed on the pay rate in effect on the employee's day of vacation leave, excluding overtime or premium pay.

(6) Effective April 26, 2005, the Psychiatrist employee shall be entitled to the normal vacation schedule plus one (1) additional week of vacation for each remaining vacation level until this employee reaches the maximum of six (6) weeks of vacation. This employee also receives one (1) additional week of vacation in lieu of compensatory time. If this employee vacates the position of Psychiatrist for any reason prior to reaching the six (6) week level, this benefit shall terminate for the Psychiatrist position.

(7) An employee using scheduled vacation hours that subsequently becomes ill or who has a family member as defined by this Manual become ill may not transfer vacation hours to sick leave hours.

(8) Recognizing the need to perform departmental duties, Department Heads may schedule vacations at the Department Head's discretion. Vacation requests for all other ~~non-represented~~ employees require the approval of the employee's supervisor. Department Heads and/or supervisors shall consider ~~seniority and~~ workload of the department when approving vacation time.

(9) Employees are expected to use earned vacation within the year earned. Days shall be converted to hours based on the work schedule of each employee. Effective immediately, employees may carry over 150% of yearly vacation eligibility. At no time may an employee vacation bank exceed 150% of the vacation eligibility. **[Amendment 44; Adopted 10/28/2014] [Amendment 54; Adopted 03/29/2016]**

(10) In addition to earned vacation, salaried ~~exempt~~ employees receive one (1) additional week of vacation in lieu of compensatory time.

(11) Employees completing the probationary period, who subsequently leave the employ of the County in good standing, shall receive payment for accrued unused vacation time as of the date of separation. Any unused vacation carried over from the previous year shall be paid out with the pro-rated vacation. **[Amendment 51, Adopted 04/21/2015]**

(12) An employee leaving the work force, for any reason, who has used vacation in excess of the amount accrued the final year of service, shall be responsible to reimburse the County for overused vacation. If possible, the reimbursement shall be deducted from the employee's final wages. **[Amendment 51, Adopted 04/21/2015]**

(13) In the event of death of an active, current ~~non-represented~~ employee, surviving spouse or dependent shall receive payment for accrued unused vacation time as of the date of death. Any unused vacation carried over from the previous year shall be paid out with the pro-rated vacation.

(14) Employees may gift any portion of earned vacation time to another employee for FMLA purposes by completing a '**Gifted Vacation Time Authorization Form**'. The completed form shall be submitted to Human Resources. The recipient employee continues to accrue benefits while using donated time. The recipient employee shall not use donated time until the recipient employee's sick/vacation/personal day/comp banks ~~has~~ have been exhausted. If an employee receiving donated time returns to work prior to benefit ~~sick~~ bank exhaustion, the donated vacation time shall be returned to the donating employee.

draft

Approved by Personnel Committee:
Approved by County Board:

AMENDMENT 60
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**.**

(d) Life Insurance. [Amendment 31; Adopted 08/28/2012] [Amendment 45; Adopted 10/28/2014]

(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. Salaried/Management/Elected Official (Exempt/Non Exempt) – equivalent to employee's annual salary

b. Highway Category - $10,000

c. Professional Category (Exempt/Non Exempt) - $25,000

d. WPPA Category - $25,000

draft

Approved by Personnel Committee:

Approved by County Board:

Exhibit D

AMENDMENT 59

MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.10 CLASSIFICATION AND COMPENSATION PLANS

DRAFT

The following language shall be added:

1.10 Classification and Compensation Plans

(a) Classification

. . .

(5) Status Changes to Existing Positions.

. . .

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.

Approved by Personnel: **October 13, 2016**

Approved by County Board:

Exhibit E

MARINETTE COUNTY

HUMAN RESOURCES DEPARTMENT

Personnel Agenda Report

Personnel Committee Date: **October 13, 2016**

WORKER'S COMPENSATION

Description of Injury	Report Type
Twisted Right Knee	Report Only
Scraped Left Forearm	Report Only
Sore left middle finger	Report Only
Sore left shoulder	Report Only

Total Number of Claims this Month:	4	0 - Medical, 4 - Report Only, 0 – Lost Time
2016 YTD Lost Time:	0	
Pending YTD Lost Time:	0	

Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

October Personal Protective Equipment

EXITING EMPLOYMENT

Resignations	5
Retirements	2
Layoffs	- - -
Dismissals	1

NEW HIRES

Date of Hire	Job Title	Department
09/19/2016	Personal Care RN Supervisor	Health & Human Services

POSTINGS

Date Closed	Job Title	Department
09/28/2016	Accounting Clerk	Finance
09/28/2016	Library Assistant, Less 600 Crivitz	Library
10/10/2016	Dispatcher, 40-Hour Fill	Dispatch/Communications
10/10/2016	Dispatcher, Days	Dispatch/Communications
10/11/2016	Forester	Forestry & Parks
10/11/2016	Disability Benefits Specialist	Health & Human Services
10/11/2016	Mental Health Case Manager – 2 Marinette, 1 Niagara	Health & Human Services

JOB DESCRIPTIONS

- All applicable HHS positions requiring data entry/recording client contacts verbiage into new computer programs/software.
- Forestry & Parks Administrator, pending change status from County Administrator
- Community Health Educator (NEW, pending approvals), Health & Human Services
- Comprehensive Community Service Manager, Health & Human Services
- Welfare Fraud Investigator, Health & Human Services
- Judicial Assistant, Courts