



## MINUTES

### Personnel and Veterans Service

November 6, 2015  
Jury Assembly Room  
Lower Level, Courthouse Annex

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

MEMBERS EXCUSED:

OTHERS PRESENT: County Clerk Kathy Brandt, Corporation Counsel Gale Mattison, County Administrator Shawn Hennessee, Supervisors Mike Behnke and Kathy Just, Finance Director Pat Kass, HHSD Director Robin Elsner, Sheriff Jerry Sauve, Chief Deputy James Hansen, Veterans Service Director Bill Kowalski, Bay Cities Radio, Eagle Herald and Peshtigo Times and members of the public

#### 1. Call to order

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

#### 2. Agenda

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

#### 3. Public Comment

Highway Commissioner Ray Palonen – Support of wage and salary adjustment for county highway employees and department supervisory staff

#### 4. Minutes

Motion (Policello/Keller) to approve minutes of October 27, 2015. Motion carried.

#### 5. Eliminate One (1) Mental Health Therapist Position and Create One (1) Additional Alcohol and Other Drug Abuse Counselor Position

Motion (Casper/Christiansen) to recommend 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. Motion carried. Exhibit A

**6. Eliminate One (1) Sheriff's Financial Accountant Clerk and Create One (1) Accounting Clerk**

Motion (Keller/Christiansen) to recommend County Board approve eliminating one (1) Sheriff's Financial Accountant Clerk position and create one additional (1) Accounting Clerk position, effective January 8, 2016, pending Finance Committees approval. Motion carried. Exhibit B

**7. Ordinance Establishing County Supervisors Salary/Per Diem – 2016 - 2018**

Main:

Motion (Keller/Christiansen) to recommend to the County Board a no increase in salary or per diem for the April, 2016 through April, 2018 County Board Supervisor term of office.

Postponement:

Motion (Policello/Christiansen) to postpone discussion until after discussion of Item 8 on this agenda. Motion carried. Voting No – Supervisor Casper and Chair Lakari

**8. 2016 Wage Adjustment**

Motion (Keller/Policello) to recommend to the County Board approval of a one percent (1%) wage increase effective January 1, 2016 and additional one percent (1%) beginning with the first full pay period in July 2016, excluding the County Administrator, constitutional elected officials and WPPA bargaining unit members. Motion carried. Voting No – Supervisor Casper and Chair Lakari

**7a. Continued**

Amendment:

Motion (Policello/Casper) to amend main motion to recommend increasing committee per diem to \$40. Motion carried. Voting No – Supervisors Christiansen and Keller.

Main Motion, as amended, carried. Voting No – Supervisors Christiansen and Keller

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

Exhibit C

**10. Schedule of Paid Invoices**

Committee reviewed October Schedule of Paid Invoices totaling \$3,909.32.

## **11. WPPA Representative**

Motion (Casper/Policello) to appoint Committee Chair to attend WPPA labor negotiations as a County Board liaison, not as a negotiator, effective immediately. Motion carried.

## **12. Future Agenda Items**

- Closed session - WPPA negotiations, dismissal of employee
- Review of citizen per diem

## **13. Adjournment**

Motion (Policello/Casper) to adjourn at 10:43 a.m. Motion carried.

Next meeting date: Friday, December 4, 2015

Kathy Brandt  
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	<input type="checkbox"/> Hours of Work
Existing:	<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: \$ 37,312 - 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: SA  
(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: 1-4-2016 1-8-2016  
Account Number(s): 100-50-52110-111

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

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  
Pay Rate/Salary: \$ 14.43 - 21.64 (30,012 - 45,018)  
Pay Level: 15

Human Resources Initials: [Signature]

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: [Signature]

Finance Committee approval?  Yes  No

Approval\*  
Department Head: [Signature] 11/02/15  
County Administrator: [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																				
				7.65%																0.17%
				SOCIAL SECURITY																
<b>Grade 16</b>	<b>SALARY</b>	<b>LONGEVITY</b>	<b>SECURITY RETIREMENT</b>	<b>HEALTH &amp; DENTAL</b>	<b>LIFE INS</b>	<b>WORKERS COMP</b>	<b>TOTAL</b>													
Financial Account Clerk - Current	\$ 38,315	\$ 540	\$ 2,972	\$ 2,642	\$ 20,893	\$	\$ 66	\$ 65,428												

				7.65%																0.17%
				SOCIAL SECURITY																
<b>Grade 15</b>	<b>SALARY</b>	<b>LONGEVITY</b>	<b>SECURITY RETIREMENT</b>	<b>HEALTH &amp; DENTAL</b>	<b>LIFE INS</b>	<b>WORKERS COMP</b>	<b>TOTAL</b>													
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												
<b>FAC vs Accounting Clerk - Minimum</b>	<b>\$ 8,185</b>	<b>\$ 540</b>	<b>\$ 667</b>	<b>\$ 593</b>	<b>\$ -</b>	<b>\$ -</b>	<b>15</b>	<b>\$ 10,001</b>												
<b>FAC vs Accounting Clerk - Midpoint</b>	<b>\$ 647</b>	<b>\$ 540</b>	<b>\$ 91</b>	<b>\$ 81</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2</b>	<b>\$ 1,361</b>												



MARINETTE COUNTY

**HUMAN RESOURCES DEPARTMENT**

**Personnel Agenda Report**

Personnel Committee Date: **November 6, 2015**

**WORKER'S COMPENSATION**

<b>Description of Injury</b>	<b>Report Type</b>
Scratched/punctured left eye	Medical

Total Number of Claims this Month:	1	1 - Medical, 0 - Report Only, 0 - Lost Time
2015 YTD Lost Time:	26	
Pending YTD Lost Time:	0	
Updates/Additional Comments:		

**DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES**

**Monthly Trainings**

November      Electrical Safety

**EXITING EMPLOYMENT**

Resignations	4
Retirements	1
Layoffs	---
Dismissals	---

**NEW HIRES**

<b>Date of Hire</b>	<b>Job Title</b>	<b>Department</b>
10/27/2015	Transporter - 17%	Health & Human Services

**POSTINGS**

<b>Date Closed</b>	<b>Job Title</b>	<b>Department</b>
10/27/2015	Dispatcher 40-Hour Fill	Dispatch
11/05/2015	CCO 40-Hour Fill	Sheriff
11/09/2015	Dispatcher 40-hour Fill, Days	Dispatch

**JOB DESCRIPTIONS**

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