



MINUTES

Personnel and Veterans Service

November 7, 2014
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisor Melissa Christiansen, Ken Keller, Nick Lakari and Joe Policello
MEMBERS EXCUSED: Supervisor Ken Casper
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, HHS Director Robin Elsner, District Attorney Allen Brey, Supervisor Kathy Just, and Peshtigo Times

1. Call to order

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

2. Agenda

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

3. Public Comment

None

4. Minutes

Motion (Keller/Christiansen) to approve minutes of October 10, 2014. Motion carried.

5. Extend Hours for DA Legal Secretary and Victim Witness Coordinator

Motion (Policello/Christiansen) to recommend County Board Approve increasing hours from 35 to 40 for two (2) District Attorney Legal Secretary positions and one (1) District Attorney Victim Witness Coordinator position, effective immediately. Motion carried.
Exhibit A

6. Eliminate HHSD Customer Service Resources Screener

Motion (Keller/Christiansen) to approve elimination of one (1) HHSD Customer Service Resources Screener, effective immediately. Motion carried. Exhibit B

7. Eliminate HHSD Long Term Services Case Manager

Motion (Christiansen/Keller) to approve elimination of one (1) HHSD Long Term Services Case Manager position, effective immediately. Motion carried. Exhibit C

8. Amendment 48 to Marinette County Personnel Policies and Procedures Manual Section 1.27 Excused Absences (d) Sick Leave and 1.29 Benefits

Motion (Keller/Policello) to recommend County Board approve Amendment 48 – Marinette County Personnel Policies and Procedures Manual Sections 1.27 Excused Absences (d) Sick Leave and 1.29 Benefits (b) Health and Dental Insurance. Motion carried. Exhibit D

9. Amendment 49 to Marinette County Personnel Policies and Procedures Manual Section 1.10 Classification and Compensation Plans

Motion (Christiansen/Policello) to recommend County Board approve Amendment 49 – Marinette County Personnel Policies and Procedures Manual Section 1.10 Classification and Compensation Plans (a) Classification Plan (6) Eliminating Positions. Motion carried. Exhibit E

10. Human Resources Director's Report

Exhibit F

11. Schedule of Paid Invoices

Committee reviewed October Schedule of Paid Invoices totaling \$3,751.69.

12. Future Agenda Items

13. Adjournment

Motion (Policello/Christiansen) to adjourn at 10:16 a.m. Motion carried.

Next meeting date: December 5, 2014 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:

RECEIVED
SEP 25 2014



MARINETTE COUNTY
POSITION REQUEST FORM

BY:

Administration Completes and returns to the Department

Applicable dates:
Governing Committee _____
Personnel Committee _____
Finance Committee _____
County Board _____

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

Department Completes and submits to Human Resources

Department: District Attorney
Department Head: District Attorney Allen R. Brey
Supervisor: same as above
Position Title: Legal Secretary [REDACTED]
Old Position Title: _____
Hours per Week/Year: + 5 hours per week (35-40)
Account Number(s): _____

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 Existing:	<input checked="" type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: Wipfli
Pay Rate/Salary: \$ 20.05 (current EE)
Pay Level: 13
Human Resources Initials: KG

Finance Completes and returns to Administration

Cost of Request:
Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____
Total Cost: \$ See Attach Finance Initials: PK

Approval*

Department Head: Allen R. Brey LA 9/24/14
County Administrator: _____ 1 1

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



MARINETTE COUNTY
POSITION REQUEST FORM

RECEIVED
SEP 25 2014

BY: _____

Administration Completes and returns to the Department

Applicable dates:

- Governing Committee _____
- Personnel Committee _____
- Finance Committee _____
- County Board _____

Permission to proceed: _____

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: District Attorney
 Department Head: District Attorney Allen R. Brey
 Supervisor: same as above
 Position Title: Victim Witness Coordinator [REDACTED]
 Old Position Title: _____
 Hours per Week/Year: + 5 hours per week (35-40)
 Account Number(s): _____

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

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 Existing:	<input checked="" 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

Wage Scale: Wipfli
 Pay Rate/Salary: \$ 19.54 (current EE)
 Pay Level: 14
 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: \$ See Attached Finance Initials: PK

Approval*

Department Head: Allen R. Brey RA 9/24/14
 County Administrator: _____

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

AGENDA

Justification – Increase in Work Hours

On August 26th, 2014 during the public comment portion of the County Board meeting I presented the 2013 Marinette County District Attorney Office Production report, a copy is attached, and the result of the county eliminating one production position. Unless a person accused of a crime is in jail a crime victim will wait a minimum of six months for their case to be processed by this office. Currently one production position is de facto forty hours per week and the other is thirty-seven hours per week with availability for additional hours, as needed, at the close of business every day.

On September 23rd, 2014 during a meeting with the County Board Chairman and Vice Chairperson we discussed the office personnel shortage. They asked me to de jure increase the workers in this office to forty hours per week. They told me it would be funded. Each worker has agreed to the change. I have de facto increased their hours; this request does so de jure.



OFFICE OF THE DISTRICT ATTORNEY

Allen R. Brey
District Attorney

Kent Hoffmann
Assistant District Attorney

DeShea D. Morrow
Assistant District Attorney

2013 Marinette County District Attorney Office Production:

<u>Measured Cases</u>	<u>Number</u>	<u>Hours</u>
A & B Homicides	2	320
Other Homicides	1	80
Felonies	238	2,020.62
Misdemeanors	217	788.61
Criminal Traffic	185	538.35
Juvenile Delinquent	38	130.72
CHIPS	45	270
CHIPS Extensions	56	196
Total Production	782 cases	4,344.3 hours

The State of Wisconsin uses a case load formula to measure district attorney office production. The formula provides 1,162 hours per full time attorney to perform the measured cases. Each measured case is assigned a number of hours to complete. No measurement tool is available for support staff work performed by attorneys. In calendar year 2013 the office had 2,905 attorney hours available for measured work load production.

4,344.3 hours produced minus 2,905 hours available = 1,439.3 unpaid case load hours of production.

1,439.3 unpaid case load hours divided by 1,162 paid hours available for one attorney = 1.24 additional attorney production.

Stated another way in calendar year 2013 the two and one-half attorneys in the office provided the county more than fifty (50) hours of unpaid work per week.

Prepared 6/1/14 by DA Allen R. Brey



**2014 - POSITION REQUEST
2 LEGAL SECRETARY'S / 1 VICTIM WITNESS COORDINATOR**

Increase weekly hours from 35 - 40
9/28/14-12/31/14 = 480.0 hours

	PAY RATE	HRS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	7.00% RETIREMENT	HEALTH & DENTAL	0.17% WORKER'S COMP	TOTAL
Legal Secretary	\$ 20.05	480	\$ 9,624	\$ 71	\$ 742	\$ 679	\$ 5,068	\$ 16	\$ 16,201
Legal Secretary	\$ 20.05	480	\$ 9,624	\$ 34	\$ 739	\$ 676	\$ 236	\$ 16	\$ 11,325
Victim Witness Coordinator	\$ 19.54	480	\$ 9,379	\$ 15	\$ 719	\$ 658	\$ 2,449	\$ 16	\$ 13,235
			\$ 28,627		\$ 2,199	\$ 2,012	\$ 7,753	\$ 49	\$ 40,761

CURRENT BUDGET

	SALARY	HRS	SALARY	LONGEVITY	SOCIAL SECURITY	RETIREMENT	HEALTH & DENTAL	WORKER'S COMP	TOTAL
Legal Secretary	\$ 20.05	420	\$ 8,421	\$ 71	\$ 650	\$ 594	\$ 5,068	\$ 14	\$ 14,819
Legal Secretary	\$ 20.05	420	\$ 8,421	\$ 34	\$ 647	\$ 592	\$ 236	\$ 14	\$ 9,944
Victim Witness Coordinator	\$ 19.54	420	\$ 8,207	\$ 15	\$ 629	\$ 576	\$ 2,449	\$ 14	\$ 11,889
			\$ 25,049		\$ 1,925	\$ 1,762	\$ 7,753	\$ 43	\$ 36,652

DIFFERENCE

\$ (4,109)

AGENDA

**2015 - POSITION REQUEST
2 LEGAL SECRETARY'S / 1 VICTIM WITNESS COORDINATOR**

Increase weekly hours from 35 - 40

	PAY RATE	HRS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	0.17% WORKER'S COMP	TOTAL
Legal Secretary	\$ 20.85	2,088	\$ 43,535	\$ 300	\$ 3,353	\$ 2,981	\$ 20,893	\$ 75	\$ 71,136
Legal Secretary	\$ 20.85	2,088	\$ 43,535	\$ 150	\$ 3,342	\$ 2,971	\$ 945	\$ 74	\$ 51,017
Victim Witness Coordinator	\$ 19.54	2,088	\$ 40,800	\$ 75	\$ 3,127	\$ 2,779	\$ 9,686	\$ 69	\$ 56,537
			\$ 127,869		\$ 9,822	\$ 8,731	\$ 31,524	\$ 218	\$ 178,689

CURRENT BUDGET

	SALARY	HRS	SALARY	LONGEVITY	SOCIAL SECURITY	RETIREMENT	HEALTH & DENTAL	WORKER'S COMP	TOTAL
Legal Secretary	\$ 20.85	1,827	\$ 38,093	\$ 300	\$ 2,937	\$ 2,611	\$ 20,893	\$ 65	\$ 64,899
Legal Secretary	\$ 20.85	1,827	\$ 38,093	\$ 150	\$ 2,926	\$ 2,601	\$ 945	\$ 65	\$ 44,779
Victim Witness Coordinator	\$ 19.54	1,827	\$ 35,700	\$ 75	\$ 2,737	\$ 2,433	\$ 9,686	\$ 61	\$ 50,691
			\$ 111,885		\$ 8,599	\$ 7,644	\$ 31,524	\$ 191	\$ 160,369

DIFFERENCE

\$ (18,320)

AGENDA



MARINETTE COUNTY
POSITION REQUEST FORM

RECEIVED
OCT 06 2014

BY: KL

Administration Completes and returns to the Department

Applicable dates:
Governing Committee 10/8/14
Personnel Committee 11/7/14
Finance Committee _____
County Board _____

Permission to proceed: _____

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
Department Head: Robin Elsner
Supervisor: Economic Support Manager
Position Title: Customer Service Resource Screener ~ Elimination
Old Position Title: Customer Service Resource Screener
Hours per Week/Year: _____
Account Number(s): _____

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

Elimination
KB

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale _____
Pay Rate/Salary: \$ _____
Pay Level: _____

Human Resources Initials: _____

Finance Completes and returns to Administration

Cost of Request:
Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____ \$ _____

Total Cost: \$ _____

Finance Initials: _____

Approval*

Department Head: *Robin Elsner*
County Administrator: _____

10, 6, 14
 / /

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

Justification for Request: The Health & Human Services Department is requesting the elimination a Customer Service Resource Screener position effective immediately. The position was initially developed related to the Affordable Care Act funding for Economic Support and is no longer needed. The department has one Customer Service Resource Screener at this time. The position has been removed from the 2015 department budget.

AGENDA



MARINETTE COUNTY
POSITION REQUEST FORM

EXHIBIT C

RECEIVED
OCT 06 2014

KL

Administration Completes and returns to the Department

Applicable dates:
Governing Committee 10/8/14
Personnel Committee 11/7/14
Finance Committee _____
County Board _____

Permission to proceed: _____

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
Department Head: Robin Elsner
Supervisor: Long Term Services Manager
Position Title: Long Term Services Case Manager ~ Elimination
Old Position Title: Long Term Services Case Manager
Hours per Week/Year: _____
Account Number(s): _____

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 Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

** Elimination
KB*

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale _____
Pay Rate/Salary: \$ _____
Pay Level: _____

Human Resources Initials: _____

Finance Completes and returns to Administration

Cost of Request:
Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____ \$ _____

Total Cost: \$ _____

Finance Initials: _____

Approval*

Department Head: *Robin Elsner*
County Administrator: _____

10/16/14
1 1

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

Justification for Request: The Health & Human Services Department is requesting the elimination of a Long Term Services Case Manager position effective immediately. Case load sizes in the Long Term Services Division have declined and the department is moving in to the Family Care Program in 2015. The position has been removed from the 2015 department budget.

AGENDA



**AMENDMENT 48
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTIONS 1.27 & 1.29**

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

1.27 Excused Absences

- ...
- (d) **Sick Leave. [Amendment 25, Adopted 12/20/2011]**
- (1) Permanent full-time ~~non-represented~~ employees shall be entitled to one (1) day of paid sick leave for each month of continuous service and unused sick leave shall carryover from year to year. Effective 01/01/2012 employee sick leave accrual is capped at 800 hours.
- ...
- ~~(11) Non-represented employees who are not eligible for retiree health insurance at retirement may use the employee's entire sick leave bank to pay the employee's selected health insurance plan premiums. Employee shall select one (1) of the available plans at time of retirement. When sick leave bank is exhausted, retired employee may continue as a member of the group indefinitely by paying the full health insurance premium to the County Treasurer or Finance Department. Premiums are due the first (1st) day of each month. Such insurance shall be canceled if the employee fails to remit full payment upon notice of delinquency. There shall be no cash pay out of sick leave.~~
- ...

1.29 Benefits

- ...
- (b) **Health and Dental Insurance.**
- (1) a. Permanent full-time employees shall be entitled to health and dental insurance through the County's group health plan(s), subject to an employee percentage contribution as determined by the County Board. Contact Human Resources for current employee percentage contributions. ~~Human Resources shall distribute a health and dental insurance booklet explaining plan coverage specifics at employee new hire meeting. Plan documents shall be available on the Human Resources page of the Marinette County website.~~ The County may offer coverage under a standard policy or offer dual choice options at its discretion.
- b. ~~Library employees working less than 600 annual hours are not eligible to elect health and/or dental insurance through Marinette County.~~
- ...
- (7) Health and Dental insurance coverage shall be effective ~~either the first (1st) day of the month following one (1) full calendar month the first 60 calendar days of employment or on the 90th day of employment, whichever is sooner.~~
- ...
- (12) Upon death of an active employee, Marinette County shall pay the County's share of the employee's selected health and dental insurance plan premium for the month in which death occurs. If the employee is due compensation for wages or benefits, the employee's share of the insurance premium shall be paid through payroll deduction. If not, the surviving spouse or dependent on the plan shall remit the employee's share of the insurance premium to the County Treasurer or Finance Department. After expiration of the month, the Employer shall deposit any remaining sick bank of the employee into a ~~Health Reimbursement Arrangement~~

~~VEBA account of Employer's choice. If employee's sick leave bank has been exhausted, the surviving spouse or dependent on the plan may continue group health insurance indefinitely by remitting full monthly premium payments to the County Treasurer or the Finance Department. Premiums are due the first (1st) day of each month. Such insurance shall be canceled if the employee fails to remit full payment upon notice of delinquency. [Amendment 25, Adopted 12/20/2011]~~

...
(21) ~~Surviving spouse or dependent on the plan of a health insurance eligible County non-represented retiree who elected and is receiving retiree health insurance shall be entitled to continue as a member of the group insurance plan indefinitely by assuming the full cost of the selected insurance premium commencing the first (1st) month after exhaustion of the retiree health insurance benefit.~~

...
(23) ~~Surviving spouse or dependent on the plan of a health insurance eligible County non-represented retiree who has been using the sick leave benefit conversion for payment of health insurance shall be entitled to continue as a member of the group insurance plan indefinitely by assuming the full cost of the selected insurance premium commencing the first (1st) month after all accrued sick leave conversion has been exhausted.~~

(24) ~~Employees upon retirement, who are not eligible for retiree health insurance or the employee's sick bank is depleted, may continue as a member of the group health insurance plan indefinitely, if the employee pays the full cost of the employee's selected plan premium.~~

...

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 49
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

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

1.10 Classification and Compensation Plans

(a) Classification Plan

(6) Eliminating Positions.

- ...
- 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.

(6) Reorganization of a Department

- a. ~~The Executive Committee's decision regarding allowing succeeding budget year re-evaluations shall not apply to non-represented position re-evaluations that are the result of a County Board approved department reorganization.~~
- b. ~~The County Administrator shall submit the department reorganization plan, and the updated position related job descriptions for approval to the Committee of Jurisdiction, Personnel Committee, if funding is required, Finance Committee and the County Board. Each Committee forwards a reorganization approval, denial or forward without recommendation motion to the County Board. The County Board shall be the final authority to approve the re-organization of a department. The County Board determines the effective date of the reorganization.~~
- c. ~~Upon County Board approval of the department re-organization, Administration will notify the appropriate department head to complete the Position Description Questionnaire and/or the Re-evaluation of Position Justification Form and forward the completed forms to Administration. The County Administrator shall approve the completed forms by completing the Position Description Questionnaire Supervisor Review & Comments Form and/or the Re-evaluation of Position Justification Supervisor Review and Comments Form.~~
- d. ~~Administration shall forward the Position Description Questionnaire, the Position Description Questionnaire Supervisor Review & Comments Form, the Re-evaluation of Position Justification Form, the Re-evaluation of Position Justification Supervisor Review and Comments Form and the position related approved job descriptions to an outside professional Human Resources management consulting service.~~
- e. ~~The outside consulting service shall determine grade levels for the new and/or re-evaluated non-represented positions of the reorganization utilizing the 1989 Arthur Young Compensation/Classification System. Administration shall notify the department head of the assigned grade levels of the new and/or re-evaluated positions. The initial consulting service assigned grade level for the new and/or re-evaluated positions shall be final. There is no grade level appeal process.~~
- f. ~~Administration shall forward the consulting service assigned grade level of the new and/or re-evaluated positions of the reorganization directly to the County Board for approval and placement of the positions in the 1989 Arthur Young Compensation/Classification plan. County~~

AGENDA

~~Board action determines the effective date of the new and/or re-evaluated position results.~~
~~[Amendment 14, Adopted 12/15/09]~~

Approved by Personnel Committee:

Approved by County Board:



HUMAN RESOURCES DEPARTMENT

Personnel Agenda Report

Personnel Committee Date: **November 7, 2014**

WORKER'S COMPENSATION

Description of Injury	Report Type
Sore left ear/shoulder/hand	Report Only
Fecal matter in face, eyes, hair, uniform	Report Only
Rolled right ankle	Report Only

Total Number of Claims this Month: 3 0 - Medical, 3 - Report Only, 0 – Lost Time
 YTD Lost Time: 7
 Pending YTD Lost Time: 0
 Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

November Electrical Safety

EXITING EMPLOYMENT

Resignations ---
 Retirements 2
 Layoffs ---
 Dismissals 2

NEW HIRES

Date of Hire	Job Title	Department
10/27/2014	Mental Health Case Manager	Health & Human Services
11/04/2014	LTE	Human Resources

POSTINGS

Date Closed	Job Title	Department
10/23/2014	CCO – 40-Hour Fill	Sheriff
10/27/2014	Library Assistant; Less 600; Stephenson Branch	Library
11/03/2014	CCO – 12 Hour Nights	Sheriff
11/04/2014	Mental Health Case Manager	Health & Human Services
11/05/2014	Deputy Clerk of Courts	Clerk of Courts

JOB DESCRIPTIONS

Mental Health Technician - Health & Human Services