



Kewaunee County  
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

**AGENDA**

Date: Wednesday, February 10, 2016 / Time: 10:30 a.m., Conference Room  
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve February 10, 2016 Agenda
4. Approve January 13, 2015 Meeting Minutes
5. CBA for Courthouse Employees
6. Approval to Fill Sheriff Assistant Position
7. WIC Aide Position in Public Health (from .7 FTE to .4)
8. Increase Public Health Secretary Position From .7 to 1.0 FTE
9. Reclassification Request LWCD Program Specialist
10. Update on Project Phoenix
11. Public Comment
12. Other Matters Authorized by Law
13. Next Meeting
14. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Kewaunee County  
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING  
**MEETING MINUTES**

Date: Wednesday, January 13, 2016 / Time: 10:30 a.m., Conference Room  
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 10:30 a.m. by County Administrator, Scott Feldt

Motion by Bruce Heidmann to nominate Bob Weidner to serve as temporary Chairman of the Personnel Committee. Bob accepted. There were no more nominations. Motion by Tom Romdenne, second by Bruce Heidmann to close nominations and appoint Bob Weidner as temporary Chairperson by unanimous consent. The motion was unanimously approved.

Roll Call: Members present were Ron Heuer (arrived 11:25), Tom Romdenne, Lee Luft, Kaye Shillin, Larry Kirchman, John Pagel (arrived 12:55), Bob Weidner, Bruce Heidmann, Virginia Haske

Others present: Pat Benes, Dave Cornelius, Ross Loining, Todd Every, Scott Feldt, Jeff Wisnicky

Approve January 13, 2016 Agenda and Approve December 10, 2015 Meeting Minutes: Motion by Larry Kirchman, second by Bruce Heidmann to approve the January 13, 2016 agenda and to approve the December 10, 2015 meeting minutes. Motion carried

Personnel Report, County Administrator – Scott Feldt: County Administrator, Scott Feldt distributed a Personnel Report. Scott discussed position changes and new hires within the Sheriff's Department, UWEX and Human Services. Scott will ask the Personnel Committee for their approval to fill the Sheriff Assistant position at the February meeting. The Sheriff Assistant position will be advertised now. In the future, Scott will ask the Personnel Committee for their approval to fill a position in UWEX. The duties of the position in UWEX are being reviewed at this time.

At 11:30 a.m. Bob Weidner relinquished his position as temporary Chairman. Ron Heuer is Chairman of the Personnel Committee.

Wage Issue: Sheriff Command Staff: Scott Feldt informed the committee there are issues with pay compression for the Sheriff command staff, Scott distributed a handout for the committee and presented his recommendation. Scott indicated he will have a wage study completed in June/July 2016. Dave Cornelius distributed 2 handouts to the committee. Motion by Lee Luft, second by Bruce Heidmann to approve 5% increase in wages retroactive to January 1st (this replaces the 1.5% pay supplement) of Lieutenants and Chief Deputy and upon completion of wage study within 60 days following that study, respond with any appropriate changes or additions to that wage increase for these positions. In Favor: Larry Kirchman, Lee Luft, Kaye Shillin, Virginia Haske. Opposed: Bruce Heidmann, Tom Romdenne, Bob Weidner, Ron Heuer Tie vote. Motion fails.

Bob Weidner indicated there are year 2015 unspent funds in the Sheriff's Department budget that could be used for these wage increases. Lee Luft indicated he will commit now that the Finance Committee will approve the budget transfer for these funds. The committee continued discussions. Motion by Bob Weidner, second by Bruce Heidmann to increase the Lieutenants pay to \$33.55 per hour and the Chief Deputy pay to \$36.55 per hour effective January 1, 2016. This is in lieu of 1.5% supplement that the other employees are getting. Motion carried. Lee Luft opposed.

Open Highway Positions: Highway Commissioner, Todd Every informed the committee of the existing and future staffing needs in the Highway department particularly with recent resignation(s)/retirement(s). Todd is requesting to fill those positions. Motion by Bob Weidner, second by Tom Romdenne to hire three highway employees as soon as possible. Motion carried.

Vehicle Use Policy: Scott Feldt indicated the vehicle use policy is broad enough to address issues that may arise. Motion by Bruce Heidmann, second by Tom Romdenne to have the County Administrator follow the personnel policy for vehicle usage and let that be the determining factor. Motion carried.

Tourism/PIO Job Description: Scott Feldt would like to put out the recruitment for this position in February at a wage of \$21.50 with insurance benefits. The committee discussed the job description. Motion by Bruce Heidmann, second by Lee Luft to approve the job description (as amended) for the Coordinator/PIO with recommended changes. Motion carried.

CBA Professional and Courthouse Employees: Scott Feldt received a signed agreement from the Professional Union of .73 wage increase for calendar year 2016. Motion by Bob Weidner, second by Virginia Haske to recommend approval of .73. Motion carried.

Review and Consider Benefits for County Administrator: Ron Heuer suggested to the committee that the committee increase Scott Feldt's vacation from 2 weeks to 3 weeks. Motion by Bob Weidner, Second by Lee Luft to increase Scott Feldt's vacation from 2 weeks to 3 weeks. Motion carried.

Other Matters Authorized by Law: Bruce Heidmann discussed the fairgrounds race track contract status with the committee. They hope to have something in place in early February.

Ron Heuer informed the committee he has made adjustments to the Rules of Order for the Board and that he will send it to the Board members and have them go through it to see if his changes are fine or if they have anything to add. Scott Feldt indicated that ultimately, when the new Board comes in, they can modify those changes if they would like.

Ron Heuer also discussed with the committee how we handle social media currently. At the next PAL committee meeting the committee will discuss what other counties are doing to handle social media.

Ron Heuer also informed the committee that Kewaunee County does not have anything in place for where sex offenders reside. Ron has had some meetings on this topic and will have some meetings in the future.

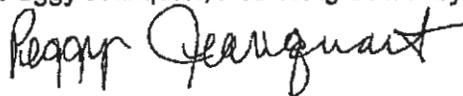
Scott Feldt informed the committee that next month he will ask for approval of 2 positions and that next month he would like to also discuss if the committee will lift the hiring freeze.

Bob Weidner informed the committee that we have engaged the federal government to help us (at no cost) study a new jail. This is usually a five year process. The committee discussed the daily cost of inmates and future staffing needs required with a new jail.

Next Meeting: February 10, 2016 at 10:30 a.m.

Adjournment: Motion by Bruce Heidman, second by Virginia Haske to adjourn the meeting. Motion carried. Adjourned at 1:11 p.m.

Submitted by,  
Peggy Jeanquart, Recording Secretary

A handwritten signature in black ink that reads "Peggy Jeanquart". The signature is written in a cursive style with a large, prominent initial "P".

**COLLECTIVE BARGAINING AGREEMENT  
COURTHOUSE EMPLOYEES**

THIS AGREEMENT made and entered into at Kewaunee, Wisconsin, by and between the Kewaunee County Board of Supervisors, hereinafter referred to as the "County", and the Kewaunee County Courthouse Employees, Local 2959 of the Wisconsin Council of County and Municipal Employees #40, AFSCME, AFL-CIO, hereinafter referred to as the "Union".

1. **Recognition.** County recognizes the Union as the exclusive bargaining agent of all employees of Kewaunee County employed in the Courthouse and associated departments, excluding elected officials, supervisory, managerial, confidential, and deputized law enforcement employees, professional employees in the Department of Human Services and Public Health, and Highway Department employees, other than secretarial-clerical employees, in regard to base wage.
2. **Term.** This agreement is effective January 1, 2016 and remains in effect to and including December 31, 2016.
3. **Wages.** Wages paid to employees shall increase 0.73% for calendar year 2016. County will adhere to the pay schedule attached hereto for calendar year 2016.
4. **Complete Agreement.** This document contains all the terms of agreement between the parties hereto:

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, by their duly authorized representatives this \_\_\_\_\_ day of January 2016.

Kewaunee County

Kewaunee County Courthouse  
Employees Local 2959, Wisconsin  
Council of County and Municipal  
Employees #40 AFSCME, AFL-CIO

\_\_\_\_\_  
Ron Heuer, Chairman

\_\_\_\_\_  
Scott Feldt, Administrator

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
District Representative

<b>Class Grade 7</b>	<b>Class Grade 6</b>	<b>Class Grade 5</b>
Accounting Specialist Child Support Specialist Custodian/Maintenance	Assistant EM Director Account Clerk III Child Support Worker	Account Clerk II Clerk of Court Assistant Emergency Management Assistant Legal Secretary Medical Records Assistant Register in Probate Secretary Register of Deeds Secretary Sheriff's Assistant
Payroll Technician Economic Support Specialist	Deputy Clerk of Courts Deputy County Treasurer Deputy Register in Probate Deputy Register of Deeds Human Services Administrative Assistant Judicial Administrative Assistant LIO Administrative Assistant Program Specialist UW Extension Program Assistant Veteran's Services Administrative Assistant Zoning Administrative Assistant Deputy County Clerk	

<b>Class Grade 4</b>	<b>Class Grade 3</b>	<b>Class Grade 2</b>
Account Clerk I Aging Unit Secretary Clerk of Court Secretary District Attorney Secretary Health and HS Secretary Hwy/Promotions & Recreation Secretary Human Services Secretary Land & Water Conservation Secretary Public Health Secretary WIC Aide	Human Services Clerk	Custodian

	7	6	5	4	3	2
Step 5	21.38	19.94	18.6	17.41	16.31	15.25
Step 4	20.48	19.11	17.88	16.77	15.77	14.83
Step 3	19.53	18.31	17.18	16.15	15.20	14.23
Step 2	18.65	17.49	16.46	15.52	14.64	13.71
Start	17.71	16.69	15.75	14.93	14.12	13.16