

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

Date: Wednesday, February 10, 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 Ron Heuer.

Roll Call: Members present were Ron Heuer, Tom Romdenne, Lee Luft, Kaye Shillin, Larry Kirchman, John Pagel, Bob Weidner, Bruce Heidmann, Virginia Haske.

Others present: Scott Feldt, Pat Benes, Cindy Kinnard, Claire Thompson, Aerica Bjurstrom

Approve February 10, 2016 Agenda and Approve January 13, 2016 Meeting Minutes: Motion by Bruce Heidmann, second by Virginia Haske to approve the February 10, 2016 agenda and to approve the January 13, 2016 meeting minutes. Motion carried.

CBA for Courthouse Employees: Scott Feldt received a signed agreement from the Courthouse Union of .73 wage increase for calendar year 2016. Motion by Larry Kirchman, second by Bruce Heidmann to approve CBA for courthouse employees. Motion carried.

Approval to Fill Sheriff Assistant Position: Scott Feldt requested approval to fill the Sheriff Assistant position. Motion by Bob Weidner, second by Lee Luft to approve filling of the position. Motion carried.

WIC Aide Position in Public Health (from .7 FTE to .4) There is a vacancy in the WIC/Immunization Aide position. Scott Feldt requested approval to move the position from .7 FTE to .4FTE. Cindy Kinnard feels she can get done what she needs to in the position at .4 FTE and moving the Public Health Secretary position from .7 FTE to 1.0 FTE. Motion by Lee Luft, second by Virginia Haske to reduce WIC Aide position from .7 FTE to .4 FTE. Motion carried.

Increase Public Health Secretary Position From .7 to 1.0 FTE: Scott Feldt requested approval to move the position from .7 FTE to 1.0 FTE. Discussion continued regarding employee benefits that are available at full-time. Other Public Health department staff are covering front desk and taking time away from other things they need to be doing. Motion by Kaye Shillin, second by John Pagel to increase Public Health Secretary from .7 FTE to 1.0 FTE position. Motion carried. Bob Weidner voted no.

Reclassification Request LWCD Program Specialist: Bob Weidner addressed the Reclassification Policy. Bob indicated this is to be done mid-summer prior to the budget plan instead of today. Ron Heuer indicated he would like to have this wage study done before we make any decisions on reclassifications. Motion by Bob Weidner, second by Bruce Heidmann to address the proposed reclassification in June of this year so that it complies with our existing policy. Motion carried.

Update on Project Phoenix: Scott Feldt indicated an RFP was sent out for proposals on a feasibility study. We will be having a vendor conference call in the near future.

Public Comment: None

Other Matters Authorized by Law: Scott Feldt indicated Jan Tess has retired, there is a vacancy in UWEX, he would recommend that the committee approve filling the position. Scott will bring this as an agenda item for the Personnel Committee at their meeting next month. Aerica Bjurstom distributed updated job descriptions to the committee.

Scott Feldt distributed a Personnel Report.

Scott Feldt informed the committee that recruitment advertisements would go out in the coming weeks for the Tourism/PIO position.

Scott Feldt indicated those employees receiving \$450 uniform allowance each year will provide receipts for those items and then be reimbursed.

Bob Weidner inquired if a Highway department employee recently change from part-time to full-time. Scott Feldt and Larry Kirchman responded that no employee recently changed from part-time to full-time employment in the Highway department.

Larry Kirchman indicated that items on the agendas don't say what we are doing with the agenda item. Larry sees this in other committees, it doesn't say whether we are discussing or approving an item.

Ron Heuer indicated we had a meeting last week regarding a county wide sex offender ordinance. A Milwaukee County Judge is releasing sex offenders to other counties that don't have an ordinance. We are working on a first draft of the ordinance and it will be on the agenda for the next meeting.

Ron Heuer discussed 43.12 library issue. We get billed every year from Brown County and Manitowoc County for library usage and we allocate that bill to the townships. Ron has had discussions with Sen. Lasee and Rep. Kitchens. The County is asking the State how we deal with how the cost has to be paid - include a phrase that says county option to do by equalized value or usage.

Bob Weidner talked about the upcoming Finance Committee Meeting that all town, city, village officials were invited to attend. Bob indicated we have a big deficit in the future and there are two known fixes a sales tax and a referendum to increase our levy. Bob indicated the question is going to come if we did none of the 2 big fixes and you look at staffing, there is no room to give up so logically we would have to discontinue programs to cover the deficit. Discussions continued.

Next Meeting: Wednesday, March 9, 2016 at 11:00 a.m.

Adjournment: Motion by John Pagel, second by Virginia Haske to adjourn the meeting. Motion carried. Adjourned at 11:44 a.m.

Submitted by, Peggy Jeanquart, Recording Secretary

