

**Minutes of the  
Bayfield County Personnel Committee Meeting  
4:00 PM, March 5, 2020  
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI**

**Members Present:** Dennis Pocernich, Brett Rondeau, Tom Snilsberg

**Members Excused:** Tom Gordon, Harold Maki

**Others Present:** County Administrator Mark Abeles-Allison, Kristine Kavajecz-HR Director, Elizabeth Skulan-Human Services Director, Sheriff Paul Susienka, Dan Heffner, Jody Heffner,

Meeting called to order at 4:00pm by Chairman Rondeau

**Public Comment:** None Received

*Motion Pocernich, Snilsberg to approve minutes of January 30, 2020. Motion Carried (3-0)*

**Wellness Program, 2021:** Abeles-Allison reported that the proposal presented at the last meeting was reviewed with the employee group. The employee group indicated that they were satisfied with the proposal offering a paper wellness participation option. Research of wellness programs in other counties shows that the majority of counties are offering premium reduction incentives rather than cash incentives for participation. A summary of the proposal was reviewed which includes a 5% incentive (2.5% employee, 2.5% spouse). StayWell Program, Security Health Program and the County Wellness Program (paper option) is what is proposed.

Employees were invited to speak. Jody Heffner expressed support of the alternative program being proposed. Dan Heffner also expressed support for the modified proposal. The District Attorney provided an email in support of the program.

*Motion Pocernich, Snilsberg to accept the proposed wellness program as presented. Motion Carried (3-0)*

Dan and Jody Heffner exited the meeting at this time.

**Comprehensive Community Service (CCS) Mental Health Professional Supervisor position:** Skulan was invited to explain the request for a new position. An overview of the CCS program was shared. The program was taken on rapidly and was brought in under the Family Services Section. Oversight of the program, in addition to the Family Services programs, warrants an additional supervisory position. CCS will pay 90%-100% of the costs for the position. A copy of the job description was included in the meeting packet.

*Motion Pocernich, Snilsberg to create the position of CCS Mental Health Professional/Section Manager in Human Services. Motion Carried (3-0)*

**County Fair Caretaker Position:** Proposal to upgrade this position to grade D.

*Motion Snilsberg, Pocernich to approve moving the Fairgrounds Caretaker position to Grade D on the County wage schedule. Motion Carried (3-0)*

**Jail Lieutenant Position:** Sheriff Susienka reviewed the current structure in the Jail. The creation of this position would not add staff, it would add an additional level. Sheriff explained that the intent of this position is to add a higher level of authority that could address additional administrative duties in addition to direct oversight of staff. The draft job description was reviewed.

*Motion Pocernich, Snilsberg to create the Jail Lieutenant position in the Sheriff's Office. Motion Carried (3-0)*

**Personnel Policy:**

- a. **Vacation Policy:** A spreadsheet analyzing current and proposed vacation schedules was reviewed. The analysis included comparisons of what neighboring counties are offering for vacation.

*Motion Pocernich to adopt vacation schedule option 12, employees would forfeit unused vacation if they leave employment within the first year, effective immediately. Motion Carried (3-0)*

- b. **Seasonal Occasional Compensation Policy:** Proposal was presented that occasional part-time employees could achieve a step increase once they have physically worked 975 hours, with the increase to take effect on the following January 1. Proposal was also presented to identify occasional-part time Jailers as Regular Part-time employees eligible for pro-rated sick, vacation and step increases. The part-time Jailers would be guaranteed a minimum of 975 hours per year.

*Motion Pocernich, Snisberg to approve both proposals as presented. Motion Carried (3-0)*

Skulan and Susienka exited the meeting at this time.

*Motion Pocernich, Snilsberg to enter into closed session pursuant to Wisconsin Statutes §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

- i. *Approve Closed Session Minutes of January 30, 2020*
- ii. *Employee specific performance discussion*
- iii. *Exit interviews*

*Motion Carried (3-0 ). Entered closed session at 4:57pm*

*Motion Pocernich, Snilsberg to approved closed session minutes of January 30, 2020. Motion Carried (3-0 )*

*Motion Snilsberg, Pocernich to move into open session. Motion Carried. Entered open session at 5:03 pm*

## **Reports**

- a) **Personnel Financial Report for year ended December 31, 2019:** Personnel expenses were up about \$300,000 in 2019 over 2018, but under the budgeted figures for 2019 in the General Fund. The Human Services fund is up from 2018 due to the addition of the CCS Program. Overall expenses for 2019 is about 95% of budgeted figures.
- b) **Personnel Financial Report through February 2020**
- c) **Human Resource Director Report:** Handout was reviewed.

Meeting adjourned at 5:12pm.

*Minutes respectfully submitted by Kristine Kavajecz*