

# WORKING MEETING

October 4, 2018

Convened: 9:00 AM

Present: Commissioner Gordon, Commissioner Vrablic, Commissioner Kolcz, Commissioner Norris and Commissioner Hazelbaker

Also Present: Jim Measel-WTVB, Don Reid Daily Reporter, Sheriff Pollack, Undersheriff Eichler, Scott Walls-County Complex Manager, Amy Duff - COA, Treasurer Ann Vrablic, Kelli Talbot, Prosecutor Ralph Kimble, County Clerk Teresa Kubasiak, Jail Administrator Fred Blankenship, Drain Commissioner and Administrator Bud Norman.

The agenda was approved.

## **PERSONNEL, PLANS & POLICY**

**(Commissioner Norris)**

### **Request for Pay Grade Change– Prosecutor’s Office**

Prosecutor Ralph Kimble provided a letter to the Committee requesting that his new employee be approved and credited with his prior County service, for the purpose of placement with the GELC Tier 2, Level 6 pay scale. He is requesting that the employee be set at the 5 year rate. The employee had worked for the Sheriff’s Department for 13 years, left and came back. When he came back to the Sherriff’s Department, he was put at the Tier 2 new hire rate. After discussion it was decided that the Administrator would provide additional information at the next Board meeting, so a decision could be made.

### **Request for Staff-Sheriff Department**

The Sheriff’s Department is requesting to fill two full time positions. One position needs to be filled immediately, as the individual left without notice. The second position will be vacant due to an employee retirement on October 31<sup>st</sup>. The Sheriff has two individuals from 911 that are interested in the positions. These individuals are in the POAM union, at the top rate of pay. They will be transferring into the GELC union with the rate of pay to be determined. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given for the Sheriff’s Department to fill two full time GELC Level 6 Clerical positions with the rate of pay to be determined.**

The Sheriff also has a request to fill a part time clerical position to help while the two new individuals are in training. The position is a temporary contractual position with a rate of pay at \$15.00 per hour, without benefits. The contract would expire on 10/31/18. The person will be the same individual who assisted when an employee had extended sick leave. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that approval is given for the Sheriff’s Department to hire a part time temporary contractual person at \$15.00 per hour with no benefits.**

Lastly, the Sheriff has requested to fill the vacated Corrections position that is open due to that individual leaving to go to the Prosecutor's Office. The position is a POAM Tier 2 rate of \$13.555 per hour, with the new hire benefit package. The Committee Recommends:

**Motion by                      seconded by                      that approval is given to the Sheriff's Department to hire a full time Correction Office at the POAM Tier 2 rate of \$13.555 per hour, with the new hire benefit package.**

**Request for Staff – 911**

911 Director Kurt Spalding submitted a letter asking for approval to fill two Dispatcher positions. The current individuals will be transferring to the clerical positions at the Sheriff's Department. The Dispatcher positions will be full-time at the POAM new hire Tier 2 rate of \$13.79 per hour with the new hire benefit package. The Committee Recommends:

**Motion by                      seconded by                      that approval is given for 911 to fill two full time Dispatcher positions, at the POAM Tier 2 rate of \$13.79 per hour, with the new hire benefit package.**

**Request for Staff – Commission on Aging**

COA Director, Amy Duff, is requesting to fill a Regular Part-Time Aide position due to a retirement. The starting wage is \$10.45 per hour; 20 – 29 hours per week. Benefits are sick, vacation, personal and holiday time. The Committee Recommends:

**Motion by                      seconded by                      that approval is given for COA to hire a Regular Part-Time Aide, with a starting wage of \$10.45 per hour; 20-29 hours per week.**

**Sexual Harassment Training**

The County's liability insurer is providing sexual harassment training at the ProMedica Conference Center. The training will be held on October 23<sup>rd</sup> and there will be two sessions; 9am – noon and 1pm – 4pm. The training is open to all employees. Other counties who have the same insurer are also able to have their employees attend.

**Policy Updates**

The Administrator and Personnel Chair are looking at updating the County Policies. The last time they were updated was in 2009.

**SHERIFF & PUBLIC SAFETY**

**(Commissioner Kolcz)**

**NONE**



**Recognition of Service-25 and 30 year**

The two employees will be asked to attend a future Board meeting to be recognized.

**RFQ for Jail – Update**

The Administrator stated that the deadline for submitting bids for both the jail project and for the evaluation for jail repairs was September 28<sup>th</sup>. Six bids were received for the Jail and five for the evaluation. The bids for the jail project will be reviewed, but there is concern about the bids that were received for the evaluation. These bids were supposed to be for the cost of coming and evaluating the three areas of concern at the jail; secondly, providing the estimated cost for the repairs. The bids received were not consistent. There were different perceptions on what was being asked for. Some bids included evaluation and repair costs, while others provided the costs to manage the project, as if it was already approved to make the repairs. It was suggested to send an email to all who bid, explaining exactly what the Board is looking for and allow a week for them to return their bid.

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to provide the specific information to the bidders, via email, allowing them to answer the questions that the Board has asked regarding the jail evaluation, returning the information by October 12, 2018.**

**FINANCE**

**Commissioner Vrablic)**

**Bills & Accounts**

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-33%, Jail Operations-Commissary Supplies-15%, Building Repair & Maintenance-8%, Misc. Contractual Expense-6% and Autospies-4%) to make up 66% of the invoices. The Committee Recommends:

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the Bills and Accounts in the amount of \$304,024.66.**

**LEGISLATIVE**

**(Commissioner Gordon)**

**Resolution – Opposing House Bill 5752 & 5753**

A copy of a resolution from Menominee County, opposing establishing State and local standards for onsite wastewater treatment systems was presented for review.

At 10:09 am, it was moved and seconded to go into closed session to discuss the COAM union negotiations. Upon roll call vote the committee went to closed session after a five minute break.

The committee returned to open session at 10:26 am

**Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to direct the Administrator to respond to the COAM representative regarding the issue of the retroactive pay for the 312 eligible members, stating that we have a settled contract with the union and that there is no provision for retroactive pay for the three individuals set out in the tentative agreement.**

It was moved and seconded to go into closed session to discuss the Attorney/Client privileged letter dated October 2, 2018. Upon roll call vote the committee went to closed session at 10:28 am.

The committee returned to open session at 10:58 am, thereupon adjourning the meeting.

Submitted by: Commissioner Vrablic      Commissioner Kolcz      Commissioner Gordon  
                 Commissioner Hazelbaker      Commission Norris