

Transition Committee

November 29, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 10:30 a.m.

Members Present: Dave Bizer, Tim Hansen, Charles Zenner, Linda Daniels, Marie Koerner, David Krug, Dennis Fuchs, Scott Mildbrand, Lester Lewis, Jess Sackmann (arrived at 1:20)

Members Absent: Larry Brandl, Patty Krug

Other Attendees: Jim Metz, Jeff Ludwig (left at 11:05 a.m.), Brian Wilson; Star News, Sara Nuernberger, Amber Fallos, Steve Oberle

Approve Agenda. A motion was made by Zenner, seconded by Mildbrand, to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Krug, seconded by Hansen, to approve the minutes of the November 15, 2012, Transition Committee meeting. A unanimous vote cast, the motion carried.

Employee Handbook. Jeff Ludwig, Maintenance Director, met with the committee regarding call-in overtime and building checks. The committee decided to act on the two items separately. Mr. Ludwig requested that for building checks that his employees be paid minimum two hours of overtime plus time worked. It was moved by Mildbrand, seconded by Hansen, to have maintenance personnel be paid two hours of overtime plus time worked for building checks. All time would be paid at the 1 ½ time rate. A roll call vote cast, seven (7) voting aye, the motion carried. Call-in pay was discussed by Mr. Ludwig and Jess Sackmann; Highway Commissioner, and Amber Fallos; Human Services Director joined the conversation. The call-in pay was not being done uniformly within different departments at Taylor County and the committee's goal was to make them all uniformly. It was moved by Fuchs, seconded by Krug, to pay 2 hours minimum at the overtime rate plus time worked at 1 ½ time, regardless of benefit time that had been used during the week. A roll call vote cast, seven (7) voting aye, the motion carried. It was moved by Metz, seconded by Fuchs, that all benefit hours shall be considered hours worked when calculating overtime for all non-exempt county employees. A unanimous vote cast, the motion carried.

Discussion was held on moving violations while driving a county vehicle. Mindy Dale; Labor Attorney, suggested adding in the following wording: "If an employee believes that a citation has been issued for conditions relating to the vehicle or its use that are outside the employee's personal control, the employee may request an exception by submitting the citation to the Department Head for approval and payment by the County." It was moved by Fuchs, seconded by Mildbrand, to approve the addition suggested by Mindy Dale. A unanimous vote cast, the motion carried.

Discussion was held on holidays and a vacation day that were taken away effective 1/1/2013. It was moved by Zenner, seconded by Mildbrand, to reinstate the ½ day holiday on New Year's eve day. A roll call vote was taken, four (4) voting aye, three (3) voting no (Fuchs, Bizer, Lewis), the motion carried.

Ordinance repealing and recreating Chapter 3, Taylor County Code. Ms. Fallos suggested that for credit card authorizations the word "card" in the first sentence be changed to "accounts". A motion was made by Zenner, seconded by Fuchs, to approve the ordinance with the change and forward it to the County Board for approval. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Bizer, seconded by Hansen, to adjourn at 11:40 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

November 15, 2012

Third Floor County Board Room

Call Meeting to Order: Jim Metz called the meeting to order at 1:01 p.m.

Members Present: Dave Bizer, Tim Hansen, Charles Zenner, Linda Daniels, Marie Koerner, David Krug, Patty Krug, Lester Lewis, Jess Sackmann(arrived at 1:20)

Members Absent: Larry Brandl, Dennis Fuchs, Scott Mildbrand

Other Attendees: Jim Metz

Approve Agenda. A motion was made by Zenner, seconded by Metz, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Krug, seconded by Metz, to approve the minutes of the October 25, 2012, Transition Committee meeting. A unanimous vote cast, the motion carried.

Changes to the Employee Handbook. The committee had a consensus to make a recommended change by Mindy Dale, Labor Attorney for WCA Consortium, stating that cell phone usage should be "prohibited" instead of "discouraged" while driving on County business. The committee also had a consensus to keep the proposed language in the dress code observing casual "jean" day on Fridays; employees should give a 2-hour notice, when possible, if will not be reporting to work; and employees will notify their department head prior to accepting outside employment. There was no consensus on language that an offer of employment would be contingent upon a successful background check and the request to pay the 2-hour minimum at overtime rates when Maintenance employees do building checks and be paid overtime rates when they are called to work after hours.

The next Transition Committee meetings will be held on November 29, 2012.

Adjournment. A motion was made by Zenner, seconded by Hansen, to adjourn at 1:39 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

October 25, 2012

Third Floor County Board Room

Call Meeting to Order: Jim Metz called the meeting to order at 9:35 a.m.

Members Present: Dave Bizer, Tim Hansen, Charles Zenner, Scott Mildbrand, Linda Daniels, Marie Koerner, David Krug, Patty Krug, Dennis Fuchs, Larry Brandl

Members Absent: Lester Lewis , Jess Sackmann

Other Attendees: Jim Metz

Approve Agenda. A motion was made by Bizer, seconded by Hansen, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Hansen, seconded by Krug, to approve the minutes of the October 3, 2012, Transition Committee meeting. A unanimous vote cast, the motion carried.

Employee Handbook. The committee continued with handbook items such as performance reviews, discipline, layoff and recall, separation from employment, workplace safety/on-the-job accidents, discrimination, harassment and retaliation free workplace, workplace violence policy, workplace bullying policy, drug and alcohol free workplace, political activities, solicitation (non-political), dress code, salary, base wages and other forms of compensation, leaves – voluntary vacation donation, departmental regulations, attendance and punctuality, expenses, professional licensure/certification fees, personal use of county equipment, other employment/conflict of interest, off-duty conduct, code of ethics, privacy in locker rooms, tobacco use, driver's license and commercial driver's license (CDL), employment/personal references, nepotism, and leaves – family, medical and military. The computer and social media policy was discussed to be put on the intranet as an addendum to the employee handbook. This issue will be discussed at the next IT Committee meeting.

The next Transition Committee meetings will be held on November 15 and November 29, 2012.

Adjournment. A motion was made by Bizer, seconded by Fuchs, to adjourn at 11:10 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

October 3, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 9:43 a.m.

Members Present: Lester Lewis, Dave Bizer, Tim Hansen, Charles Zenner, Scott Mildbrand, Linda Daniels, Marie Koerner, David Krug, Jess Sackmann, Patty Krug (left at 9:57 a.m.), Dennis Fuchs, Larry Brandl

Members Absent: None

Other Attendees: Jim Metz

Approve Agenda. A motion was made by Zenner, seconded by Mildbrand, to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Fuchs, seconded by Krug, to approve the minutes of the September 19, 2012, Transition Committee meeting. A unanimous vote cast, the motion carried.

Wage Increase - 2013. Larry Brandl, County Accountant, and Marie Koerner, Human Resource Manager, were present to request guidance from the committee regarding a wage increase, if any, to be presented to the Budget Review Committee in order to finalize the budget. After much discussion, it was moved by Zenner, seconded by Bizer, to recommend to the Budget Review Committee a wage increase of 2% for all employees. A roll call vote cast, five (5) voting aye, two (2) voting no (Mildbrand, Fuchs), the motion carried.

Wellness Benefit Incentive. Marie Koerner, Human Resource Manager, was present to discuss a wellness benefit incentive for 2013, in which employees would receive a debit card if the employee on a single plan and the employee and spouse on a limited family and family plans receive a wellness exam in 2013. If the employee on a single plan or the employee and spouse on a limited family or family plan do not get a wellness exam in 2013, the premiums for 2014 would be increased \$50.00 for single and \$100.00 for limited family and family plans. It was moved by Zenner, seconded by Mildbrand, to approve the wellness incentive as presented. A unanimous vote cast, the motion carried.

Increase Flex Plan Medical Limits. Marie Koerner, Human Resource Manager, explained that the Flex Plan Medical Limits have been at \$1,600.00 for several years and is requesting that the limit be increased to \$2,000.00 to use for medical purposes. It was moved by Hansen, seconded by Krug, to approve increasing the Flex Plan Medical Limits to \$2,000.00 effective 1/1/2013. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Bizer, seconded by Hansen, to adjourn at 10:30 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

September 19, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 9:41 a.m.

Members Present: Lester Lewis, Dave Bizer, Charles Zenner, Scott Mildbrand, Linda Daniels, Marie Koerner, David Krug, Jess Sackmann, Patty Krug, Dennis Fuchs, Larry Brandl

Members Absent: Tim Hansen

Other Attendees: Jim Metz

Approve Agenda. A motion was made by Fuchs, seconded by Bizer, to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Zenner, seconded by Krug, to approve the minutes of the September 6, 2012, Transition Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Zenner, at 9:44 a.m. to go into closed session pursuant to Section 19.85(1)(e), Wisconsin State Statutes, for the purpose of discussing 2013 Health Insurance competitive bids. A roll call vote cast, five (5) voting aye, the motion carried.

Open Session. A motion was made by Krug, seconded by Mildbrand, to go into open session at 10:36 a.m. A unanimous vote cast, the motion carried.

Employee Handbook. Supervisor Zenner discussed prior committee discussion in regards to benefit time off for existing part-time employees at 1,200 hours. He suggested that current employees be grandfathered in who work 600 hours or more. It was moved by Zenner, seconded by Fuchs, that any employee working 600 hours or more per year who was hired before 1/1/2013 would accumulate paid benefit time off as they are currently. A unanimous vote cast, the motion carried.

It was moved by Lewis, seconded by Fuchs, to approve the two employee health insurance plans for 2013 as discussed in Closed Session. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Bizer, seconded by Fuchs, to adjourn at 10:51 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

September 6, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 9:42 a.m.

Members Present: Lester Lewis, Dave Bizer, Charles Zenner, Tim Hansen, Scott Mildbrand, Linda Daniels, Marie Koerner, David Krug, Jess Sackmann, Patty Krug, Dennis Fuchs, Larry Brandl

Members Absent: None

Other Attendees: Jim Metz, Ray Soper, Kim Hurtz

Approve Agenda. A motion was made by Zenner, seconded by Bizer, to approve the agenda with eight items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Krug, seconded by Mildbrand, to approve the minutes of the August 2, 2012, Transition Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Zenner, seconded by Bizer, at 9:44 a.m. to go into closed session pursuant to Section 19.85(1)(e), Wisconsin State Statutes, for the purpose of discussing 2013 Health Insurance competitive bids. A roll call vote cast, five (5) voting aye, the motion carried.

Open Session. A motion was made by Mildbrand, seconded by Zenner, to go into open session at 10:50 a.m. A unanimous vote cast, the motion carried.

2013 Health Insurance Bids. A motion was made by Fuchs, seconded by Krug, to not bid the 2013 Health Insurance. A unanimous vote cast, the motion carried.

Employee Handbook. No action was taken on this item.

The next meeting of the Transition Committee will be September 19, 2013 following the Personnel Committee meeting.

Adjournment. A motion was made by Zenner, seconded by Fuchs, to adjourn at 10:56 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

August 2, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 9:37 a.m.

Members Present: Lester Lewis, Charles Zenner, David Krug, Dennis Fuchs, Tim Hansen, Scott Mildbrand, David Bizer, Linda Daniels, Marie Koerner, Larry Brandl, Jess Sackmann, Patty Krug

Members Absent: None

Other Attendees: Jim Metz

Approve Agenda: A motion was made by Zenner, seconded by Fuchs, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes: A motion was made by Krug, seconded by Hansen, to approve the July 5, 2012, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

Employee Handbook: The committee continued with handbook items such as position authorization, position classification, job descriptions, authorization to hire, job posting & advertisement, applications, screening & selection process, offer of employment, applicant notification, temporary job assignments, nepotism, employee personnel and medical files, health insurance & COBRA, dental insurance, life insurance, income continuation insurance, worker's compensation insurance, retirement, flexible spending accounts, deferred compensation, EDVest College Savings program, employee fitness center, use of telephones and cell phones, and use of county owned vehicles.

The next meeting of the Transition Committee is September 6, 2012, at 9:00 a.m.

Adjournment: A motion was made by Mildbrand, seconded by Zenner, to adjourn at 11:20 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

July 5, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 9:39 a.m.

Members Present: Lester Lewis, Charles Zenner, David Krug, Dennis Fuchs, Tim Hansen, Marie Koerner, Larry Brandl, Jess Sackmann, Patty Krug

Members Absent: Scott Mildbrand, David Bizer

Other Attendees: Jim Metz

Approve Agenda. A motion was made by Fuchs, seconded by Krug, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Zenner, seconded by Fuchs, to approve the June 7, 2012, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

Employee Handbook. The committee continued with handbook items such as sick leave, bereavement leave, jury duty, personal days, personal leave of absence, military leave/active duty and leave for emergency conditions. Sick leave was discussed further. It was moved by Krug, seconded by Zenner, to move all employees to an 80-day maximum accumulation for sick days. Those employees who are at a 90-day maximum accumulation will be paid out for any days between 81 and 90 at the end of 2012 to transition to an 80-day maximum accumulation. Seventy-five percent (75%) of all unused sick leave over 80 days shall be paid to employees at the end of the calendar year. Employees who retire under provisions of the WRS, who have accumulated sick leave may receive seventy-five percent (75%) of said accumulated sick leave in cash upon retirement. A unanimous vote cast, the motion carried.

Dave Krug recommended that this committee consider a policy on tardiness to be inserted in the handbook. It was suggested to use language from the Highway union contract.

Adjournment. A motion was made by Zenner, seconded by Hansen, to adjourn at 11:02 a.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Transition Committee

June 7, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 10:00 a.m.

Members Present: Lester Lewis, Charles Zenner (left 10:11 to 11:00 a.m.), Scott Mildbrand (left 10:11 to 10:43 a.m.), David Krug, Dennis Fuchs, Tim Hansen, David Bizer, Marie Koerner, Linda Daniels, Larry Brandl, Jess Sackmann, Patty Krug

Members Absent: None

Other Attendees: Jim Metz (left 10:11 to 10:58 a.m.), Brian Wilson; Star News

Approve Agenda. A motion was made by Hansen, seconded by Zenner, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Fuchs, seconded by Zenner, to approve the May 2, 2012, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

Employee Handbook. Marie Koerner, Human Resource Manager, went through the beginning of the Employee Handbook that the sub-committee has developed. The process will take some time yet. The committee went through items such as introduction, role of management, definitions, hours of work/work schedules, payroll & deductions, personal employee information, total base wages and other forms of compensation, overtime, holidays, vacation and sick leave. Suggestions were made and progress will continue on the handbook. No action was taken on this item at this time.

The next meeting date for the Transition Committee will be July 5, 2012 at 9:00 a.m.

Adjournment. A motion was made by Zenner, seconded by Fuchs, to adjourn at 11:49 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

May 2, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 1:03 p.m.

Members Present: Lester Lewis, Charles Zenner, Scott Mildbrand, David Krug, Dennis Fuchs, Tim Hansen, Marie Koerner, David Bizer, Larry Brandl, Jess Sackmann, Patty Krug

Members Absent: Linda Daniels

Other Attendees: Kim Hurtz, Jim Metz

Approve Agenda. A motion was made by Krug, seconded by Zenner, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Mildbrand, seconded by Fuchs, to approve the April 10, 2012, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

Health insurance experience options. Lester Lewis shared updates on information in which he gathered from the WCA District meeting the prior week in regards to personnel matters. Kim Hurtz from WCA Group Health Trust was present to explain the two (2) suggested plans from the prior meeting and the savings associated with the second plan. The committee made recommendations on additional changes to the proposed plans. Therefore, Ms. Hurtz will submit those changes to see what additional cost savings there might be. Once the 2013 premium renewal is in place in August or September, the committee will need to make decisions if they will amend the plan design and consider employee premium contributions and health reimbursement account amounts.

The next meeting date for the Transition Committee will be May 16, 2012, at 10:00 a.m.

Adjournment. A motion was made by Zenner, seconded by Fuchs, to adjourn at 1:55 p.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Transition Committee

April 10, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 1:16 p.m.

Members Present: Lester Lewis, Fred Parent, Charles Zenner, Scott Mildbrand, David Krug, Dennis Fuchs, John Werner III, Marie Koerner, Linda Daniels, Larry Brandl, Jess Sackmann, Patty Krug

Members Absent: David Bizer

Other Attendees: Kim Hurtz

Approve Agenda. A motion was made by Fuchs, seconded by Werner, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Fuchs, seconded by Krug, to approve the March 7, 2012, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

Review Health insurance experience and options for 2013. Marie Koerner, Human Resource Manager, and Kim Hurtz from WCA Group Health Trust were present to discuss with the committee Taylor County's insurance experience of 2011 and discuss options for 2013. Kim Hurtz encouraged the county to have an incentive for employees and spouses to have an annual physical so illnesses can be caught at an early stage. It was decided to have Marie communicate with all health insurance participants about getting their annual physicals. The committee looked at the Oconto County plans that were presented. One plan was the current Oconto plan and the second plan was a higher deductible plan. Ms. Hurtz will bring back proposals for the 2013 year.

Future Meeting Dates. The next meeting date for the Transition Committee will be May 2 or May 3, 2012 at 1:00 p.m.

Adjournment. A motion was made by Zenner, seconded by Mildbrand, to adjourn at 3:05 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Transition Committee

March 7, 2012

Third Floor County Board Room

Call Meeting to Order: Lester Lewis called the meeting to order at 10:02 a.m.

Members Present: Lester Lewis, David Bizer, Charles Zenner, Scott Mildbrand, David Krug, Dennis Fuchs, John Werner III, Marie Koerner, Linda Daniels, Larry Brandl, Jess Sackmann, Patty Krug

Members Absent: Marvel Lemke, Fred Parent

Other Attendees: none

Approve Agenda. A motion was made by Zenner, seconded by Bizer, to approve the agenda with seven items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Krug, seconded by Mildbrand, to approve the September 1, 2011, Transition Committee meeting minutes. A unanimous vote cast, the motion carried.

Employee Handbook. Marie Koerner, Human Resource Manager, explained that Linda Daniels and she have been compiling information from union contracts, county code, etc. to draft policies for an employee handbook. She was looking for direction from the committee on how to proceed on the Employee Handbook. It was decided to develop a subcommittee from the Transition Committee to present policy recommendation to the Transition Committee to approve. Some specific departmental policies may be necessary in some instances. When a draft is developed, the draft will be placed on the intranet so that employees can review the document and make suggestions. It was decided to make a small core group that would consist of Marie Koerner, Linda Daniels, Jess Sackmann, Patty Krug and Lester Lewis. If Lester Lewis is unavailable a specific meeting, Marie would select a different supervisor from the committee. The Transition Committee will review the handbook in sections, and legal counsel will review the draft in the final stages.

Health Insurance. Marie Koerner discussed health insurance items with the committee. It was suggested to have Kim Hurtz come to the next Transition Committee meeting to help with developing Health Insurance options for the county for 2013. Ideas discussed were developing a two-tiered program and keeping the wellness options.

Future Meeting Dates. Dates will be sent to Kim Hurtz to see which day she could attend. The possible dates are April 10 at 1:00 p.m., April 11 at 1:00 p.m., and April 18 at 10:00 a.m. It was also discussed to have the Transition Committee meetings on the third Wednesday of each month at 10:00 a.m.

Adjournment. A motion was made by Bizer, seconded by Krug, to adjourn at 11:21 a.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels