



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

December 7, 2020 6:00 p.m., County Board Room
County Administration Building 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve December 7, 2020 Agenda
4. Approve November 9, 2020 Meeting Minutes
5. Public Comment
6. Administrator's Report
 - a. Personnel Report
7. Help Desk Specialist Compensation
8. Discussion - Broadband Expansion Grant Application
9. Discussion – Kewaunee County Housing Study – Final Report
10. Chairman's Report
11. Next Meeting:
12. Adjournment

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Kewaunee County
EXECUTIVE COMMITTEE MEETING

MINUTES

November 9, 2020 6:00 p.m., County Board Room
County Administration Building 810 Lincoln Street, Kewaunee

Call to Order: Chair Olson called the meeting to order at 6:00 p.m.

Roll Call: Members Present – Gary Paape, Chuck Wagner, Dan Olson, Tom Romdenne, Virginia Haske, Kim Kroll, Aaron Austian. Members Excused – Scott Jahnke, John Mastalir. Others Present – Matt Joski, Jamie Annoye, Jeff Wisnicky, Scott Feldt, Paul Kunesh, Ross Loining, Melissa Annoye Jason Veesser.

Approve November 9, 2020 Agenda: Wagner moved and Augustian seconded to approve the agenda. Motion carried.

Approve October 13, 2020 Meeting Minutes: Paape moved and Kroll seconded to approve the October 13, 2020 minutes. Motion carried.

Public Comment: None.

Approve Filling of Position Vacancies

a. Lieutenant Position – Sheriff's Dept.

b. Subsequent Department Positions – Sheriff's Dept.

Joski provided a history as to the retirement of Chief Deputy Cornelius and the recruitment process for his replacement. Two rounds of interviews were completed and the Sheriff has selected Jason Veesser to become the new Chief Deputy. Veesser was introduced to the committee. Joski explained that with Veesser becoming the new Chief Deputy, the Patrol Lieutenant position will be come vacant. Subsequently, vacancies will occur in other areas of the Sheriff's Department. Joski is requesting the committee approve the filling of the Lieutenant vacancy and any other vacancies that may result from positions being filled. Wagner moved and Romdenne seconded to approve filling the lieutenant's position and any subsequent vacancies that follow. Motion carried.

Consider Payment of Election Recount Workers: County Clerk Jamie Annoye addressed the committee related to the pay of election recount workers. In the past, recount workers have been paid the same rate as members of the Board of Canvassers. Annoye explained the amount of time required needed to complete a recount. Annoye asked the committee to consider a different wage for recount workers and supplied a comparison sheet of what other counties pay their recount workers. Wagner moved and Augustian seconded to set the recount worker wage rate at \$20 per hour. Motion carried. Annoye also reminded the committee that if a recount were to occur in this election cycle that the campaign requesting the recount is required to pay the costs for the recount.

Reconsideration of Help Desk Specialist/GIS Coordination Compensation: Paape requested that the item be reconsidered by the committee. Discussion followed as to whether the county



should be paying an employee to train for a position that they are not currently working in. Discussion continued regarding the number of hours of training, when the employee would assume the duties and whether other employees were qualified to take on the duties. A question was raised whether another IT position will be needed if the new hybrid position is approved. Loining indicated that the IT Department would not need additional staff. Additional discussion followed.

Paape moved and Wagner seconded to provide no additional compensation to the employee while they are training. The employee would receive a new wage scale when they assume the duties of the new position. Motion carried. The committee will receive a wage scale recommendation for the hybrid position in Janaury for approval.

Reconsideration of Contract Position to County Position – Human Services: Romdenne asked that the item be reconsidered by the committee. The committee discussed the request to transition a human services contracted employee to a county staff employee. Romdenne stated that the county should be looking to shrink county staff levels. Wagner said that the positions at one time were county staff positions but state reorganization of providing services caused the positions to be eliminated and hired back as contracted employees. Romdenne moved to return the 1.0 FTE from a county employee back to a contracted employee. Motion failed due to lack of a second.

Motion to Enter into Closed Session Pursuant to WI Stats. 19.85 (1f) for consideration of personnel/medical histories of a specific employee, to-wit: consider request to extend FLMA leave of a specific employee: Kroll moved and Haske seconded to go into closed session. Motion carried.

Motion to Reconvene in Open Session: Wagner moved and Haske seconded to reconvene in open session. Motion carried. In closed session Paape moved and Kroll seconded to approve the request to extend FMLA leave for the employee until April 1, 2021.

Chairman's Report: None.

Next Meeting: December 7, 2020 at 6:00 p.m.

Adjournment: Wagner moved and Augustian seconded to adjourn. Motion carried. Meeting adjourned at 6:54 p.m..

KEWAUNEE COUNTY
PERSONNEL REPORT

December 7, 2020



Scott Feldt
County Administrator

Hire		
Cameron Kittell	Temporary Worker Parks	November 14
Brianna Carlson	Lead Jail Cook	December 1

Recruitment

Parks Caretaker – advertising

Radio Operator Jailer Eligibility List – testing scheduled

Social Worker Child and Family – recruitment paused

Winter Park Assistants – advertising

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Kewaunee County
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KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

DATE: December 7, 2020
TO: Executive Committee Members
FROM: Scott Feldt, County Administrator
RE: Pay Range Adjustment – Help Desk Specialist

During the 2021 County Budget process, there was debate regarding the compensation of the Help Desk Specialist position. During the discussion, committee members intermingled duties and compensation of the current Help Desk Specialist position and the Help Desk/GIS Specialist position. This led to some misunderstanding regarding the request to adjust the current wage scale of the Help Desk Specialist position. The request for the wage scale adjustment is to address compensation concerns for the position. The IT Director surveyed the counties used in determining pay plan wage scales and the result is that the current wage scale for the Help Desk Specialist position is markedly lower than its county peers. Reviewing the peer county data collected by the IT Director and removing the highest and lowest starting wage, the result is a starting wage of \$22.33 per hour for Step 1.

Therefore, to remain competitive, I am recommending the Help Desk Specialist position be modified with the starting wage at \$22.33. The wage scale would therefore be:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$22.33	\$22.66	\$23.00	\$23.35	\$23.70	\$24.06	\$24.42	\$24.79
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
\$25.04	\$25.29	\$25.54	\$25.80	\$26.07	\$26.33	\$26.59	

Please note, this wage scale is for the current Help Desk Specialist, not the future Help Desk/GIS Specialist position. That wage scale will be approved at a later date.

The Committee may approve this recommendation, approve a different wage scale or reject the recommendation and keep the current wage scale as is.

If you have any questions, please feel free to contact me or Ross Loining, the IT Director.

INFORMATION SERVICES															
INFORMATION SERVICES DIRECTOR	37.66	38.22	38.79	39.37	39.96	40.56	41.17	41.79	42.21	42.63	43.08	43.60	43.92	44.36	44.80
HELP DESK SUPPORT TECHNICIAN	19.51	19.80	20.10	20.40	20.71	21.02	21.34	21.66	21.86	22.10	22.32	22.54	22.77	23.00	23.23