



**Kewaunee County
EXECUTIVE COMMITTEE MEETING**

AGENDA

**December 5, 2022 5:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve December 5, 2022 Agenda**
- 4. Approval of November 7, 2022 Minutes**
- 5. Public Comment**
- 6. Administrator's Report**
 - a. Personnel Report**
- 7. Approve Allowing 16-18 year olds to Work at Winter Park**
- 8. Approval to Fill Vacancies**
 - a. Administrative Assistant – Veterans Services**
 - b. Temporary Cross-Trained Union Positions (3) – Sheriff**
 - c. Secretary – Register in Probate**
- 9. Motion to go into closed session pursuant to Wis. Stat. s. 19.85(1)(f) – Employee personnel matter.**
- 10. Action from Closed Session (if necessary)**
- 11. Motion to return to open session**
- 12. Next Meeting: January 9, 2023**
- 13. Adjournment**

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

KEWAUNEE COUNTY
PERSONNEL REPORT
 December 5, 2022



Scott Feldt
 County Administrator

| Hire | | |
|-----------------|-----------|------------|
| Sharda Bertrand | Jail Cook | November 7 |

| Job Change | | | |
|--------------|--------------|------------------------------------|------------|
| NAME | FROM | TO | DATE |
| Eric Zellner | Investigator | Temporary Operations Lieutenant | November 6 |

| Resignation | | |
|-----------------|--|-------------|
| Kevin Donlon | Help Desk Specialist/GIS Parcel Mapper | November 28 |
| Janelle Cherney | Secretary, Register in Probate | December 2 |

Recruitment

- Help Desk Specialist/GIS Parcel Mapper - advertising
- Highway Worker Eligibility list - interviewing
- Radio Operator/Jailer – background checks
- Social Worker Child & Family - advertising
- Temporary Highway Workers – interviewing
- Winter Park Assistants – advertising

Kewaunee County Is An Equal Opportunity Employer

Kewaunee County
 810 Lincoln Street
 Kewaunee, WI 54216

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Kewaunee County
EXECUTIVE COMMITTEE MEETING

MINUTES

November 7, 2022 6:00 p.m., Conference 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 – Dan Olson, Gary Paape, Tom Romdenne, Scott Jahnke, Aaron Augustian, Kim Kroll. Members Excused – John Mastalir, Joe Lukes, Virginia Haske. Others Present – Matt Joski, Jamie Annoye, Michelle Dax, David DePeau, Scott Feldt, Ross Loining, Todd Every, Jason Veaser, Melissa Annoye, Corinne Konkell, Chad LaLuzerne, Jachary Wery.

Approve November 7, 2022 Agenda: Augustian moved, Jahnke seconded to approve the agenda. Motion carried.

Approval of October 10, 2022 Minutes: Paape moved, Augustian seconded to approve the October 10, 2022, minutes. Motion carried.

Public Comment: None.

Administrator's Report

Personnel Report: Feldt reviewed the personnel report with the committee. Feldt informed the committee that two vacancies had occurred since the printing of the report but the vacancies will be considered later in the agenda.

Update on Jail Staffing: Joski and Feldt provided an update as to jailer/dispatcher position recruitment. Recruitments are progressing as scheduled.

Approval to Fill Vacancies

Family & Community Services Unit Manager (and subsequent vacancies) – Human Services: Feldt reviewed the memo to the committee that summarized the series of vacancies that will occur as Melissa Annoye assumes the position of Human Services Director. Romdenne informed the Committee that the Human Services Committee had reviewed the request and recommends approval by the Executive Committee. Motion by Kroll, seconded by Romdenne to approve the filling of the upcoming vacancy of the Family & Community Services Unit Manager position and all subsequent vacancies that occur as positions are filled internally. Motion carried.

Case Worker: Youth & Families Unit – Human Services: Feldt informed the committee of the upcoming position vacancy in 2023 due to the staff member retiring. Romdenne moved, Augustian seconded to approve filling the case worker position. Motion carried.

Highway Worker (2) – Highway: Feldt notified the committee that one position is vacant due to a staff member unexpectedly passing and the second position vacancy will be an upcoming retirement. Paape moved, Jahnke seconded to approve the filling of the two vacancies. Motion carried.



Help Desk/GIS Support – IT: Loining and Feldt informed the committee of the recent resignation of the Help Desk/GIS position. Loining explained the reason was due to a higher wage provided by the City of Green Bay. Discussion followed as to the wage scale and duties. Discussion followed as to whether the current wage scale is competitive. It was commented that the wage was increased recently as the duties increased. Feldt explained that the market has changed in a short period of time and wages have increased as well. A question was raised as to who would perform the GIS duties when Mr. Donlon leaves. Feldt responded that the County will contract those services out with a private firm (Ruekert-Mielke). Further discussion continued. Loining expressed his request to modify the position to an IT Specialist which would encompass help desk, GIS and network administration duties. Feldt offered to work with Mr. Loining to present a job description for the committee to review at the December meeting. Further discussion followed. Romdenne moved, Jahnke seconded to approve the filling of the current Help Desk/ GIS position. Motion carried.

Administrative Assistant – Veterans Services: Paape addressed the committee regarding their request to have the County Treasurer and County Clerk attend to discuss whether their offices and staff would be able to assist in providing administrative duties to support the Veterans Services Office. Dax indicated that the Veterans Services office has posted office hours and the office notifies offices in the Administration building when he will be out of the office. Dax added that her office would be unable to provide assistance. Clerk Annoye indicated the same for her office.

Paape made a motion that the position not be filled. The motion failed due to a lack of a second. Discussion followed. Kroll expressed her interest in finding part-time help to assist the office and research into providing transportation services through other organizations. Kroll requested that the issue be brought back to the Veterans Services/Public Health Committee to review and provide directions. Feldt responded to a comment regarding other counties providing services to veterans with one staff person. Feldt stated that the majority of counties have two or more employees within the Veterans Services office. Further discussion followed as to duties. Romdenne informed the committee that he has received calls from veterans expressing their desire to have a person in the office and supports that the issue be sent back to the committee for a recommendation. The committee agreed that the issue be sent back to the Veterans committee to review and provide a recommendation to the Executive Committee.

Temporary Cross-Trained Union Positions (3) – Sheriff: Joski provided a summary as to the request to create three temporary cross trained positions that will have protective (union) status. Joski explained the jail project will require the creation of a transition team that will include current jail/dispatcher staff. The staff will be tasked with the creation of policies, procedures and the training of staff in those policies and procedures. The transition team will be put together shortly after construction on the new facility has begun. The reason for the request of the temporary union positions are due to the negative impacts that could occur when a deputy position in patrol becomes vacant. Because the county typically fills patrol position vacancies internally with jailer/dispatcher staff, the most senior jail staff are the top candidates for patrol. These senior jail staff are most likely will want to accept a position in patrol. This creates a dilemma for both the county and the jail staff eligible to move to patrol. For the county, jail staff going to patrol will result in our most experienced employees no longer being available to assist with training and drafting of jail policies and procedures which negatively affects the county. From the jail staff, passing on a union patrol position to remain in the jail and assist with the policies and training will negatively affect their careers. To address both concerns, the county can create temporary union positions that will allow jail staff to accept a patrol union position and still assist the county with the planning and training for the new jail facility. When the jail facility is open, the jail staff selected for patrol can assume their positions in patrol with no loss of seniority and the staff who were temporarily filling



the patrol positions would revert back to jail positions. The county wins as we have knowledgeable staff drafting policies and procedures and training of the jail staff. The staff person wins as they have their union position and subsequent seniority reserved while still functioning in a jail capacity. Discussion followed as to the need and duties of a transition team. Veaser provided additional explanation regarding the request. Discussion followed regarding the promotion process. It was suggested that allow senior jail staff move to patrol and use other jail staff to staff the transition team. Veaser responded that using those jail staff would not be advantageous as those staff are not as experienced in jail operations, nor do they have experience drafting policies and training staff. Feldt suggested that the state jail inspector attend the December meeting to explain the purpose and duties of a transition team. Further discussion followed regarding the fiscal impact of the creation the temporary union positions. Discussion followed again as to the request and its implementation. Feldt offered to create a graphic to provide a clearer explanation as to the request, its implementation and its impacts. Jahnke moved to approve the creation of three temporary cross-trained union positions. Motion failed due to a lack of a second.

Further discussion continued regarding the letter to be presented to the union outlining the county's request and its impact on staff. A question was raised whether the union has signed off on such an agreement. Joski indicated that he has spoken to the union and they are supportive. Veaser added that they have not requested sign off from the union as the county has not signed off on the request. Augustian moved that the union provide a signed letter that approving the creation of the temporary union positions and the subsequent termination of the union status of these positions. After discussion, Augustian rescinded his motion. Committee agreed that they are requesting the union to sign off on the letter outlining the request, and additional information will be provided regarding the transition team, and an explanation providing a clearer explanation as to the impacts of the implementation of the request.

Next Meeting: December 5, 2022 at 5:00 p.m.

Adjournment: Motion by Paape, seconded by Augustian to adjourn. Motion carried. Meeting adjourned at 7:33 p.m.