



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

November 1, 2021 6:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve November 1, 2021 Agenda
4. Approval of September 20, 2021 and October 19, 2021 Minutes
5. Public Comment
6. Approval of Resolution Opposing AB 605
7. Approval of Modifications of Personnel Policies – Vacation Leave Jailers
8. Discussion of Staff Satisfaction Survey
9. Next Meeting
10. Adjournment



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

September 20, 2021 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 – Dan Olson, Gary Paape, Aaron Augustian, Virginia Haske, Scott Jahnke, Kim Kroll, John Mastalir, Tom Tomdenne, Linda Teske. Others Present – Jamie Annoye, Germaine Bertrand, Michelle Dax, Matt Joski, Steve Hanson, Todd Every, Paul Kunesh, Scott Feldt, Rob Stearns, Jeff Wisnicky, Jason Veaser, Sue Norton, Tammy Malach.

Approve September 13, 2021 Agenda: Haske moved, Mastalir seconded to approve the agenda. Motion carried.

Approve July 5, 2021 Meeting Minutes: Jahnke moved, Augustian seconded to approve the July 5, 2021 minutes. Motion carried.

Public Comment: None.

Administrator's Report - Personnel Report: Feldt reviewed the report with the committee. No questions.

Approval of 2022 Cost of Living Increase: Feldt summarized his recommendation for an increase of 1.91% for 2022. Feldt reviewed the budgetary and economic data report that was provided. Feldt indicated that the proposed increase is affordable and sustainable. Augustian moved, Paape seconded to approve the cost of living increase at 1.91% for 2022.

Approve Filling of Highway Worker Position Vacancy – Highway Department: Augustian moved, Paape seconded to approve the filling of highway worker position vacancy. Motion carried.

Approval of 2022 Personnel Requests:

Creation of Land Information Coordinator position and wage scale: Feldt provided a summary as to the justification of a new Land Information Coordinator position and wage scale. The retirement of the current Land Information Officer in 2022 will result in various duties needing to be reassigned and contracted with a vendor. The new position will perform the real property listing duties and a majority of the land information/land ordinance duties. Discussion took place regarding the assignment of duties when the retirement of the Land Information Office occurs. Mastalir moved, Teske seconded to approve the creation of the Land Information Coordinator position and proposed wage scale. Motion carried.



Assignment of Land Information Coordinator Position to County Treasurer's Office: Feldt provided a summary as to the recommendation of assigning the Land Information Coordinator position to the County Treasurer's office. Mastalir moved and Jahnke seconded to assign the Land Information Coordinator to the County Treasurer's office.

Feldt explained he is opposed to having a department consist of a single hourly employee. He did not do so with the Public Information Officer and also merged the Zoning Department with the Land & Water Conservation Department. From a budgetary and personnel perspective Feldt indicated his preference to reducing the number of small departments. Feldt explained that he considered which department would be the best fit and since similar positions are in 25 County Treasurer offices in the state, it made the most sense. Another consideration is that the employee would not need to be relocated. Feldt expressed his confidence in the managerial ability of the Treasurer to oversee the employee. Question and discussion as to the assignment of duties and responsibilities following the retirement of the Land Information Officer.

Teske moved and Augustian seconded to table the issue until June 2022. Motion carried with Mastalir and Jahnke voted nay. Issue is tabled until June of 2022.

Increase Emergency Management Administrative Assistant from 20 to 30 Hours: Feldt provided a summary as the request for additional staff hours. Feldt explained that prior to Tracy Nollenberg assuming the Emergency Management Director, she was the full-time assistant. The position was reduced to half-time when she became the director. The work has increased where the need for additional support staff time is needed. Discussion followed as to the increased cost as the increase to 30 hours per week requires the county to offer health and dental benefits. Questions and discussion continued as to the cost. Augustian moved, Romdenne seconded to approve the increase of Emergency Management Administrative Assistant hours from 30 per week. Motion carried with Mastalir voting nay.

Additional Step Increase for Account Clerk 3 Position: Augustian moved, Paape seconded to approve the additional step increase for the Account Clerk 3 position. Motion carried.

Additional Step Increase for Highway Worker Positions: Mastalir moved and Augustian seconded to approve the additional step increase for the listed highway positions. A question was asked regarding whether the county is having difficulty recruiting applicants. Feldt responded that the number of applicants has decreased but the county is still able to find qualified applicants. A question was raised about the cost of which Feldt responded the increased cost is about \$1500 per worker. The Highway Committee was split on the proposal. Motion carried with Romdenne voting nay.

Modification of Wage Scale for Unit Managers: Haske moved, Mastalir seconded to approve modification of the unit manager wage scales. A concern was raised that the committee is modifying the pay scale. Wisnicky gave an explanation that the wage scale for unit managers is significantly lower than its peers. Wisnicky added that labor costs total approximately \$2.5 million and \$5 million in total expenditures. The County provides \$1 million in tax levy. This would indicate that the levy pays for a minority portion of the human services payroll and budget. Motion carried.

Transfer of Contract Caseworker Positions to County Caseworker Positions: Teske moved



and Haske seconded to transfer four contract caseworker positions to county caseworker positions. Discussion followed regarding how employees are contracted and the training needed to perform the duties. Feldt referred to an analysis that indicates that the cost involved in recruiting new contract employees and the loss of revenue due to employee turnover is significant. Discussion took place regarding benefit costs. Motion carried with Augustian voting nay.

Additional Step Increase for Public Health Secretary Position: Teske moved and Augustian seconded to approve the step increase for the Public Health Secretary position. Motion carried.

Reclassification of WIC Aide Position to Community Health Educator Position: Paape moved and Augustian seconded to reclassify the WIC Aide position to a Community Health Educator position. Motion carried.

Approval of Redistricting Plan: Romdenne moved, Mastalir seconded to approve the proposed redistricting plan. Motion carried. Members recognized Mr. Hanson for his efforts in creating the redistricting plan.

Chairman's Report: Olson reported that the Jail Subcommittee work continues to move forward. Olson also reported that the union negotiations are moving forward as well.

Next Meeting: October 4, 2021 at 6:00 p.m.

Adjournment: Paape moved, Augustian seconded to adjourn. Motion carried. Meeting adjourned at 7:11 p.m.



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

October 19, 2021 5:45 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

Call to Order: Chair Olson called the meeting to order at 5:45 p.m.

Roll Call: Members Present – Dan Olson, Gary Paape, Tom Romdenne, Scott Jahnke, Virginia Haske, Aaron Augustian, Joh Mastalir, Linda Teske, Kim Kroll. Others Present – Scott Feldt, Jeff Wisnicky.

Approve October 19, 2021 Agenda: Augustian moved, Jahnke seconded to approve the agenda. Motion carried.

Public Comment: None.

Approval of Sheriff Deputies Union Contract (2022-2024): Paape moved, Haske seconded to enter into closed session. Motion carried. Committee entered into closed session to discuss collective bargaining agreement. Paape moved, Kroll seconded to return to open session. Motion carried. Committee returned to open session. Mastalir moved, Augustian seconded to recommend approval of the collective bargaining agreement proposal with Sheriff Deputies Union. Motion carried.

Next Meeting: November 1, 2021 at 6:00 p.m.

Adjournment: Jahnke moved, Kroll seconded to adjourn. Motion carried. Meeting adjourned at 5:57 p.m.

Resolution # _____

Request Opposition of Assembly Bill 605

WHEREAS, on March 11, 2021, the American Rescue Plan Act of 2021 was signed into law designating \$350 billion dollars in COVID-19 relief funds to state, local, tribal, and territorial governments; and

WHEREAS, \$2.5 billion dollars of these funds were allocated to Wisconsin, with \$1.1 billion dollars in direct aid going to counties; and

WHEREAS, Assembly Bill 605 was introduced on October 8, 2021, requiring counties to expend the lesser of \$1M or 10% of ARPA funds on (1) workforce housing infrastructure (water, sewer, etc.); (2) establishing a loan program for rehabilitation of older workforce housing; (3) establishing a loan program for building new workforce housing; or (4) redeveloping old shopping malls; and

WHEREAS, the U.S. Treasury Guidance allows counties to expend ARPA funds on infrastructure without regard to any relationship between the expenditure and the impacts of the COVID; and

WHEREAS, counties, however, are not in the business of providing such infrastructure, there is nothing in Wisconsin Chapters 59 or 66 which would authorize counties in such an undertaking; and

WHEREAS, there would need to be a change to state law specifically authorizing counties to invest in infrastructure for that category of expenditure in the bill to proceed; and

WHEREAS, in addition, many counties have already formed committees to discuss how to expend their respective ARPA allocations; and

WHEREAS, in some cases, counties have approved plans to designate over 95% of their federal funds; and

WHEREAS, the requirements in this bill preempt the authority of elected county boards to spend ARPA funds in a manner consistent with federal law and U.S. Treasury Guidance.

NOW, THEREFORE, BE IT RESOLVED that ----- oppose Assembly Bill 605 requiring political subdivisions to use a portion of ARPA funds toward workforce housing projects.

Chapter 5 Benefit Policies

A. BENEFITS

Unless stated otherwise in a collective bargaining agreement or employment contract, the benefits provided below apply to regular full-time employees working 2080 hours per year. Employees working less than 2080 hours will receive the benefits set forth in this chapter on a prorated basis. Employees that work less than 600 hours are not eligible for the benefits set forth in this chapter unless required by law or specifically provided for in this chapter.

B. VACATION

1. **Vacation Leave.** Each employee shall earn annual vacation leave with pay on the anniversary date of employment as follows:

40 Hours	upon hire
40 Hours	after 1 year of service
80 Hours	after 2 years of service
88 Hours	after 3 years of service
96 Hours	after 4 years of service
104 Hours	after 5 years of service
112 Hours	after 6 years of service
120 Hours	after 7 years of service
128 Hours	after 12 years of service
136 Hours	after 13 years of service
144 Hours	after 14 years of service
152 Hours	after 15 years of service
160 Hours	after 16 years of service
200 Hours	after 25 years of service

2. **No Accumulation.** Vacation shall not accumulate from year to year, except employees may carry-over a maximum of 40 hours of unused vacation leave into the next 12 month period of service.
3. **Donation of vacation or compensatory time.** An employee who is within 20 hours of exhausting all available leaves, including, without limitation, all accrued sick leave, any compensatory time, vacation, and personal day, and who needs leave for continuing sickness or injury may file a request with the County Administrator for donated leave. The Kewaunee County Administrator will seek donors via email or other means. Donors may donate any unused vacation or compensatory time. The employee may use donated hours when the employee has exhausted all available leaves. Donated hours will be valued at the lower rate of pay of the donor or recipient of the hours.

4. **Vacation Use Highway Department.** Employees with one hundred twenty (120) hours of vacation or more shall use at least one-third of their vacation between October 1st of the current year and April 1st of the following year, unless approved by the Highway Commissioner.
5. **Vacation Leave Jailers.** Jailers classified as general municipal employees employed in the Kewaunee County Sheriff's Department working a 5/4/3/2 schedule shall earn annual vacation leave with pay on the anniversary date of employment as follows:

5/4/3/2 Schedule

48 hours	upon hire
48 hours	after 1 year of service
96 hours	after 2 years of service
104 hours	after 3 years of service
112 hours	after 4 years of service
120 hours	after 5 years of service
128 hours	after 6 years of service
144 hours	after 7 years of service
168 hours	after 12 years of service
176 hours	after 13 years of service
184 hours	after 14 years of service
192 hours	after 16 years of service
240 hours	after 25 years of service

C. HOLIDAYS

Eligible hourly employees shall receive eight (8) hours pay and salaried employees shall receive an equivalent of a full day's pay for the following holidays:

January 1
 Friday preceding Easter
 Memorial Day
 July 4
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 December 24
 December 25
 December 26
 Floating Holiday

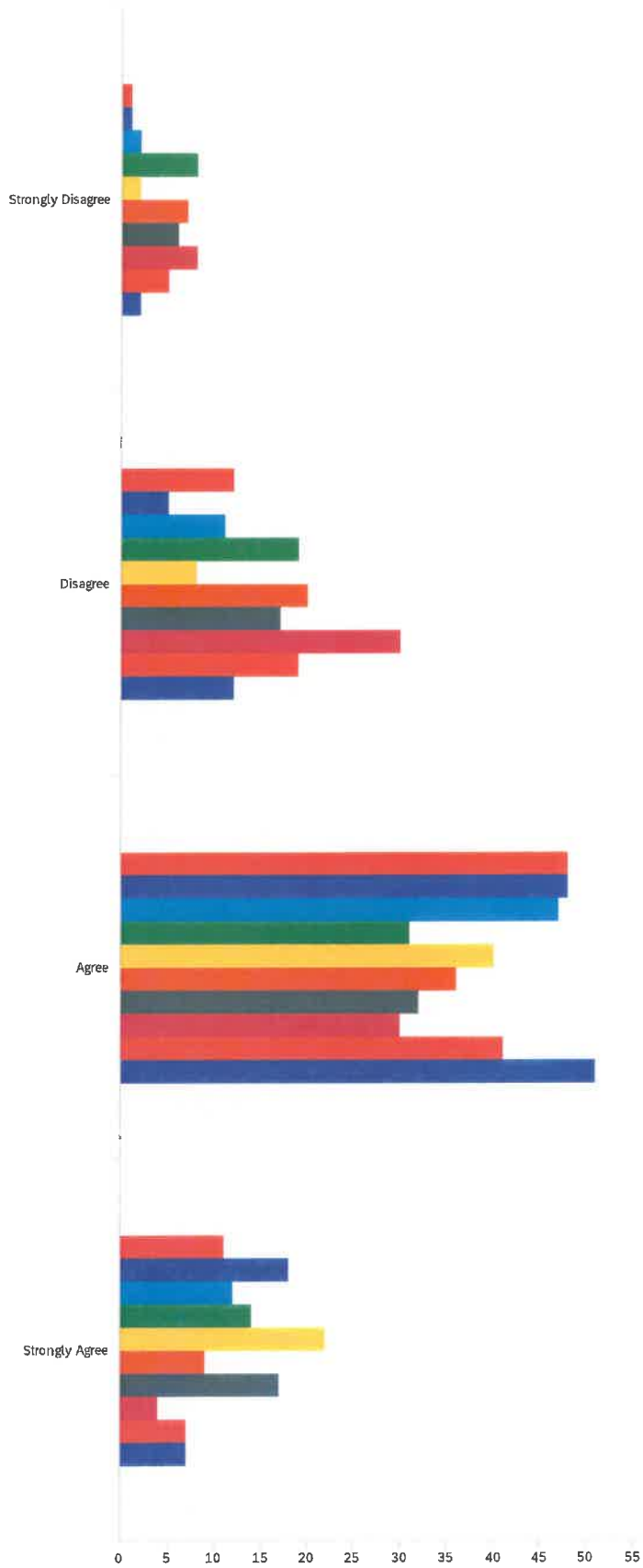
Employees covered by a collective bargaining agreement shall only be eligible for the holidays provided in the collective bargaining agreement.

Default Report

Staff Satisfaction Survey

September 8, 2021 11:39 AM MDT

Q1 - Section 1 : Job Satisfaction



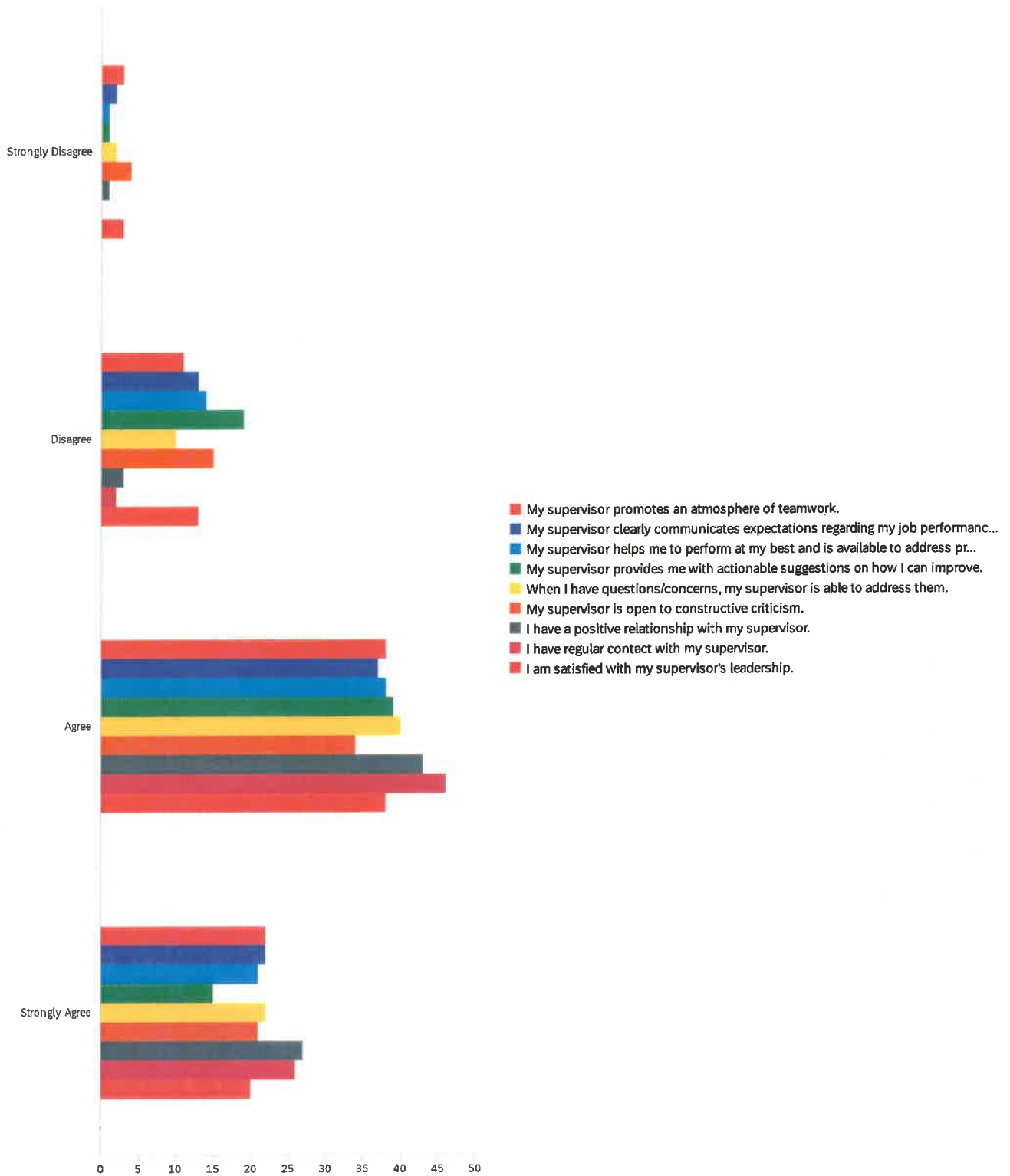
- I have the tools and resources to do my job well.
- I have necessary training to do my job well.
- The amount of work expected of me is reasonable.
- The morale in the department where I work is positive.
- My job gives me the opportunity to continue learning.
- I receive recognition for my work.
- Colleagues in my department communicate sufficiently with each other.
- I am satisfied with my salary.
- I am satisfied with my fringe benefit package.
- I am satisfied working for Kewaunee County.

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	I have the tools and resources to do my job well.	1.00	4.00	2.96	0.61	0.37	72
2	I have necessary training to do my job well.	1.00	4.00	3.15	0.59	0.35	72
3	The amount of work expected of me is reasonable.	1.00	4.00	2.96	0.65	0.43	72
4	The morale in the department where I work is positive.	1.00	4.00	2.71	0.90	0.82	72
5	My job gives me the opportunity to continue learning.	1.00	4.00	3.14	0.71	0.51	72
6	I receive recognition for my work.	1.00	4.00	2.65	0.82	0.67	72
7	Colleagues in my department communicate sufficiently with each other.	1.00	4.00	2.83	0.88	0.78	72
8	I am satisfied with my salary.	1.00	4.00	2.42	0.76	0.58	72
9	I am satisfied with my fringe benefit package.	1.00	4.00	2.69	0.74	0.55	72
10	I am satisfied working for Kewaunee County.	1.00	4.00	2.88	0.60	0.36	72

#	Field	Strongly Disagree	Disagree	Agree	Strongly Agree	Total
1	I have the tools and resources to do my job well.	1.39% 1	16.67% 12	66.67% 48	15.28% 11	72
2	I have necessary training to do my job well.	1.39% 1	6.94% 5	66.67% 48	25.00% 18	72
3	The amount of work expected of me is reasonable.	2.78% 2	15.28% 11	65.28% 47	16.67% 12	72
4	The morale in the department where I work is positive.	11.11% 8	26.39% 19	43.06% 31	19.44% 14	72
5	My job gives me the opportunity to continue learning.	2.78% 2	11.11% 8	55.56% 40	30.56% 22	72
6	I receive recognition for my work.	9.72% 7	27.78% 20	50.00% 36	12.50% 9	72
7	Colleagues in my department communicate sufficiently with each other.	8.33% 6	23.61% 17	44.44% 32	23.61% 17	72
8	I am satisfied with my salary.	11.11% 8	41.67% 30	41.67% 30	5.56% 4	72
9	I am satisfied with my fringe benefit package.	6.94% 5	26.39% 19	56.94% 41	9.72% 7	72
10	I am satisfied working for Kewaunee County.	2.78% 2	16.67% 12	70.83% 51	9.72% 7	72

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Q2 - Section 2 : Supervisor



#

Field

Minimum

Maximum

Mean

Std
Deviation

Variance

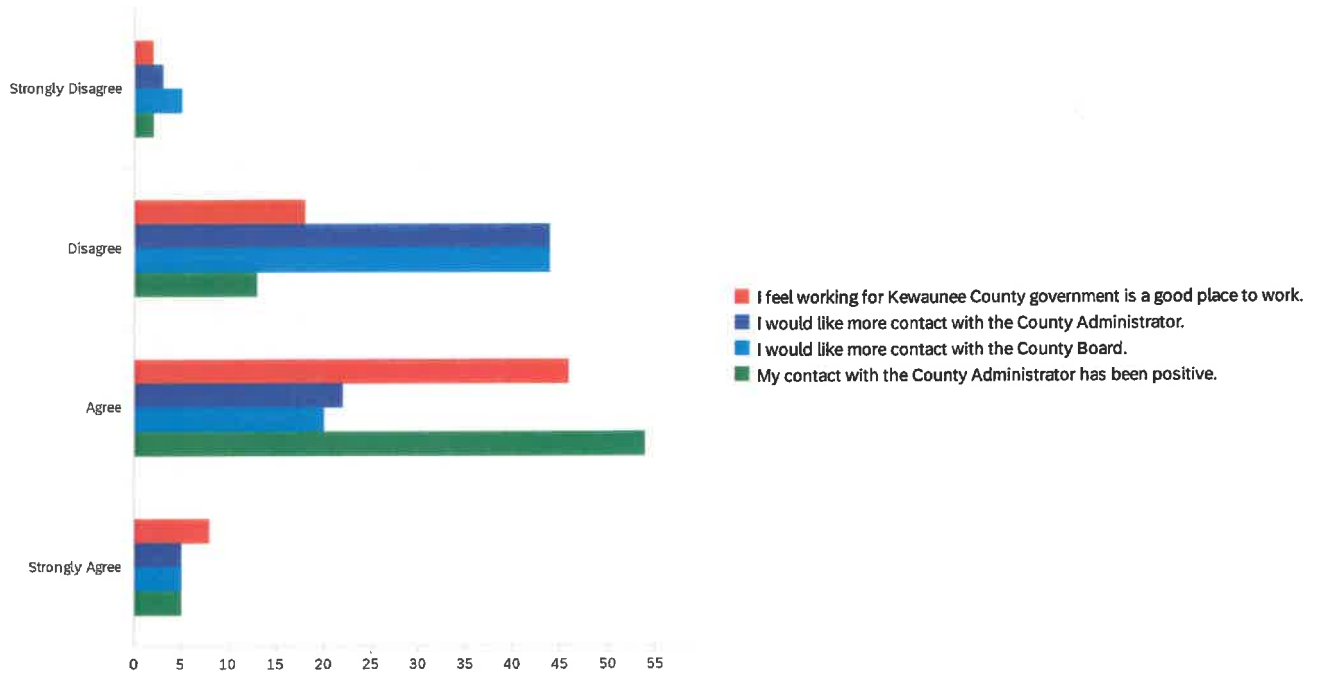
Count

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	My supervisor promotes an atmosphere of teamwork.	1.00	4.00	3.07	0.78	0.60	74
2	My supervisor clearly communicates expectations regarding my job performance.	1.00	4.00	3.07	0.76	0.58	74
3	My supervisor helps me to perform at my best and is available to address problems or issues.	1.00	4.00	3.07	0.72	0.52	74
4	My supervisor provides me with actionable suggestions on how I can improve.	1.00	4.00	2.92	0.71	0.51	74
5	When I have questions/concerns, my supervisor is able to address them.	1.00	4.00	3.11	0.73	0.53	74
6	My supervisor is open to constructive criticism.	1.00	4.00	2.97	0.84	0.70	74
7	I have a positive relationship with my supervisor.	1.00	4.00	3.30	0.61	0.37	74
8	I have regular contact with my supervisor.	2.00	4.00	3.32	0.52	0.27	74
9	I am satisfied with my supervisor's leadership.	1.00	4.00	3.01	0.78	0.61	74

#	Field	Strongly Disagree	Disagree	Agree	Strongly Agree	Total
1	My supervisor promotes an atmosphere of teamwork.	4.05% 3	14.86% 11	51.35% 38	29.73% 22	74
2	My supervisor clearly communicates expectations regarding my job performance.	2.70% 2	17.57% 13	50.00% 37	29.73% 22	74
3	My supervisor helps me to perform at my best and is available to address problems or issues.	1.35% 1	18.92% 14	51.35% 38	28.38% 21	74
4	My supervisor provides me with actionable suggestions on how I can improve.	1.35% 1	25.68% 19	52.70% 39	20.27% 15	74
5	When I have questions/concerns, my supervisor is able to address them.	2.70% 2	13.51% 10	54.05% 40	29.73% 22	74
6	My supervisor is open to constructive criticism.	5.41% 4	20.27% 15	45.95% 34	28.38% 21	74
7	I have a positive relationship with my supervisor.	1.35% 1	4.05% 3	58.11% 43	36.49% 27	74
8	I have regular contact with my supervisor.	0.00% 0	2.70% 2	62.16% 46	35.14% 26	74
9	I am satisfied with my supervisor's leadership.	4.05% 3	17.57% 13	51.35% 38	27.03% 20	74

Showing rows 1 - 9 of 9

Q3 - Section 3 : County Leadership



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	I feel working for Kewaunee County government is a good place to work.	1.00	4.00	2.81	0.65	0.42	74
2	I would like more contact with the County Administrator.	1.00	4.00	2.39	0.67	0.45	74
3	I would like more contact with the County Board.	1.00	4.00	2.34	0.70	0.49	74
4	My contact with the County Administrator has been positive.	1.00	4.00	2.84	0.57	0.33	74

#	Field	Strongly Disagree	Disagree	Agree	Strongly Agree	Total
1	I feel working for Kewaunee County government is a good place to work.	2 70%	18 32%	46 16%	8 81%	74
2	I would like more contact with the County Administrator.	3 40%	44 46%	22 73%	5 76%	74
3	I would like more contact with the County Board.	5 6%	44 46%	20 73%	5 76%	74
4	My contact with the County Administrator has been positive.	2 70%	13 57%	54 97%	5 76%	74

Showing rows 1 - 4 of 4

Q6 - Is there anything else that you would like to explain or add about your job

satisfaction, supervisor, or Kewaunee County?

Is there anything else that you would like to explain or add about your job...

I thought there was a law for smoking but not at kewaunee city. they don't say anything you can smoke in buildings, vehicles, it needs to be addressed.

to much favoritism

Sorry for being so negative but we have a couple bad apples and its for surely effecting the rest of the good apples

I think each department should be run more equally. I don't think it should be left up to each individual department head. Employees get away with a lot, because their department heads just don't care! Examples: 30 minute lunches, alternate work schedules, working from home, scheduling appointments for customers, dressing appropriately for your position

In 9 years my take home pay has increased by \$50. It is extremely hard to remain positive about your job and believe that you are a valued employee when you have a \$50 increase to show in 9 years. We have a county board who doesn't know employees or our jobs, but they are able to determine our pay. Something also needs to change with our health insurance plan. It is getting to be unaffordable for employees.

My job satisfaction has been rapidly deteriorating.

Leadership in the county is poor. We are part of the greater Green Bay Area. Time to treat employees and community as such.

I feel the lack of communication is very frustrating

Statements made by Kewaunee County leaders make it difficult to be motivated when there is no respect for the work that is being done.

Helping Hands is not great to work with. I usually have to talk to 3+ people to get things fixed or resolved which has happened more than a few times.

Requirements for job performance and limited staff on hand makes for a stressful situation.

There is a definite lack of recognition for work done and individuals going over and above by the county board. Not giving raises or recognition does nothing for staff morale. And in todays work environment retention of good employees is important, especially when they can go to neighboring counties and make substantially more money.

Contracted employee positions have been hard to keep filled, which causes higher work load for others.

The attitude towards the employees from many county board members is concerning. Most employees genuinely like their jobs and perform them very well. The idea that support staff are just secretaries, and therefore are overpaid, could not be further from the truth. Everyone continues to do more with less. Many employees feel undervalued and unappreciated. If it hasn't been noticed we don't get many younger applicants, or exceptionally qualified applicants, and if we do, they don't stay very long. It doesn't take them long to figure out they likely do not have a promising future working for Kewaunee County.

Is there anything else that you would like to explain or add about your job...

I think the county board lacks any credibility or professionalism. To develop an employee pay plan of steps and to not follow it and suspend the step increases gives them no credibility for implementing the plan. And whenever they develop a step plan the employee wages are cut. So you are tell the citizens that Kewaunee County is never improving. Then what has the county board done? They have not provided any progress in this county to focus on increasing revenue. When will they value the employees? It is always to increase productivity and moral without any compensation to the employees. That has to change!!!! Sooner or later you have to value the employees. But what is worse is that county board members and the administrator publicly state how the employees are over compensated. Major contribution to the low morale and poor trust the employees have in the county board. TOTAL DISTRUST!! You can't say that about the employees who show up to work everyday as you once again make an excuse not to recognize them for their commitment. And why does this county need so many board members? What a waste of taxpayer dollars. When has the board had their compensation cut? By their lack of progress for this county its time that compensation is cut again.

It always seems like the County Administrator/County Board are trying to take things away from employees and there is very little appreciation for employees. The wage scale being redone or waived 2 of the last 3 years is an example. Compared to other local employers we are not overpaid at all and we can't trust the pay plan will be followed so we have nothing to count on or look forward to as far as keeping up with wages of others locally.

Kewaunee is a great place to work, I love my job. I wish there could be better communication, I wish I could voice concerns without feeling backlash.

I think the county has changed considerable in the years. In the past Kewaunee county was the place to work now it is very hard to get good workers. County doesn't care if you are at job or not comp and flex has gotten so out of control.

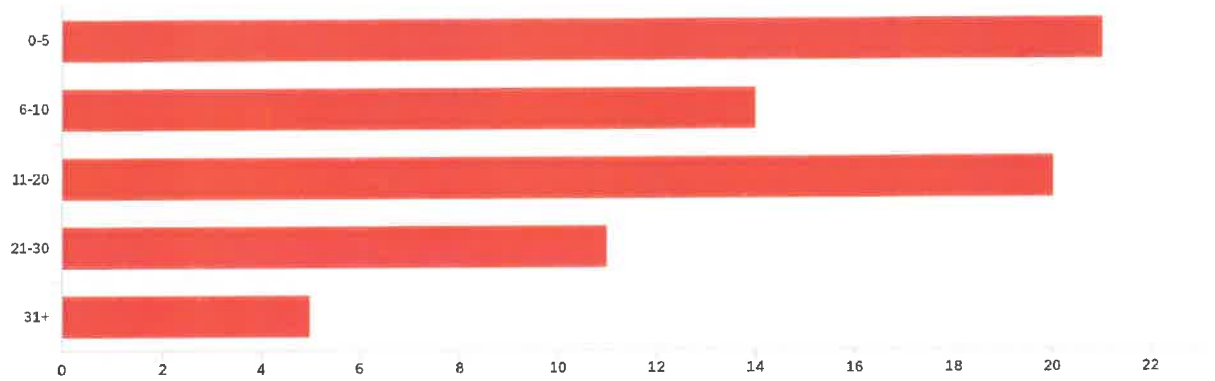
I am an elected official, so my supervisors are the people of Kewaunee County

Things have improved in our department however there still is room to grow with improving communication amongst units

More flexible scheduling including working from home when needed, such as snowstorms.

My job is close to my home so travel is not far, which is a plus for me.

Q7 - How many years have you worked for Kewaunee County?

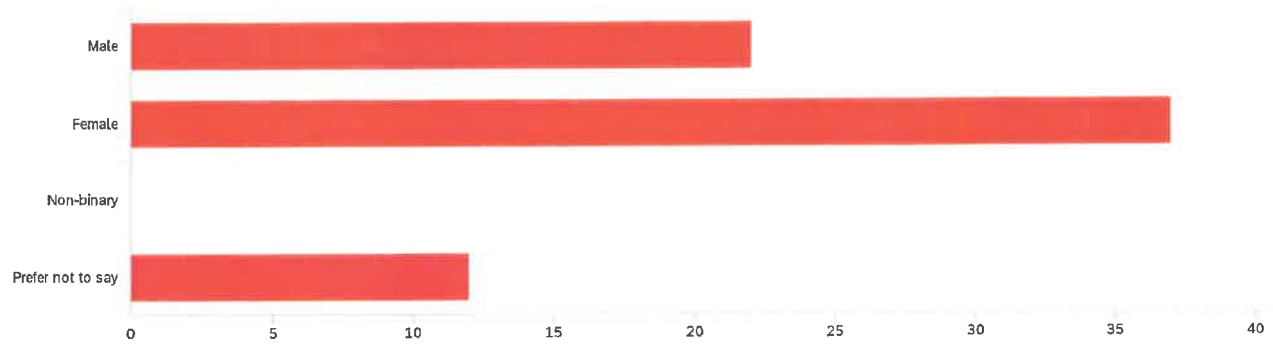


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How many years have you worked for Kewaunee County?	1.00	5.00	2.51	1.25	1.57	71

#	Field	Choice Count
1	0-5	29 58% 21
2	6-10	19 72% 14
3	11-20	28 17% 20
4	21-30	15 49% 11
5	31+	7 04% 5
		71

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Q8 - What is your gender?

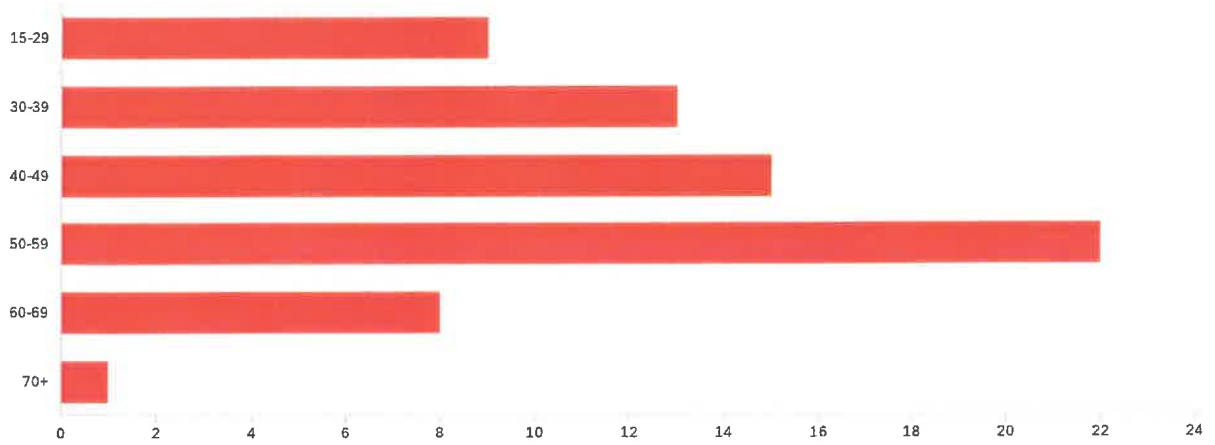


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	What is your gender?	4.00	7.00	5.03	0.99	0.99	71

#	Field	Choice Count
4	Male	30.99% 22
5	Female	52.11% 37
6	Non-binary	0.00% 0
7	Prefer not to say	16.90% 12
		71

Showing rows 1 - 5 of 5

Q9 - What is your age?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	What is your age?	1.00	6.00	3.15	1.27	1.63	68

#	Field	Choice Count
1	15-29	13.24% 9
2	30-39	19.12% 13
3	40-49	22.06% 15
4	50-59	32.35% 22
5	60-69	11.76% 8
6	70+	1.47% 1
		68

Showing rows 1 - 7 of 7

End of Report