



**Kewaunee County
EXECUTIVE COMMITTEE MEETING**

MINUTES

February 26, 2020 8:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: Chair Weidner called the meeting to order at 8:00 a.m.

Roll Call: Members Present – Robert Weidner, John Mastalir, Gary Paape, Kaye Shillin, Tom Romdenne, Virginia Haske, Charles Wagner. Others Present – Todd Every, David Myers, Scott Feldt, Jeff Wisnicky, Paul Kunesh, Cindy Kinnard, Jennifer Gonzalez, Davina Bonness, Robert Stearns, Chris Van Erem, David Cornelius, Dana Johnson, Jodi Vandevest, Susan Norton, Rhondal Rummel, Chad LaLuzerne, Melissa Annoye, Corinne Konkel, Jodi Jeanquart, Janine Bowers, Tracy Koller, Dan Vincent, Brenda Vandermause.

Approve February 26, 2020 Agenda: Wagner moved and Paape seconded to approve the agenda. Motion carried.

Approve February 6, 2020 Meeting Minutes: Wagner moved and Paape seconded to approve the February 6, 2020 minutes. Motion carried.

Public Comment: None.

Approval of Personnel Policy Changes/Updates (Chapters 4,5): Weidner gave a summary as to the purpose of the personnel policies. Weidner also gave a summary regarding the letters submitted by human services employees. Weidner then followed up with his own questions regarding the stand-by/on-call concerns raised by human services employees. Discussion followed regarding on-call compensation and scheduling. Feldt was asked how other departments receive compensation for stand-by duty. Feldt responded that no other departments receive compensation for stand-by duty except for the Highway Department. In the winter months a designated hourly employee will receive compensation to assess road conditions and, if warranted, call in highway employees to begin winter road maintenance (plowing, salting, etc.). No other county employees, including the highway employees called in to plow, receive stand-by duty compensation.

The following items were considered and discussed:

Chapter 4

Section E Minimum Call In Hours

CURRENT POLICY

When an employee is called-in to perform work outside of regular working hours, he or she shall be paid for a minimum of two-hours pay. Minimum call-in pay does not apply to situations where an employee is directed to report early for work or directed to work beyond the normal working hours. Minimum call-in pay applies to those situations where an employee is called in on a day or at a time that is detached from the normal hours of work.



PROPOSED

When an employee is called-in to perform work outside of *scheduled* working hours, he or she shall be paid for a minimum of one-hours pay. Minimum call-in pay does not apply to situations where an employee is directed to report early for work, directed to work beyond the normal working hours, or scheduled for work that is outside the normal work day (e.g. plowing of snow). Any hours worked due to an emergency call-in would be paid at the rate of 1.5 times the hourly wage. Hours worked during this time are not considered part of the normal 40 hour work week.

Feldt provided a summary and justification. A question was raised regarding jailers called in for transport. Minimum call in takes place when a work has not been scheduled (an emergency) and an employee is needed to report for the work to be completed. The committee indicated support for the proposed changes.

Section F Shift Premium Pay for Highway Workers

CURRENT POLICY

Employees in the Highway Department who are *scheduled* to work between the hours of 12:00 AM and 7:00 AM, at any time between November 15 and May 15 shall receive a shift premium of one dollar and 50/100 (\$1.50) per hour for hours worked between 12:00 AM and 7:00 AM.

PROPOSED

Employees in the Highway Department who are called in to work between the hours of 12:00 AM and 7:00 AM, at any time between November 15 and May 15 shall receive a shift premium of one dollar and 50/100 (\$1.50) per hour for hours worked between 12:00 AM and 7:00 AM.

Evening, Weekend and Holiday Pay

Hours worked by a highway employee on Saturday, Sunday or County designated holidays would be paid at the rate of 1.5 times the hourly wage.

The committee had no questions and indicated support for the proposed changes.

Section G Stand-By Duty for Human Services Employees

CURRENT POLICY

Human Services employees who accept weekly stand-by duty shall receive four (4) hours of compensatory time for each period of seven consecutive days of stand-by duty. An employee who is on stand-by for less than a full week shall receive prorated compensation.

PROPOSED

Human Services employees who accept weekly stand-by duty shall receive eight (8) hours of compensatory time for each period of seven consecutive days of stand-by duty. An employee who is on stand-by for less than a full week shall receive prorated compensation.

OTHER PROPOSALS: Submitted by Human Services. (see attachment)

Each Human Services employee required to complete stand by duty will receive 12 hours of compensatory time or pay per week of stand by duty completed.

Managers required to complete stand by duty will receive 12 hours of time off as compensation per week of stand by duty completed.



Discussion among the committee members as to how stand-by duty is scheduled and how it affects employee work-life balance. Feldt indicated that 8 hours of compensatory time equate to approximately \$1.60 per hour for being on stand-by. If the employee receives a call or is called in, they would receive 1.5 times their hourly wage. Committee supported the proposed changes but eliminated the words weekly and consecutive to allow for more flexibility in scheduling stand-by duty but still providing the compensatory time.

Chapter 5
Section B1 Accelerate Vacation Schedule

Converted to Hours

	<i>CURRENT POLICY</i>	<i>PROPOSED</i>
40 hours (1 week)	after 6 months of service	upon hire
40 hours (1 week)	after 1 year of service	same as current policy
80 hours (2 weeks)	after 2 years of service	same as current policy
88 hours (2 weeks and 1 day)	after 3 years of service	same as current policy
96 hours (2 weeks and 2 days)	after 4 years of service	same as current policy
104 hours (2 weeks and 3 days)	after 5 years of service	same as current policy
112 hours (2 weeks and 4 days)	after 6 years of service	same as current policy
120 hours (3 weeks)	after 7 years of service	same as current policy
128 hours (3 weeks and 1 day)	after 12 years of service	same as current policy
136 hours (3 weeks and 2 days)	after 13 years of service	same as current policy
144 hours (3 weeks and 3 days)	after 14 years of service	same as current policy
152 hours (3 weeks and 4 days)	after 15 years of service	same as current policy
160 hours (4 weeks)	after 16 years of service	same as current policy
200 hours (5 weeks)	after 25 years of service	same as current policy

OTHER PROPOSAL: Submitted by Human Services. (see attachment)

- 40 hours upon hire, no requirement to use it within the 1st year; time may be carried over
- 80 hours at year 2 (not after year 2)
- 120 hours years 3-5
- 160 hours years 6-10
- 180 hours years 11-15
- 200 hours years 16 +

The committee discussed current and proposed vacation schedule requests. The committee indicated support for the proposed changes.

Section B2 Payout of Unused Vacation in Excess of 40 Hours

CURRENT POLICY

1. **No Accumulation.**
 - a. Except as stated in paragraph b., vacation shall not accumulated from year to year. The vacation leave authorized after the first six months of employment shall be used in the



second six months of employment. All other vacation earned shall be used within the one year period commencing with the employees anniversary date.

PROPOSED

One week of vacation shall be given to an employee for the first year of employment. The vacation can be used any time up to 40 hours during the first year and may be carried over similar to all other employees.

Feldt explained this change is the same as what was discussed and agreed upon with the vacation schedule. Committed indicated support of proposed changes.

Section B4 Donation of Vacation

CURRENT POLICY

1. **Donation of vacation.** An employee who has exhausted all his/her available leaves, including, without limitation, all his/her 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. Donated hours will be valued at the lower rate of pay of the donor or recipient of the hours.

PROPOSED

1. **Donation of vacation.** Donors may donate any unused vacation *or compensatory time*. Donated hours will be valued at the lower rate of pay of the donor or recipient of the hours.

OTHER PROPOSAL: Submitted by Human Services (see attached)

Employees have the ability to donate one week of sick leave when a co-worker has an approved FMLA claim submitted to Human Resources. The employee must use the donated time by the time the FMLA claim ends. Employee is eligible for donation when all 40 hours remain in total leave time. Sick time donations are capped at 80 hours. Individuals may only donate a maximum of 40 hours of sick leave. No match of vacation hours is needed.

The Committee discussed the issue of donating sick leave Members indicated resistance to the allowing sick leave to be donated citing abuses in the past. The Committee discussed and agreed that an employee could request donation of vacation and compensatory time if the employee's total leave balance was 20 hours or below, instead of being exhausted. The Committee indicated support of proposed changes.

Section C Holidays

CURRENT POLICY

Kewaunee County does not designate Easter Sunday as a holiday.

PROPOSED

Sheriff's Department is requesting that Easter Sunday be added to the list of holidays.

Committee discussed the issue regarding jailers required to work on Easter holiday and the reluctance to add another holiday. Discussion with the committee and Sheriff's administrative staff



resulted in a proposal that jailers would receive two times the hourly wage for all hours worked on Easter Sunday. Committee indicated support for the new proposal.

Section E Life Insurance Benefit

CURRENT POLICY

Kewaunee County enrolls eligible employees in a term life insurance program with a death benefit in the amount of \$20,000 if the death occurs in the course of employment. Kewaunee County also provides an accidental death or dismemberment insurance to eligible employees.

PROPOSED

Remove the specific dollar amount so if the amount changes, the policy does not need to be changed.

Kewaunee County enrolls eligible employees in a term life insurance program with a death benefit ~~in the amount of \$20,000~~ if the death occurs in the course of employment. Kewaunee County also provides an accidental death or dismemberment insurance to eligible employees.

OTHER PROPOSAL: Submitted by Human Services (see attached)

Increase the benefit to \$50,000.

Feldt summarized the life insurance benefit provided to employees by the County and the cost associated with the benefit (\$9,720). Feldt provided the added cost to increase current life insurance coverage (\$22,500). The Committee discussed whether to leave the dollar amount in the policy to better indicate the benefit provided to employees. Romdønne moved and Paape seconded to amend the proposed language so that the dollar amount of \$20,000 should remain in the policy language. Motion carried.

Section O Bereavement Policy

CURRENT POLICY

1. **Funeral Leave for Employee Family**
 - a. In the event of a death of an employee's father, mother, husband, wife, brother, sister, son, daughter, stepfather, stepmother, stepson, stepdaughter, father-in-law, mother-in-law, grandchild, such employee will be paid for straight time lost from scheduled work not to exceed three (3) consecutive scheduled work days beginning no later than the first working day after the date of the funeral.
 - b. In the event of a death of an employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother, such employee will be paid for straight time lost from scheduled work not to exceed one (1) scheduled work day beginning no later than the first working day after the date of the funeral.

PROPOSED

1. **Funeral Leave for Employee Family**
 - a. In the event of a death of an employee's immediate family (father, mother, husband, wife, brother, sister, son, daughter, stepfather, stepmother, stepson, stepdaughter, father-in-law, mother-in-law, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother) such employee will be paid for straight time lost from scheduled work not to exceed two (2) scheduled work days.



OTHER PROPOSAL: Submitted by Human Services (see attached)

7 paid days off for loss of parent, spouse, child

2 paid days off for other important relationships listed

Add Grand-parent in-laws to the list of two paid days

The Committee discussed the issue of funeral leave. Members discussed the purpose of funeral leave and how the make-up of families has changed over time. The Committee indicated support of proposed changes.

Mastalir moved and Romdenne seconded to approved all of the policy changes proposed by administration with the additional modifications agreed upon by the committee. Motion carried.

Recommendation of Personnel Policies to the County Board (all chapters): Paape moved and Romdenne seconded to approve the updated personnel policies and recommendation they be sent to the County Board for adoption. Motion carried.

Chairman's Report: Weidner informed the committee that the Land and Water Conservation Committee will be considering a resolution regarding the acquisition of 420 acres within the Black Ash Swamp. A meeting was held with Glacier Land Conservancy (GLC) to discuss their plans and what effects it may have on Kewaunee County regarding the land being removed from the County's tax base. Weidner spoke of alternative to acquisition such as a conservation easement or purchase of the property by the DNR. Weidner supports the GLC in pursuing these two options instead of acquisition. The County has leverage in whether DNR grant funds could be used for the acquisition and it is appropriate for the county to make their wishes known.

Weidner indicated that the county is hoping to hear word regarding our broadband expansion grant sometime in March. According to Bug Tussel, we had a very strong application with numerous letters of support.

Weidner provided an update on the public safety facility study group. A meeting was held on February 12 and a preliminary report was distributed that estimated costs for each of the options considered. Wagner clarified that the County Board does not need to go to referendum to issue debt to construct a new building. There is a concern regarding the increased staffing costs as they would need to be added on to the tax levy. Discussion followed regarding a referendum. Should the referendum be part of the November ballot or at a later date. How well informed would the public be by November to cast an informed vote? What items should be included in the referendum? Should the building be included as part of the referendum even though it is not required? Should the public have input on this item? How much should be estimated for the increased staffing costs? Discussion followed on these and related questions. Romdenne added that the key question for the public will be how will this affect my property taxes. More discussion followed.

Paape gave a short summary regarding the study and design process the possibility of a new highway shop. The architectural firm will be giving a presentation tomorrow (Feb. 27) at 8:00 a.m. The meeting will review the needs and design concepts of a new facility. Information will be provided to all supervisors prior to any decision being made.

Weidner also indicated that the salaries for elected officials (Clerk, Treasurer and Register of Deeds) will be determined at the March meeting.



Johnson expressed his displeasure and frustration with the personnel policy process. The changes approved today did not address the concerns of human services employees. Johnson cited his experience in other counties and indicated this is not how other counties go about addressing and valuing employees. He further expressed his opinion that it is shameful the treatment and disregard of employees. Therefore, he will submit his resignation today.

Konkel expressed her frustration with the process. Konkel referred to employee dissatisfaction when the pay plan was modified. Human Services employees believed the review of the personnel policies was an opportunity to address items that had been taken away in previous years. The actions today by the committee demonstrated a disregard and lack of respect of human services employees.

Wagner provided a personal example of benefits received as an employee and that when compared to the private sector, the current and modified personnel policies are more than fair. Wagner expressed his concerns with regards to financial deficits in the Human Services Department. Discussion followed regarding human services employee pay and benefits, and how these issues can be brought through oversight committees as well.

Next Meeting: March 11, 2020 at 8:00 a.m.

Adjournment: Wagner moved and Romdenne seconded to adjourn the meeting. Motion carried.
Meeting adjourned at 10:00



Kewaunee County
EXECUTIVE COMMITTEE MEETING
MINUTES

February 6, 2020 8:00 a.m., Human Services Training Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: Chair Weidner called the meeting to order at 8:00 a.m.

Roll Call: Members present – Charles Wagner, Kaye Shillin, John Mastalir, Gary Paape, Robert Weidner, Tom Romdenne, Virginia Haske. Other Present – Tom Cretney, Linda Teske, Chuck Schmitt, Jennifer Gonzalez, Ross Loining, Scott Feldt, Corrine Konkell, Jamie Annoye, Michelle Dax, Germaine Bertrand, Frank Mazdarevic.

Approve February 6, 2020 Agenda: Wagner moved, Romdenne seconded to approve the agenda. Motion carried.

Approve January 7, 2020 Meeting Minutes: Wagner moved, Romdenne seconded to approve the January 7, 2020 minutes. Motion carried.

Administrator's Report

Personnel Report – Feldt reviewed the Personnel report with the committee. No questions were asked. Feldt spoke about compensatory time levels and how all employees are now meeting the standard except one. The committee discussed the payout of the outstanding hours. The general consensus was that the amount of time needed to address the outstanding hours would be too long. The County Administrator indicated the payroll system needs to be adjusted monthly to allow for the one exception. The committee directed Administration to pay the remaining compensatory hours to the policy limit of 24 hours. Feldt also brought forward to the committee an employee request for payout of unused vacation. Feldt indicated that the department had experienced a high degree of turnover and the training of new staff has prevented the use of vacation. The total amount is 47.5 hours. The committee discussed the request. Feldt indicated that a similar request was approved in the past due to staff turnover and employee training. Wagner moved and Mastalir seconded to approve the request. Motion carried.

Administrator's Report – Feldt provided an update as to the public safety facility process. An interim report was given to the study group that provided options and projected costs. A number of questions were asked by supervisors. How was the projected numbers calculated? Will the study group look at ways to reduce space and costs? How do these numbers coincide with declining jail populations? A question was asked whether the County provide a target number to achieve for project costs. Feldt responded that the County decided to look at operational needs first before any number because there are state regulations that must be considered and operational efficiency is an important long-term factor to consider. Discussion followed regarding costs, whether other counties can take our inmates, how the public may react to the cost of the project and what should be the next steps.

Feldt gave a brief update as to the progress with the Broadband Study Committee. The committee is discussing next steps and future grant opportunities. Loining also commented that Kewaunee County is looking to pursue placing equipment on our tower in Luxemburg that would allow the offices in Luxemburg to have their files on the County's main server and increase download speed.



Update of County Website RFP – Feldt notified the committee of the request for proposal (RFP) to redesign our county website. Five proposals have been received. They will be reviewed by the Administrator, IT Director and Public Information Officer to provide a recommendation to the Committee.

Public Comment: None.

Approval of County Ordinance Changes (Chapters 7 and 20): Feldt explained the changes to the chapters are minor. The changes included an updated statutory reference and a change to the term of the EMS Council Chair. Motion by Wagner, seconded by Romdenne to approve the ordinances as modified. Motion carried.

Approve Amended Contract with Door County Broadband: Feldt provided a summary of the contract. Door County Broadband (DCB) expended funds to provide a fiber connection to the office building in Luxemburg to assist with the placing of equipment on the monopole. The placement of DCB equipment did not take place as capacity issues were identified. The current contract takes those expenses into account. Motion by Wagner, seconded by Paape to approve the contract as presented.

Discussion of Broadband Forward Ordinance: A summary of the ordinance was given to the committee. The purpose of the ordinance is to provide some uniformity with regards to siting of towers. Discussion followed as to whether the ordinance would apply to townships. Feldt indicated that it would not and that a discussion should take place with townships regarding the ordinance. Feldt indicated that the item was placed on the agenda for discussion so the committee can gain greater understanding of the ordinance and the issue as the county moves forward regarding rural broadband.

Discussion of Salaries for Elected Officials: The item was placed on the agenda to discover what information the committee would like to review and consider to determine salaries for elected officials at the March meeting. The committee asked for external comparables (other county salaries for elected officials) and internal comparables (county department head salaries) and a history of annual percentage increases for county employees. Administration will collect this information and provide to the committee.

Resolution regarding County Administrator Duties & Responsibilities (submitted by Supervisor Schmitt): Schmitt expressed his concern as to how policy is originated and moved through the process. He believes more communication between administration, the standing committees and the County Board needs to take place. Schmitt asked questions of the County Administrator. In addition, Schmitt provided items he believes would provide more discussion, information and clarity for county board supervisors. Schmitt provided a handout that outlined six items for consideration. (1) A 5 year plan for each county department to be used for annual budgeting purposes, (2) an administrative committee (optional) to the Executive Committee to determine resolutions outside budgeted county services, (3) more joint committee meetings to discuss items that affect both committees, (4) have county board discuss items of contention without a vote at a meeting prior to the Board vote, (5) committees decide what items to recommend to the full county board for discussion, and (6) allow more time for items to be discussed, allow the public to comment and for Board members to obtain more information. Discussion followed. Some supervisors expressed confusion. Any items requiring a decision must be placed on an agenda approved by the committee chair. The committee system vets various items and determines what should be forwarded to the County Board. There must be a level of



trust that the committees are properly vetting issues before they are brought to the Board. In addition, County Board supervisors are responsible for the asking questions if there is something they need clarified. Supervisors have ample time to talk with the public, ask for additional information, or if they choose ask that additional information be provided before a vote. Weidner provide background on how the Board and the committees operate and belkived the suggestions are worth consideration by the next Board.

Motion to move into Closed Session pursuant to Wis. Stat. 19.85 (1)(c) regarding personnel matters, evaluation of the County Administrator: Motion by Wagner, seconded by Paape to move into closed session. Motion carried.

Motion to Return to Open Session: Motion by Romdenne, seconded by Paape to return to open session. Motion carried.

Chairman's Report: The Chair notified the committee that he has visited the Forest County Jail. He has wanted to gather more information as to how other county facilities operated. Forest County is a low population county and could provide a perspective that we should consider. He has received some phone calls regarding the 30 acre (Grezslo) property the County is considering to sell. He has encouraged people to submit a proposal. Weidner notified the committee that the resolution pertaining to the proposed Marine Sanctuary will be on the March County Board agenda.

Next Meeting: Next meeting will be Wednesday, February 26 at 8:00 a.m. A march meeting is scheduled for March 11 at 8:00 a.m.

Adjournment: Motion by Romdenne, seconded by Paape to adjourn the meeting. Motion carried. Meeting adjourned at 11:14 a.m.