



Kewaunee County  
EXECUTIVE COMMITTEE MEETING

**MINUTES**

January 7, 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 – Chuck Wagner, John Mastalir, Robert Weidner, Tom Romdenne, Virginia Haske, Kaye Shillin, Mary Ellen Dobbins. Others Present – Jeff Wisnicky, Scott Feldt, Cindy Kinnard, Todd Every, Davina Bonness, Matt Joski, Chris Van Erem, Jason Veesser, David Cornelius, Melissa Annoye, Frank Mazdarevic.

**Approve January 7, 2020 Agenda:** Wagner moved and Romdenne seconded to approve the agenda. Motion carried.

**Approve December 19, 2019 Meeting Minutes:** Wagner moved and Romdenne seconded to approve the December 19, 2019 minutes. Motion carried.

**Administrator's Report**

**Personnel Report:** Feldt reviewed the Personnel report with the committee. No questions.

**Administrator's Report:** Feldt gave a quick update of the Broadband Study Group activities. The Public Service Commission Broadband Expansion grant was submitted on December 19. Feldt informed the committee that he has received 130 letters and emails requesting action regarding internet access.

Feldt reviewed the Public Safety Facility Study Group minutes. Venture Architects has reviewed space options with the group. Each option has various square footage totals. The group's preferred option is to utilize the smaller housing unit design and include a fleet garage and space for an emergency operations center. Staffing will be an issue discussed at the next meeting.

Every gave a short summary of the study related to the design of a new highway shop. The architect is gathering information and will be providing a report in the coming months.

**Public Comment:** None

**Approval of Personnel Policy Changes/Updates (Chapters 1, 2, 3, 6, 7):** Feldt presented the small language changes the committee requested in chapters 1, 2 and 6. Chapter 1, pages 11 and 16, related to not disclosing confidential information. Chapter 1, page 19 simplified the policy/procedure regarding an employee in an accident with a county vehicle. Chapter 1, page 21 allowed for an exception of Sheriff and Highway employees using electronic devices while driving if performing department activities. Chapter 1, page 23 removed the requirement of department heads to present an annual report to the County Board. Chapter 1, page 24 modified bloodborne pathogen training to select employees. Chapter 2, page 8 modified TB testing requirement to specific employees who have a higher likelihood of exposure. Chapter 1, page 12 also allows children to be in the workplace if they are volunteering or job shadowing. Wagner moved and Mastalir seconded to approve changes and the chapters as presented. Motion carried.



**Discussion of Personnel Policy Changes/Updates (Chapters 4,5):** Feldt reviewed various changes with the Committee. Chapter 4 page 1 states that employs will utilize the electronic time keeping system. Page 2 indicates that the County will provide payroll information to employees but not necessarily through a paper pay stub. On Page 3 the section on bi-weekly salary is deleted as bi-weekly pay is no longer used. The reference of a "6/3" is removed as the schedule is no longer utilized. Page 3 Sections E, F and G (Minimum Call in Pay, Premium Pay for Highway Employees, and Stand-by Duty for Human Services Employees) will be discussed at the next meeting. Every submitted a request that would allow highway employees to receive overtime pay if called in outside of their regular working hours. Discussion followed how the policy change would be applied to all county employees and how the hours would be applied to the 40-hour work week. Night Shift Premium for Jailors would remove the reference to a 6/3 schedule and only list hours eligible for the pay premium. Page 5 removes a reference to an outdated 2013 paid off time off rate.

Chapter 5 Page 1 adds language that benefits are listed for employees unless in a bargaining agreement or employment contract. Vacation will be changed to hours instead of weeks and days. A request for an accelerated schedule to receive more vacation will be discussed at the next meeting. Page 2 removes references to the 6/3 schedule. Vacation use by highway workers outside of the specified time period can be approved by the Highway Commissioner. Holidays for landfill employees has been deleted since the close of the landfill. The request that Jailors be given consideration regarding the Easter holiday. Another holiday or increased pay. This will be discussed at the next meeting. Page 4 eliminates the specific dollar amount of the life insurance benefit. Page 5 eliminates the specific identification of a deferred compensation provider. Pages 11-13 take the sick leave accumulation section for employees hired after January 1, 2013 in section N8 and places them in the area that it pertains. Also on Page 13 the use of unused sick leave is clarified such that unused sick leave is available to an employee for a period of 10 years or until exhausted. The funds can be used for health and dental premiums as long as the employee is a part of the insurance coverage. Page 14 had discussion regarding funeral leave and how one-day and three-day leaves are given. This will be discussed next meeting. Other items to be discussed at the next meeting include the request to donate vacation or compensatory time, allowing for payout of vacation if unused vacation in excess of 40 hours, allowing a birthday to be a holiday, and transfer the floating holiday to become vacation.

**Chairman's Report:** Weidner gave a summary of the Land & Water Conservation Committee meeting. There was some tension surrounding the issue of the resolution that was pulled from the County Board agenda related to a request to the Governor regarding manure spreading concerns. Weidner indicated he will likely place the marine sanctuary issue on the county board agenda. He added that there are unknowns on both sides of the issue. Weidner informed the committee that Supervisor Paape has had some recent medical issues but is home. Finally, Weidner spoke about his decision not to run for re-election. He has conflicted feelings as there are a number of big issues before the board, but he also believes that after serving 20 years, it is time for others to serve.

**Next Meeting:** February 8, 202 at 8:00 a.m.

**Adjournment:** Wagner moved and Romdenne seconded to adjourn. Motion carried. Meeting adjourned at 9:52 a.m.