

Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
MINUTES

January 9, 2019 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 – Charles Wagner, Tom Romdenne, Kaye Shillin, John Mastalir, Mary Ellen Dobbins, Gary Paape, Robert Weidner, Scott Jahnke, Virginia Haske. Others Present – Robert Mattice, Jeff Wisnicky, Scott Feldt.

Approve January 9, 2019 Agenda: Dobbins moved and Wagner seconded to approve the January 9, 2019 agenda. Motion carried.

Approve December 5, 2018 Meeting Minutes: Dobbins moved and Wagner seconded to approve the December 5, 2018 minutes. Motion carried.

Public Comment: None.

Administrator's Report

Personnel Report – Feldt reviewed the Personnel Report. No questions.

Administrator's Report – Feldt notified the Committee that a consultant has been selected to assist with the needs assessment and a contract will come before the Board for approval. The original bid was for \$69,700 but was negotiated down to \$60,700. The contract with the race promoter is being reviewed by the promoter's attorney. No issues are likely and should be brought before the Board for approval. Feldt has directed the Finance Director to begin creating a five year financial forecast to assist in long term financial planning. The Administrator and Finance Director will travel down to Madison to meet with staff of the Department of Administration regarding the closing of the revolving loan fund program and how those funds may be accessed for community projects. Feldt will be meeting informally with various people to discuss broadband issues and to gain additional insight as the study group begins its work. Feldt met with the Fair Board President to renew the current lease agreement. No issues were identified. The contract will come before the Board for approval.

Approval to Fill Position Vacancies: Feldt gave an overview of current and upcoming position vacancies including the Human Services Director, County Veterans Services Officer, Chief Deputy, Clinical Nurse and Radio Operator/Jailer. Some general discussion followed regarding the positions and the process of filling them. Wagner moved and Mastalir seconded to approve the filling of all vacant positions listed. Motion carried.

Discussion of Future Staffing Levels and Pay Plan Wage Ranges: Feldt informed the Committee future meeting will address long term financial concerns regarding the pay plan and future staffing needs if a public safety facility is approved. The current pay plan incorporates a 3% step increase in the first half of the pay plan and a 2% step increase in the second half. In addition, a cost of living adjustment is also factored into wage increases. This resulted in some employees receiving a 5.25% or 4.25% increase in 2019. There is a concern that these levels of increases may not be sustainable. In addition, the need for additional staff is almost certain if a new jail is approved. The Committee will need to discuss staffing levels and wage rates. Feldt stated that options were not being provided today. A decision should be made prior to the 2020 budget process but discussion will take place at subsequent meetings. A question was raised as to what is

the expected increase in staff for the new jail. Feldt replied that it would depend on whether 911 staff and jail staff would be separated or would hybrid staff still remain in place, as well as if state regulations would impact that decision.

Review of Personnel Policies – Chapters 2-4: Feldt reviewed the Chapters 2-3 policies with the Committee. Feldt indicated he did not include Chapter 4 as the Highway Committee will be working with the Highway Commissioner to examine the compensation for highway workers. Mattice and the Committee discussed the request to increase the amount of comp time an employee may accrue. Discussion followed as to current practice and what payroll and timekeeping considerations may be involved. The Committee will review and discuss these requests at future meetings. Approval of Chapters 2-3 is scheduled for the February meeting.

Chairman's Report: Weidner informed the Committee that the Kewaunee County Economic Development Corporation (KCEDC) has selected a new Executive Director, Richard Baker. He is being invited to the County Board meeting to introduce himself. The City of Kewaunee is looking to hire an economic development person to assist in grant writing and project management. Weidner also scheduled the first meeting of the Broadband Study Group for January 29 at 4:30 p.m. and the first meeting of Jail Study Group for January 30 at 5:00p.m.

Next Meeting: The next meeting is scheduled for Monday February 18, 2019 at 8:30 a.m.

Adjournment: Shillin moved and Paape seconded to adjourn. Motion carried. Meeting adjourned at 9:20 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott Feldt". The signature is written in a cursive, flowing style.

Scott Feldt, Recording Secretary