

# **AGENDA**

## **Administration & Rules Committee**

## **Finance Committee**

## **Human Resources Committee**

**Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549**

Friday, September 4, 2015

8:30 a.m.

### **Administration and Rules Committee Members**

James Braughler, Vice Chair; Jennifer Hanneman; Steve Nass, Secretary; Amy Rinard, Chair; Jim Schroeder

### **Finance Committee Members**

James Braughler, Jennifer Hanneman, Dick Jones, Blane Poulson, Jim Schroeder

### **Human Resources Committee Members**

Paul Babcock, James Braughler, Greg David, Jim Mode, Michael Wineke

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Communications
7. Approval of August 18, 2015 Joint Committee minutes
8. Discussion and Possible action on employee compensation and benefits for the purposes of retention and recruitment
9. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data and compensation package
10. Reconvene in open session to take possible action on items discussed in closed session
11. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**ADMINISTRATION & RULES COMMITTEE  
FINANCE COMMITTEE  
HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
August 18, 2015 @ 10:00am  
Jefferson County Courthouse, Room 202**

1. Call to Order: County Board Chair, Jim Schroeder, called the meeting to order at 10:03 am.
2. Roll Call:
  - Administration & Rules Committee: Present: Jim Braughler, Jennifer Hanneman, Steve Nass, Amy Rinard, Jim Schroeder.
  - Finance Committee: Present: Jim Braughler, Jennifer Hanneman, Dick Jones, Blane Poulson, Jim Schroeder.
  - Human Resources Committee: Present: Paul Babcock, Jim Braughler, Greg David, Jim Mode. Excused: Michael Winecke.
  - Others Present: Bill Kern, Highway Commissioner; Brian Lamers, Finance Director; Terri Palm, Human Resources Director; Blair Ward, Corporation Counsel; Ben Wehmeier, County Administrator; Carlton Zentner, County Board Supervisor District 26.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: None.
7. Discussion and possible action on employee compensation and benefits for the purposes of retention and recruitment. Ben Wehmeier introduced the issue stating the Human Resources Committee discussed earlier that morning the ability to recruit and retain certain positions in the County, particularly Public Health Nurses, Mental Health Specialists (requiring licensure) and Programming professionals, as well as Attorneys and Highway workers. In order to recruit, the County has taken several approaches, including: starting many of these positions above minimum step (at times above mid point); re-posting the position with less than desired qualifications (which often means Jefferson County trains the individual and then the employee leave); utilize outside Placement Agencies. Further discussion indicated the County is competing more with the private sector now than ever before and the labor market has changed drastically and quickly in less than five years. The supply and demand for Jefferson County will make it increasingly challenging as there will be an increase for demand due to more employees eligible to retire and less of a supply of applicants attracted to the Public sector. Administration and Human Resources have discussed other options: requiring authorized flexibility to implement policies such as retention bonuses, performance bonuses, one-time bonuses, time off flexibility, approving

additional time off, and other attractions important to employees. Also discussed was the affect any implementations will have on compression, internal equity and conducting an employee engagement survey to discover what is important to employees who may be affected by their position and generational gaps. The challenge will be finding solutions that consider responsibilities to the public, the needs of employees and the ebb and flows of market changes.

Committee discussed that it may not be prudent to lock into something specific but to give Administration and Human Resources flexibility within policy guidelines to implement recruitment and retention strategies. Committee also felt it was important to meet the challenges of current and critical situations and address issues such as the current vacation schedule and flexibility of hours. It was suggested to survey department heads for ideas of recruitment and retention they may have, such as developing a PTO (Paid Time Off) system. Also discussed using P-card savings for bonuses, providing incentive to departments to utilize the card.

Requests from committees of what would like to see for the upcoming year include:

- Giving Administration and HR ability to negotiate outside the ordinance for new and current employees
- A list of options to consider
- A presentation of PTO system
- A proposed amendment to current vacation schedule
- Address issue of recruiting and retaining Mental Health Specialists
- Educating employees and County Board of issues of the workforce (market changes, generational change)

8. Administration & Rules Committee: **Motion by A. Rinard, second by J. Hanneman, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and possible annual salary increase.** Braughler: Aye; Hanneman: Aye; Nass: Aye; Rinard: Aye; Schroeder: Aye.

Finance Committee: **Motion by D. Jones, second by J. Hanneman, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and possible annual salary increase.** Braughler: Aye; Hanneman: Aye; Jones: Aye; Poulson: Aye; Schroeder: Aye.

Human Resources Committee: **Motion by J. Braughler, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and possible annual salary increase.** Babcock: Aye; Braughler: Aye; David: Aye; Mode: Aye.

Moved into closed session at 11:10am.

NOTE: Also present were C. Zentner, T Palm, B. Wehmeier and B. Ward. B. Wehmeier excused himself at 11:20am; S. Nass excused himself at 12:05pm; P. Babcock excused himself at 12:20pm.

9. Administration & Rules Committee: **Motion by J. Hanneman, second by J. Braughler, to reconvene into open session.** All present responding "Aye". Motion carried 4:0.

Finance Committee: **Motion by J. Hanneman, second by B. Poulson, to reconvene into open.** All present responding "Aye". Motion carried 4:0.

Human Resources Committee: **Motion by G. David, second by J. Braughler, to reconvene into open session.** All present responding "Aye". Motion carried 3:0

**Moved into open session at 12:30 pm.**

Administration & Rules Committee: **Motion by J. Schroeder, second by A. Rinard, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015 and two-weeks additional vacation starting January 1, 2016.** Motion carried 4:0.

Finance Committee: **Motion by B. Poulson, second by J. Hanneman, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015 and two-weeks additional vacation starting January 1, 2016.** Motion carried 4:0.

Human Resources Committee: **Motion by J. Braughler, second by J. Mode, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015 and two-weeks additional vacation starting January 1, 2016.** Motion carried 3:0

10. Adjournment. Committee requested another joint meeting in the near future to consider and follow up on items discussed.

Administration & Rules Committee: **Motion by J. Braughler, second by J. Hanneman, to adjourn.** Motion carried 4:0.

Finance Committee: **Motion by J. Braughler, second by J. Hanneman, to adjourn.** Motion carried 4:0.

Human Resources Committee: **Motion by J. Braughler, second by J. Mode, to adjourn.** Motion carried 3:0

**Meeting adjourned at 12:44 pm.**

### County Administrator Compensation/Benefit Comparison

County	2010 Population	2015 (Current) Salary	Years in Position	Retention Incentive	Vehicle Allowance	Expense Allowance	WRS (Employee Portion)	Deferred Comp	Dues for Civic Clubs	Vacation	Personal Days	Professional Development	Total Compensation for 2015
Ashland	16,157												
Barron	45,870	\$105,794	6							24		Dues for NACA, ICMA, WCEA, WCMA and WICPA	\$105,794
Bayfield	15,014												
Burnett	15,457	\$98,000	2					\$600 annually	As needed	18	Ability to flex as needed	Dues for WCMA, ICMA, anything else up to \$2500	\$98,600
Calumet	48,971	\$135,000 (to increase \$5,000 per year through 2018 - 2018 salary will be \$150,000)	1	Beginning January 2016, \$4,000 annually paid in \$1,000 quarterly installments. Beginning January 2018, \$8,000 annually in \$2,000 quarterly installments.				County to contribute 3% of annual base salary to deferred compensation account of choice		PTO earned at level 5 (21 years of service). Total per year is 43 (to be used for holidays, sick time, and vacation)		Dues for NACA, ICMA, WCEA, WCMA and cost of attending one national conference in addition to the NACo conference annually.	\$135,000
Chippewa	62,415												
Dodge	88,759	\$106,300	7							20		ICMA, WCMA, WGFOA	\$106,300
Door	27,785	\$108,000	1 month							PTO @ 5 years Service (24 days)		Dues for ICMA, WCMA and conference support	\$108,000
Douglas	44,159	\$103,022	5	Pay for Performance to 120% of scale (potential to \$126,797 - must meet standards for 2 years consecutively to increase salary over 100%).					\$2,000 annual budget covers professional and civic club dues	20	28 hours per year; no carry over - use or lose	Training Budget is \$7,500; includes travel, meal reimbursement, conference/ training costs	\$103,022

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County	2010 Population	2015 (Current) Salary	Years in Position	Retention Incentive	Vehicle Allowance	Expense Allowance	WRS (Employee Portion)	Deferred Comp	Dues for Civic Clubs	Vacation	Personal Days	Professional Development	Total Compensation for 2015
Dunn	43,857	\$121,472	14		\$575/month or \$6,900 annually (Determined by multiplying the current standard busienss mileage rate established by the IRS by 1000. For 2015, the amount is 57.5 cents/mile or \$575)					20		Memberships to NACA, ICMA, WCEA, WCMA and cost of attending one national conference or the NACo conference annually	\$128,372
Eau Claire	98,736	\$135,000	1 month						The County shall pay for reasonable membership dues, fees and attendant expenses for the Administrator to participate in a local civic or community organization as established by that organization.	26		Memberships to NACA, ICMA, WCEA, WCMA and cost of attending one national conference annually	\$135,000
Iowa	23,687	\$92,000	VACANT							MTO level 4 of 6 (31 days)		WCMA & ICMA	\$92,000
Jefferson	83,686	\$121,600	2							15	5	Membership to ICMA, WCEA and WCMA; Pay State Bar annual license fee; Conference expenses based on annual budget	\$121,600
Kewaunee	20,574	\$90,001	6 months							10			\$90,001
La Crosse	114,638	\$185,245	12	\$12,000.00	\$2,400 plus travel outside the County on County business will be reimbursed according to County policy			The \$12,000 annual Retention Award is deposited into a deferred compensation account at 25% per quarter	Pay for reasonable membership fees and/or dues for ONE club/organization	25	10 to be used like vacation	Not limited to ICMA, WCMA, NACo dues and conference expenses	\$199,645

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Marathon	134,063	\$124,538	7						County pays for dues for Wausau Rotary	32.5		ICMA Dues and Conference, WCMA Dues and Conference, WCA Legislative Conference	\$124,538
Marquette	41,749	\$115,000	3 Months							20	5	Reasonable	\$115,000
Monroe	44,673	\$95,900	6				100% per contract			23	1.5	WCMA, ICMA, GFOA	\$95,900
Ozaukee	86,395	\$128,710	15				\$ 8,752			20		Not limited to: WCMA, WCEA, NACO	
Rock	160,331	\$127,500	1		\$6,000	\$2,000		\$4,000 annually to deferred compensation plan of choice		25		Not limited to WCMA, ICMA, WCEA	\$139,500
Sheboygan	115,507	\$130,333	16							22		WCA, NACo conferences budgeted	\$130,333
St. Croix	84,345	\$160,000 (for years 2013 - 2017)	4	The CA participates in the same P4P program as employees and can earn either a base step (added to salary) or a base step plus a one time merit/bonus of 2% the annual salary. For 2015, amount earned was 2% or \$3,200.	\$4,800 with annual adjustment to reflect increases and decreases in CPI.					36		Dues for WCMA, ICMA and one area service organization. May attend 2 NACo/NACA and one ICMA Conference annually.	\$168,000

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County	2010 Population	2015 (Current) Salary	Years in Position	Retention Incentive	Vehicle Allowance	Expense Allowance	WRS (Employee Portion)	Deferred Comp	Dues for Civic Clubs	Vacation	Personal Days	Professional Development	Total Compensation for 2015
Walworth	102,228	\$150,942	14						As needed	20 (able to bank 6 weeks)	Same as Walworth County employees	Dues for WCEA, ICMA; ICMA, WCA, NACo annual conferences	\$150,942
Washington	131,887	\$111,966	2						Rotary	25 days PTO		Dues for WCMA & ICMA. May attend 2 NACo/NACA and one ICMA Conference annually.	\$111,966